



MISSOURI
STATE ASSOCIATION

**State Executive Council
Handbook**

Revised October 31, 2023

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DUTIES AND RESPONSIBILITIES OF THE STATE EXECUTIVE COUNCIL

Each State Executive Council Member is a liaison between the state and regional organizations. Every member is expected to attend the annual State Leadership Conference, Fall Leadership Conference, National Leadership Conference, and the State Executive Council Meetings (maybe spring, summer and/or winter). Each is also responsible for leadership development activities within their respective region, in cooperation with the regional executive council.

The State Executive Council will:

1. Determine what business will be brought before the State Leadership Conference.
2. Pass upon credentials of the candidates for National Office.
3. Make plans for the State Leadership Conference.
4. Make plans for leadership training program(s).
5. Conduct other necessary business for growth of the association.

The State Executive Council has the authority and control over the association, subject to such regulations and bylaws as may be adopted by the Missouri Association Family, Career and Community Leaders of America.

State President

The President presides over the State Leadership Conference of the Missouri Association Family, Career and Community Leaders of America, and over the meetings of the State Executive Council. The President will call a meeting of the State Executive Council on the date and at the place as determined by the state adviser.

State 1st Vice President

The 1st Vice President shall assist the President, preside at meeting in the absence of the president, and keep the minutes of all state meetings of the State Executive Council.

Vice President of Finance

The Vice President of Finance shall provide leadership by serving as a member of the Board of Directors and the Finance Committee.

State Vice Presidents

The vice presidents shall represent their region at the State Executive Council Meetings and participate at state meetings and State Leadership Conferences. The designation of the following positions will be determined by the nominating committee at State Leadership Conference:

1. State Vice President of Community Service
2. State Vice President of Competitive Events
3. State Vice President of Development
4. State Vice President of Elections
5. State Vice President of Membership
6. State Vice President of Parliamentary Law
7. State Vice President of Programs
8. State Vice President of Public Relations
9. State Vice President of Scholarship

In the event there are no national officer candidates elected to represent Missouri, a Vice President of Alumni and Associates and a second Vice President of Competitive Events will be added to the council for the term.

National Liaisons

Should the National Officer Candidate(s) be elected at the national level, they will become a participating member of the National Executive Council and will relinquish their position on the State Executive Council. If not elected at the national level, the National Officer Candidate will assume the National Liaison position on the State Executive Council and duties will depend on activities needed for the year.

OFFICER INSIGNIA

Each state officer will receive, with their uniform, the gold pin and guard that is symbolic of the office. The gold guard has a safety catch and chain for attaching to the gold membership pin.

The symbols of the state executive council are as follows.

Office

President

1st Vice President

Vice President of Finance

National Officer Candidate(s)

State Vice President of Community Service

State Vice President of Competitive Events

State Vice President of Development

State Vice President of Elections

State Vice President of Membership

State Vice President of Parliamentary Law

State Vice President of Programs

State Vice President of Public Relations

State Vice President of Scholarship

Guard

Gavel

Torch

Key

Winged Torch

Cross

Treble Clef

Quill & Scroll

Mace

Treble Clef

Mace

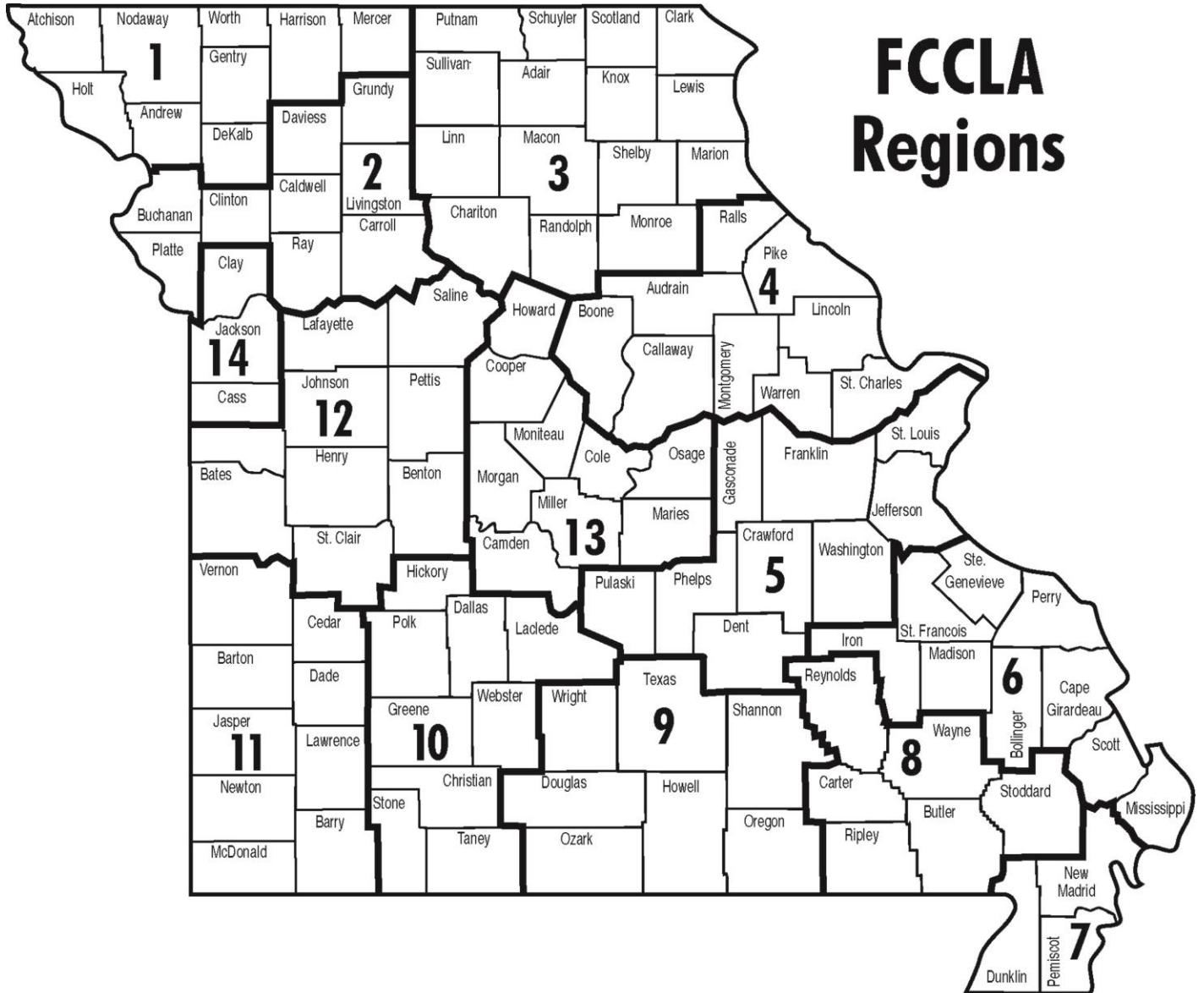
Treble Clef

Winged Pen

Quill

As a token of appreciation for the work performed on behalf of the Missouri Association Family, Career and Community Leaders of America, the officer will retain the pin and guard at the end of their term.

FCCLA Regions



Standards, Procedures and Forms

**MISSOURI ASSOCIATION
FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA**

General Responsibilities and Conduct

State Executive Council members have many responsibilities. These responsibilities take priority over school and other community activities. In order to honor these priorities, sacrifices sometimes have to be made, and state officers must be prepared to manage them positively.

Missouri FCCLA State Executive Council members are extremely visible role models. Members' behavior should be an example for the entire membership. It is important to be aware of this visibility at all times, not only when wearing the uniform.

Communication is extremely important in order to work effectively. Members are expected to respond to the state adviser and fellow council members in a timely manner. If contact information changes, the officer is responsible for sending the information to the state office and fellow council members. When sending emails, council members should include the local adviser and the state adviser.

Officers are expected to exhibit trustworthiness, respect, responsibility, fairness, caring, and citizenship.

State Executive Council members' conduct is the responsibility of the local chapter adviser. Officers are expected to inform their adviser of their activities and whereabouts at all times when at FCCLA events, activities, and conferences.

State officers will be busy throughout the year. In order to accomplish all tasks, it is a good idea to establish a schedule and practice good time management skills. Officers should be punctual and follow up with requests. State Executive Council members will have a monthly task list of items required for the overall council, committees, and specific offices.

State Executive Council members' behavior reflects upon the image of Family, Career and Community Leaders of America. Student conduct should make a positive contribution to the excellent reputation already established.

If a state officer candidate is aware of a conflict in regard to one of the dates listed on the calendar of required events submitted with the officer qualification form, he/she must discuss the conflict with the state adviser prior to elections at the regional level. If the candidate is aware of the conflict and fails to notify the state adviser, the current State Executive Council has the right to seek repercussions.

If a State Executive Council member must miss any event or conference for any reason, the State Executive Council member must notify the council and the state adviser 30 days prior to the event in question. The SEC member will explain, in writing, the importance of missing the event. The council will then decide if the absence will be approved or if further action will need to be taken.

The following pages are for informational use only. All forms require a signature prior to the SEC member taking office. All forms can be found on the Missouri FCCLA website under current state executive council members.

**MISSOURI ASSOCIATION
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State Executive Council Standards

Educational Precedence and Standards

Education always takes precedence. SEC members are expected to arrange, in advance, for assignments that may occur when they are absent due to a FCCLA activity or meeting.

SEC members are to maintain a cumulative 3.0 grade point average on a 4.0 grade scale. A grade report can be requested by the state office if deemed appropriate. If the grade point average drops below a 3.0, the state adviser, SEC adviser, administrator or parent may request that the student be placed on academic probation, therefore limiting duties of the state executive council member to local duties for a time period determined by those listed above. At the end of the probationary time, the SEC member will be expected to provide documentation showing improvement in the area of concern, signed by a school administrator. If academic progress has not been made, the student may be removed from office.

Meetings and Travel Policies

SEC members are expected to attend all assigned activities, which are the annual State Leadership Conference, FCCLA Fall Leadership Conference, National Leadership Conference, and the three State Executive Council Meetings (spring, summer and winter). SEC members are highly encouraged to participate in the annual Legislative Shadowing project. For any additional meetings in which FCCLA participates, the state adviser will use his/her discretion in calling on a SEC member to represent the organization.

A travel authorization form may be required before any official travel. SEC are required to be accompanied by an adult (preferably adviser) to all activities. Members may arrange transportation for state FCCLA activities in accordance with local school district policies. Once in attendance at the state FCCLA activity, SEC members will not leave the premises without their adviser or other designated adult, and will not be permitted to drive or transport others.

Other Responsibilities

Members of the State Executive Council will have responsibilities beyond those directly associated with the required meetings and events. These responsibilities may include, but will not be limited to, local chapter visits, DESE office visits, public relations events, and assignments to prepare for or follow-up from meetings and events.

All responsibilities are requirements of the office, and are not optional. Meeting attendance, assigned responsibilities, and other assignments are tracked by the state adviser. Failure to fulfill responsibilities as assigned may result in disciplinary action.

Dress Code Requirements

The official uniform will be worn at all state approved activities, meetings or conferences. Nametags and officer pin and guard will be worn at all times while serving in official capacity. Allowed items on the official business uniform include the National Leadership Trading pin and the Missouri FCCLA member pin. The official business uniform consists of the FCCLA blazer, black skirt or pants, white button down oxford-style shirt, neck ties (as distributed), black sheath dress for females, and appropriate dress shoes. The official business casual uniform

consists of the FCCLA officer polo shirt, khaki pants, belt, and appropriate shoes that meet the dress code of the activity.

The State Executive Council member will be responsible for providing their own uniform. Required uniform pieces will include the FCCLA blazer, black skirt and/or pants, white button down oxford-style shirt, neck tie or ascot, black sheath dress and skin-tone hose for females, and black dress shoes. Females will be required to wear a 1-2" heel on official tasks. Missouri FCCLA will provide the officer guard and pin, the name badge, and the SEC t-shirt for work sessions.

For minor dress code violations, the SEC member will be expected to resolve the violation and no additional action will be needed. Flagrant disregard for the dress code may result in suspension of officer duties for a time as determined by the state adviser in consultant with the officer's adviser, or removal from office.

Personal and Professional Conduct Standards

1. Behavior at all times should be such that it reflects credit on you, your family, your school, and the organization.
2. Any accidents, injuries, or illness should be reported to the local and state adviser immediately.
3. Inappropriate physical contact is prohibited.
4. Use of cellular phones or other electronic media during FCCLA meetings or activities is prohibited, unless permission has been granted by the state adviser.
5. Members of the opposite sex may not be in the same sleeping room, except for the purpose of committee work or a called meeting by the state adviser, and in such a case, the room door must be fully open. When given assigned rooms, SEC members will remain in those rooms and will not switch rooms.
6. Officers will not violate curfew (as stated in the meeting program or by the state adviser).
7. Be prompt and prepared for all official activities.
8. Meet deadlines as established by the state adviser.
9. Use proper communication techniques for correspondence, and have the SEC adviser proofread all written correspondence prior to it being sent.
10. Establish and keep good communication with the SEC adviser and school administrators, and retain their support throughout the term of office.
11. Exhibit positive behavior and choices reflecting the mission and purposes of FCCLA.

Violation of standards 1 through 11 will subject an officer to probation or letter of reprimand. The disciplinary process will be followed.

12. If a State Executive Council member chooses not to communicate or abstains from the betterment of the team for an extended period of time, the disciplinary process will be followed.
13. SEC may not purchase, possess, consume, or be under the influence of alcohol or illegal drugs at any time. Drinking mock cocktails is prohibited.
14. Smoking and the use of tobacco products is not allowed while in attendance at an FCCLA event and according to local school policies.
15. If an officer is found responsible for stealing or vandalism, the officer and his/her parents or guardian will be expected to pay all damages.
16. Officers will not engage in any act that brings criticism or discredit to Missouri FCCLA and/or chapter as determined by the state adviser, SEC adviser or administrator. This includes, but is not limited to, acts that may endanger self/others, disruptive behavior, leaving the FCCLA activity without adviser knowledge, or association with non-conference individuals.

17. Attend all meetings as scheduled and for their entirety. SEC officers may petition the state council for an excused absence in the case of an extenuating circumstance, which must be submitted in written form with the signature of the officer, adviser, and school administration at least 30 days prior to scheduled event.

Violation of standards 12 through 17 may subject an officer to immediate suspension; therefore, the officer may be sent home from the event, and may subject an officer to review of his/her duties or result in removal from office. Transportation home will be arranged at the officer's expense. The disciplinary process will be followed.

Disciplinary Process Defined

A member of the State Executive Council in violation of the State Executive Council Code of Conduct as approved by the Board of Directors may be removed from office at the recommendation of the state adviser, the president of the State Executive Council, and/or the Board of Directors and after a two-thirds vote of the State Executive Council. The state officer, local adviser, parent/guardian, and school administration will be notified of the pending charges and vote in writing two weeks prior to the vote, and will be notified of the council's decision within 10 days after the vote.

State Executive Council Tasks and Responsibilities

Full Council

- Monthly SEC Zoom meeting
- Minimum of 2 chapter visits
- Blog and social media posts (approximately 2-4 throughout the year)
- Monthly report
- Compete in a STAR Event, or volunteer at Regional STAR Events
- Assist with Regional Officer Screening, if not running for office
- Participate in all regional activities

Committee Chair

- Monthly committee report

State President

- Check on first half of officers (alphabetically by title)
- Act as liaison between state staff and SEC (SLC and other updates)
- Serve as a member ex-officio of the Board of Directors for two years

First Vice President

- Check on second half of officers (alphabetically by title)
- Act as liaison between state staff and SEC (FLC and Legislative Shadowing)

National Liaison

Should there not be a National Liaison, the responsibilities will default to the President.

- Provide a report with new business or events from National FCCLA
- Manage National Networks activities and provide accountability

Vice President of Finance

- Review budget and state association Income & Expense Statements
- Serve as a member ex-officio of the Board of Directors and the Finance Committee

VP of Alumni and Associates

Should there be no Vice President of Alumni & Associates, the responsibilities will default to the Vice President of Development.

- Make a social media spotlight for Alumni & Associates
- Create and manage an Alumni & Associates membership campaign
- Provide a report to state office and SEC on Alumni & Associates activity and affiliation

Vice President of Community Service

- Propose options for the annual service project
- Make social media posts highlighting the annual community service project
- Recognize schools or individuals who have contributed to the community service project
- Keep in contact with community service project organization, update about activity and estimate of money raised

Vice President of Competitive Events

- Choose one event monthly to highlight on social media
- Review competitive events and be knowledgeable about them
- Work with state staff to organize and execute state competitive events

Vice President of Development

- Reach out to community organizations and businesses to secure partnerships and/or conference exhibitors and sponsors
- Work with state staff and SEC to create monthly goals for the organization and see them through to completion

Vice President of Elections

- Assist Vice President of Parliamentary Law in evaluating bylaw amendment proposals before passing on to the Board of Directors
- Review bylaws with Vice President of Parliamentary Law and suggest amendments as needed
- Manage the State Leadership Conference Nomination Committee – serve as committee chair unless running for a new SEC term
- Review election procedures for regional and state levels, and make recommendations changes

Vice President of Membership

- Create regional contact templates and lists for each SEC member
- Set quarterly membership goals and see them through to completion
- Create a new membership incentive idea for conferences (passports, new awards, scavenger hunts, etc.)
- Assist with affiliation portal maintenance

Vice President of Parliamentary Law

- Look through bylaw proposals and bring to Board of Directors as evaluated
- Request bylaw proposals after reviewing bylaws with Vice President of Elections
- Provide training Parliamentary Procedure to regional executive councils and chapters as requested
- Ensure proper parliamentary procedure is followed at all meetings of the Missouri Association

Vice President of Programs

- Choose one program monthly to highlight on social media
- Review state and national programs and be knowledgeable about them
- Evaluate current and create new recognitions and awards for individuals, chapters, and supporters

Vice President of Public Relations

- Work with state staff on social media, website and YouTube posts
- Create quarterly engagement and communication plans and see them through to completion
- Remind other SEC of deadlines for their posts – manage the communications and engagement calendars

Vice President of Scholarships

- Create post(s) to highlight scholarships and scholarship applications
- Reach out to potential scholarship partners and sponsors
- Manage the Scholarship Committee – serve as Committee Chair (if not applying for a scholarship)

State Executive Council Standards Agreement

I have read and fully understand Missouri Association Family, Career and Community Leaders of America State Officer Standards and agree to comply with these guidelines. Furthermore, I am aware of the consequences that will result from violation of any of the above guidelines.

State Officer Name (Print)

State Officer Signature

Date

We approve the student named above to attend state approved Family, Career and Community Leaders of America activities and agree to the provisions as stipulated in the State Executive Council Standards.

Parent/Guardian Name (Print)

Parent/Guardian Signature

Chapter Adviser Name (Print)

Chapter Adviser Signature

School Administrator Name (Print)

School Administrator Signature

**MISSOURI ASSOCIATION
FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA**

Internet Permission Form

Missouri FCCLA maintains an Internet presence offering pertinent information to schools, FCCLA advisers, students, and the general public. Information about the State Officers is useful as a means of contact. We would like to include each officer's name, and school contact information, no personal contact information will be shared on the website.

There will be times that we include pictures of officers on the website, blog, or in video. In order for Missouri FCCLA to accomplish this, permission from parents is needed for students under the age of 18. If the student is 18, he/she may sign the form.

I hereby authorize Missouri FCCLA to display _____ 's
(officer name)

picture, videos, and school contact information on the Missouri FCCLA website, blog or in other public relations materials.

Parent/Guardian Name (Print)

Parent/Guardian's Signature

Date

**MISSOURI ASSOCIATION
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Social Media Code of Conduct

I, _____, agree to follow the guidelines of Missouri Association Family, Career and Community Leaders of America (FCCLA) with regard to social media use. This includes but is not limited to, Facebook, Twitter, Snapchat, TikTok, and Instagram. As a member of the Missouri Association FCCLA Executive Council, I agree to the following:

- I will not post any content on my social media pages that reveals myself or anyone else participating in any illegal activity or other questionable activities.
- I will not post any pictures or statuses that reveal public displays of affection (PDA).
- I will not post any content with vulgar language.

In addition, I will abide by the following guidelines:

- My posts on social media sites will reflect that of a real-life teenager, but also that of an FCCLA officer. This will include:
 - Not using text language.
 - Embodying the leader lifestyle in everything – living it and posting it.
 - Showing modesty (no pictures with swimsuits, short shirts/shorts, cleavage, shirtless, etc.).
- I will promote FCCLA and build excitement for members through my social media platforms.
- I will support the other state officers on social media with regard to FCCLA and personal activities.
- I will keep the other State Executive Council members accountable for their actions on social media by use of private messaging and in connection with state staff.
- I will always be respectful on social media.
- I will allow Missouri Association FCCLA access to view my social media sites.

If I am found in violation of any of these areas, the disciplinary process outlined in the standards document will be followed.

State Officer Signature

Date

Chapter Adviser Signature

Date

Parent/Guardian Signature

Date

SEC Social Media Information

Facebook _____

Instagram _____

Snapchat _____

Twitter _____

TikTok _____

**MISSOURI ASSOCIATION
FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA**

Travel and Reimbursement Policies

State Executive Council members are expected to attend all assigned activities. These include the annual State Leadership Conference, FCCLA Fall Leadership Conference, National Leadership Conference, and State Executive Council Meetings (spring, summer and/or winter). For any additional meetings in which FCCLA participates, the state adviser will use his/her discretion in calling on a SEC member to represent the organization.

A travel authorization form may be required when attending a state sponsored event. SEC are required to be accompanied by an adult (preferably adviser) to all activities, members may arrange transportation for state FCCLA activities in accordance with local school district policies. Members must notify the state office of who will be traveling with them to and from events if different than adviser. Once in attendance at the state FCCLA activity, SEC members will not leave the premises without their adviser or other designated adult, and will not be permitted to drive or transport others.

Reimbursements allowed will be determined for each meeting. General guidelines include the following.

- *National Leadership Meeting*: Set stipend, no reimbursement of meals, travel, or lodging. Payment will be made once officer has successfully completed all responsibilities and assignments related to the activity. (\$300)
- *National Leadership Meeting – Advisers*: Set stipend, no reimbursement of meals, travel, or lodging. Payment will be made once SEC has successfully fulfilled all responsibilities related to the activity. (\$75)
- *Spring and Winter Planning Meetings*: Association pays for lodging and meals while in attendance (officers and advisers). Travel expenses allowed as requested by the state adviser.
- *Summer Planning Meeting*: Association pays for lodging and meals while in attendance (officers only). Travel expenses not allowed.
- *Fall and State Leadership Conference*: Association pays for lodging and meals while in attendance (officers only). Travel expenses not allowed.
- *Legislative Shadowing*: Association pays for lodging while in attendance (officers only). Travel expenses not allowed.

Items purchased for conferences or activities by SEC or SECA may be reimbursable. Prior authorization is required as well as a receipt. If possible, the items will be purchased by the state association instead of reimbursement.

In order to receive reimbursement, the officer must fill out the reimbursement form and indicate whom check is to be made payable to. **All receipts must be attached and received in the office within 30 days.** After such time, reimbursement will not occur. If the officer and adviser have separate expenses, two forms may be required if the payment needs to be made to separate payees.

When the association is covering lodging, advisers will be roomed two per room and students four to a room when possible. Each officer is allowed one adviser/chaperone. If the local school district policies require different arrangements, the school district will be responsible for the additional charges.

Travel expenses are allowable for personal vehicles; expenses will not be reimbursable for school owned/rented vehicles.

The state will **not** reimburse the following: Meals while traveling to or from an event; personal telephone calls; room service charges; between-meal snacks; entertainment expenses or TV movies; items charged to hotel bill.

**MISSOURI ASSOCIATION
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Travel Authorization Form

NAME OF OFFICER _____ **REGION** _____

NAME OF MEETING _____

DATE(S) OF MEETING _____ **PLACE OF MEETING** _____

MODE OF TRANSPORTATION _____ **APPROXIMATE TIME OF ARRIVAL** _____

PERSON(S) ACCOMPANYING _____
(name and relationship)

CELL PHONE NUMBER OF PERSON(S) ACCOMPANYING _____

We understand that the meeting will convene at approximately _____.

We understand that the meeting adjournment is schedule for approximately _____.

We, the undersigned, understand that the above named individual will be in attendance at the stated meeting. We give our approval for this individual's participation. We agree to the provisions as stipulated in the Conduct Code. We agree not to hold Missouri Family, Career and Community Leaders of America, the State Board of Education, or any of its agents, liable for any accident, illness or injury to this individual during participation in state organization approved activities or meeting and necessary travel to and from those sites.

State Officer Name (Print)

State Officer Signature

Parent/Guardian Name (Print)

Parent/Guardian Signature

Adviser Name (Print Name)

Adviser Signature

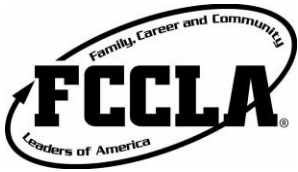
EMERGENCY CONTACT INFORMATION

Name of Emergency Contact _____

Relation to Officer _____ Phone Number _____

Return to: Ashley Witte, State Adviser
Ashley.Witte@dese.mo.gov

Return by: (DATE)



FCCLA Workshop Planning Template

Title:	Audience:
Workshop Description:	
Presenter(s):	Length:
A/V Needs:	Objective/Goal:
Workshop time, date and location:	<ol style="list-style-type: none"> 1. 2. 3.

Handout Title	Resource	Responsible	# Copies
<i>Ex. Planning Process Summary</i>	<i>FCCLA Website</i>	<i>National Staff</i>	<i>1 Per Person</i>

Supplies/Materials	Quantity	Responsible
<i>Ex. Scissors</i>	<i>1 pair per table</i>	<i>National Staff</i>

Additional Comments:



FCCLA Workshop Planning Template

Time	ACTIVITY
Set-Up	

Additional Comments:

**MISSOURI ASSOCIATION
FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA**

State Executive Council Capitol Leadership Scholarship

Each year, the Missouri Association may award a scholarship for up to two State Executive Council members, and one adviser to travel to Capitol Leadership. Interested members should complete the supplied application and return to the state adviser by the specified deadline.

A panel of evaluators selected by the state adviser will review and score each application.

SEC members/advisers/chapters are responsible for arranging all travel arrangements as well as registering to attend the event. If two members are selected to attend, they are expected to stay in the same hotel room to reduce the costs for the state association. Exceptions to this rule will be made on a case by case basis with prior approval required from the state adviser.

The following expenses are reimbursable as part of the scholarship:

- Airfare
- Airport Parking
- Lodging
- Conference registration

All other expenses including but not limited to ground transportation to/from the airport, meals, and other optional activities are the responsibility of the SEC member or chapter. The state association will send one adviser as part of the scholarship. This adviser may be from the local chapter or another adviser attending as part of the Missouri delegation. If local school policy requires different arrangements, the school will be responsible for the additional costs.

The state staff will notify all applicants of the scholarship recipients. The state adviser will process registration for the scholarship recipients. Travel arrangements are made by the SEC members and SEC advisers with reimbursement from the state association. It is the SEC member's responsibility to share any mailings or other information sent from national FCCLA with local school officials and parents or guardians.

Public Speaking, Leadership and Parliamentary Procedure Tips

MAKING EFFECTIVE CHAPTER VISITS

1. Preparing for the visit

- Be well informed about the chapter before you arrive. Know the accomplishments of the chapter and some areas that might need improvement.
- Know the names of the school superintendent and principal.
- Make an effort to visit with the adviser(s) and officers prior to the meeting.

2. Visit with the administrator(s)

- Be punctual, neat in your appearance and be natural.
- Visit the school superintendent or principal briefly. He/she should be informed as to the purpose of your visit.

3. Your visit with chapter members

- Meet the adviser(s) first, then president along with other officers. Be friendly and warm in your visit.
- Extend greetings from the state association.
- Express appreciation for visit.
- Inform members of the purpose of your visit.
- After your presentation, invite questions about Family, Career and Community Leaders of America activities. Avoid getting “over your head” on questions. If you do not know answers or are not certain you are qualified to speak — say so!
- Members may be interested in what other chapters are doing, what is planned for the state association, activities, etc.
- Your main task is to inspire members to take advantage of FCCLA opportunities and to set and reach higher goals in their family and consumer sciences programs and FCCLA work.
- Avoid being a “know it all” or “advising” talk.
- Encourage members to enter state activities.
- Compliment members and chapters as much as possible on accomplishments.
- DO NOT BE CRITICAL. If there are weak areas the chapter would like to discuss, try to do this in a diplomatic and constructive manner. Pride, once hurt, is often difficult to mend.
- Never tell jokes or use language that can be considered offensive.
- Only use technology (music, PowerPoint, etc.) if it makes your presentation better. Keep it short.
- Meet as many of the chapter members as possible before you leave, shake their hands, invite them to the State Leadership Conference, to participate in activities on the regional, state, and national levels, and encourage them to strive for higher goals.
- Thank the school adviser(s) and the school administrator(s) for granting you time for your visit.

4. Your visit should be

- Stimulating, inspiring and result in a challenge for others to become an officer.
- One of the highlights of the chapter’s yearly program of activities.
- Evaluated by you and improved on for you to make your next chapter visit a better visit.

PUBLIC SPEAKING TIPS

1. **Select a subject you have earned the right to talk about.** How do you “earn the right to talk” about a subject? Either by knowing a great deal about it or by feeling passionate about it.
2. **Work hard and long on your talk.** The beginner usually underestimates the time it takes to prepare a talk. He/she figures he/she can prepare a 30-minute speech in half an hour. It can't be done!
3. **Make your speech interesting.** How do you make your speech interesting? Use plenty of examples. A speech without examples can be profound, but not popular.
4. **Overcome fear.** How? “Courage comes from having done the thing before,” says Emerson. “Do the thing you fear to do and the death of fear is certain.”
5. **Don't read your talk.** Why not? Well, nobody who ever heard a speech read would ask that question! Write out your talk, if you must, work it over, cut out about nine-tenths of what you have written, throw away what you have written and start all over again, then cut out some more.
6. **Deliver your talk with animation and enthusiasm.** Measles are not as contagious as enthusiasm. If you have enthusiasm, the audience is almost certain to catch it.
7. **When you stand in front of an audience, don't make distracting motions or display distracting mannerisms.**
8. **Be brief.** Irvin S. Cobb once said, “No speech can be entirely bad if it is brief enough.” Here are some suggestions for making your speech brief:
 - After you write your speech, kill the first few paragraphs. This is a magic rule for getting a good start. Never begin a speech in the beginning – begin in the middle.
 - After you write your talk, go through and cut out at least half the words.
 - Work hard on your talk. Any fool can write a long speech, but it takes a wise man to cut it short. “To write short, think long.” Remember, when you can't think of any more examples, your speech is over.
 - Memorize your ending.

THE THREE “UPS” OF SPEECH DELIVERY

Whether you are “saying a few words” at a committee meeting, or making the main speech at a National Leadership Conference, there are few important steps to take to insure success.

STAND UP. Don’t slump, cling, or drape yourself over the nearest piece of furniture. Try not to make distracting motions or movements.

SPEAK UP. Project your words clearly and audibly. Use your lips to pronounce each letter. Vary your emphasis and your speed for the desired effect.

SHUT UP. Quit when you are through. A long, drawn out, rambling and aimless conclusion is an anti-climax and destroys the good impression you have made previously. Deepen the voice as you say, “and now in conclusion ...” or “To summarize briefly ...” or “Finally ...,” say a few, very few sentences, and close with a ringing sentence or deeply sincere one. Thank the audience (if you are giving a formal speech) and sit down.

THINK IT THROUGH — IN ADVANCE. Analyze, condense, simplify, until you have a well-rounded skeleton of the subject, with a beginning, clearly defined main points and conclusion. Now outline on note cards, which you will keep out of sight, or better still (if you can) memorize it.

JUDGE YOUR TIME. How much time do you actually have NOW at the moment you rise to speak? Fill in the outline accordingly, allowing the proper proportion of available time. Cover all of your main points and still give your concluding sentences within the time limit.

In speaking, **USE YOUR LIPS.** Project your words clearly. Assume good relaxed posture, use your diaphragm and your lungs, and speak any words, poem or tongue twister, using your lips to pronounce each letter, especially those on the ends of words. When speaking, speak over the heads of the first rows to the last third of your audience. Vary your emphasis, now powerful, now softer and your speed, now faster, now slower. Try to keep your voice low and well modulated. Raise the voice occasionally for variety, especially if telling a human-interest story, an anecdote, or imitating someone, or to stimulate an audience to action. Deepen your voice for sincerity, for conviction and especially when you swing into your last sentences. Pause occasionally, especially at the end of your last sentences of paragraphs or sections of your speech. If you tend to be nervous, be especially careful that you do not talk too fast or too shrilly.

SPEAKING AT A CHAPTER MEETING OR BANQUET

Have your talk well prepared in advance. Here are some suggestions:

1. Bring greetings from the State Association.
2. Express your appreciation for being invited.
3. Let the audience know that you know about some of the good work the group is doing.
4. If at a meeting where parents are present, mention that FCCLA members appreciate their parent's cooperation and sacrifice even though they often fail to express their appreciation. Thank the parents on behalf of the members for their fine cooperation that is so essential to a good family and consumer sciences education and FCCLA program.
5. Express your appreciation to the supervisor or superintendent, board of education and teachers for their part in helping the members build a strong Family, Career and Community Leaders of America chapter.
6. Speak a word of appreciation for the organization or group that served the banquet.
7. Use notes if necessary, but NEVER read a speech.
8. Avoid going over your head, speak on the level of the audience, and NEVER philosophize.
9. An inspiring speaker will use FCCLA success stories, inspiring thoughts, and appropriate anecdotes.
10. Don't talk too long. Fifteen minutes should be MAXIMUM time for a major meeting speech — even though you may be asked to speak longer. At certain times a five to eight minutes talk, well thought out in advance and presented effectively, will serve the purpose. Remember, many programs have a tendency to last too long; don't be guilty of adding to it.
11. Avoid inappropriate jokes and stories.
12. Be cognizant of "voice level" if you are speaking over a public address system.

INTRODUCING THE NEXT SPEAKER

You can help or hinder “our next speaker” in the way you introduce them. Here are a few ways to help the speaker.

1. Make your remarks few; don't start with the birth and chronicle the events of their life. Mention only those past experiences that relate directly to the subject of the speech.
2. Don't try to capture the audience with your personality, a string of funny stories or with your knowledge of the subject. Remember you are not the speaker.
3. Create Suspense. Create the thought that what the speaker is about to say is important and mention the name only once, at the end of your remarks; then stay on the platform with the speaker and lead the applause. Retire during the applause.
4. Never apologize to the audience if the speaker is a substitute or fill-in or program change. All too often such substitutes are far better speakers than the originals.
5. Set a time limit. Before your introduction tell your speaker the length of the speech and that you can warn them five minutes before “time is up,” if they would like for you to.
6. Launch the next speaker the right way – with enthusiasm. What you say about the speaker must make the audience feel that the speaker is important to them now.
7. How you say it must create suspense so that the audience is waiting for the speaker, and the speaker is eager for the audience.
8. The speaker's name should be the final climactic words.
9. Provoke applause and stand up straight until the speaker has taken his/her place.

GOOD INTRODUCTIONS

Being Introduced to Others

- Look the new acquaintance in the eyes when extending your hand.
- Smile.
- Grip the new acquaintance's hand firmly — no bone crushing, but no dead fish either.
- Ask the name again if you misunderstand it. No one enjoys anything more than hearing their own name.
- Use the new acquaintance's name as soon as possible to help remember.
- Acknowledge an introduction with, "How do you do, Mr. Jones?" (or similar)
- Males always rise to their feet when being introduced to anyone — even another boy.
- Males wait for the female to extend her hand — because the choice rests with the lady between shaking hands and not shaking hands.
- If in a group, don't extend your hand to a new acquaintance in front of others.
- After an introduction, brief conversation usually follows. When you are ready to leave, you should express your pleasure for having made the new acquaintance with, "I hope to see you again," or "I have enjoyed meeting you." To which the proper response is "Thank you."
- First impressions are extremely important.

Introducing Others

- Name first the older, more distinguished, the female — then the other person.
- Introduce people in an easy nonchalant manner.
- Have names clearly in mind before introducing the two parties.
- Pronounce both names distinctly and slowly.
- Common introductory phrases:
 - "Mr. _____, may I present Mr. _____."
 - "Mom I want you to meet, Mr. _____."
- After giving the introduction give cues for conversation such as:
 - "Mr. _____, this is Joe Smith who went fishing with me last summer."
- If introducing one person to a small group, you may say, "I want all of you to meet my friend Oprah Winfrey. Ms. Winfrey, this is Corey, Nicole and Chelsea." (Avoid pointing to individuals as they are named).
- Learn correct manners by practicing them at every opportunity.

STARTING CONVERSATION

- Introduce yourself.
- Informative — ask who, what, and where after you have introduced yourself.
- Ask how they like the city they are visiting or their hometown and/or how long they've lived there.
- Have they traveled extensively in the United State or abroad?
- Current events
- Climate — weather
- To teenagers — what career they are planning
- Ask about his or her occupation. Act interested in it and in what they have to say.
- Favorites — books, foods, music, movies, sports, hobbies, etc.
- Just be nice and friendly — the rest should be easy.
- Ask for comments on a speech you made or both heard.
- Explain your job as a Family, Career and Community Leaders of America officer.
- Explain the purpose of the particular trip or activity you are participating in.
- Describe the FCCLA accomplishments in Missouri.
- Ask about the FCCLA chapter in their area.

EDUCATION ACRONYMS AND DEFINITIONS

By no means is this an exhaustive list, but it is a start to knowing some of the terms you might hear throughout the year as a state officer.

First time references in any speech or document, if possible, should be done using all the words in the name of the organization. It is appropriate to use the acronym alternatively within the document. Keep in mind your audience may not be familiar with the organizations and thus using the complete title and the acronym interchangeably may be necessary.

Family and Consumer Sciences Education terms

- A&A – Alumni & Associates
- AAFCS – American Association of Family and Consumer Sciences
- BOD – Board of Directors
- CEAT – Competitive Events Advisory Team – a team of members, advisers and state staff at national level
- FCCLA – Family, Career and Community Leaders of America
- FCS or FACS – Family and Consumer Sciences (please use FCS)
- FLC – Fall Leadership Conference
- MoEFCS – Missouri Educators of Family and Consumer Sciences – a professional organization
- NEC – National Executive Council
- NECA – National Executive Council Advisers
- NLC- National Leadership Conference
- SEC – State Executive Council
- SECA – State Executive Council Advisers
- SLC – State Leadership Conference
- SOC – State Officer Candidate
- SOCA – State Officer Candidate Advisers

Other Career Education terms

- ACTE – Association for Career and Technical Education – Missouri ACTE is the state affiliate
- CTSO – Career and Technical Student Organization
- DECA – CTSO of marketing students
- DESE – Department of Elementary and Secondary Education
- FBLA – Future Business Leaders of America – CTSO of business students
- FFA – CTSO of students in agricultural education
- HOSA – Future Health Professionals; CTSO of students in health sciences education
- IRC – Industry Recognized Credential
- MNEA – Missouri National Education Association
- MSTA – Missouri State Teachers Association
- PBL- Phi Beta Lambda – CTSO for postsecondary students in business
- SkillsUSA – CTSO of high school and college students and instructors who are enrolled in training programs in technical, skilled, and service occupations, including health occupations
- TSA – Technology Student Association

USING PARLIAMENTARY PROCEDURE

Missouri State Executive Council members must be familiar with the basics of Parliamentary Procedure for use in executive council meetings.

Parliamentary procedure provides an orderly system for accomplishing chapter business while protecting the rights of members. It can be defined as –

- The right of the minority
- The rule of the majority
- Partiality to none.

There are four basic principles of parliamentary law –

1. Courtesy and justice for all.
2. One item of business at a time.
3. The minority must be heard.
4. The majority must prevail.

A motion is an idea brought before the group for discussion and decision. In general, the following are the actions taken to bring a motion to the floor for debate and vote.

1. By rising, the member is asking the chair permission to speak.
2. The member waits for the chair's "recognition" or permission to speak.
3. The member makes the motion by saying "I move _____." (Never say "I make a motion.")
4. Another member seconds the motion by saying "I second" or "I second the motion." If no one seconds the motion, the chair states "the motion dies for lack of a second."
5. The chair states the motion for all to hear.
6. The chair calls for discussion of the motion. Again, members wishing to speak stand for recognition when requesting to speak in favor or against a motion. No member may present another main motion or discuss another item of business while the first main motion is on the floor.
7. When there is no further discussion, the chair restates the motion, and calls for the vote, saying "all those in favor of the motion signify by saying 'aye'." All opposed, say "no."
8. The chair states the results of the vote. "The motion is (approved/defeated)." If the chair or member is uncertain about the results of a voice vote, a roll call, standing, or written vote may be requested.
9. The chair signifies the completion of this item of business with one tap of the gavel.

Basic Vocabulary for Parliamentary Procedure

Acclamation: An oral or voice vote

Affirmative: “For” or “yes” vote

Adjourn: To end the meeting

Agenda: Order of business for the meeting

Amendment: A change in or addition to the main motion; amendments can also be amended once

Chair, Chairman, Chairperson: Person presiding at a meeting

Debate: Discussion for or against the motion

Division (or Division of the House): When a member disagrees with a voice vote and calls for a counted vote; does not require a second

Gavel: A tool for calling the meeting to order

General (or Unanimous) Consent: A there are no objections, passing a motion without debate or vote

Majority: Over half of the votes cast; sometimes called simple majority, which is 50 percent plus 1

Methods of Voting: Voice votes: aye and no, general consent; Roll call: raising hand or standing; Ballot: secret ballot, usually written or recorded by voting machine

Minority: The smaller number; less than 50 percent

Minutes: Written record of a meeting

Main Motion: An idea brought before the group for consideration; should be stated—“I move that ...” or “I move to ...”; must be acted on

Parliamentarian: One who has knowledge of parliamentary procedure and is skilled in its practice

Pending: Has not been voted on; is still “on the floor”

Plurality: A larger vote than for any other candidate but not more than half the total votes cast; never elects unless a special rule has been made to that effect

Point of Information: To ask for clarification

Point of Order: To correct a breach of order or error in procedure

Postpone: Puts off a motion until some future time

Previous Question: A call to end discussion and vote on the motion; a second is required

Putting the Question: When chair takes vote for and against a motion and announces the results

Quorum: Minimum number of members that must be present to conduct the business of the meeting; usually a simple majority unless otherwise specified in the bylaws

Second: Means another member supports motion

Stating the Question: Chair restates the exact motion after the second and indicates it is open for debate

For further explanation of Parliamentary Procedure, please use a current copy of *Robert’s Rule of Order*.



FCCLA Summary of Motions

Classification	Kind	Second		Debatable	Amendable	Vote Required	Can be Reconsidered
		Yes	No*				
Privileged	Adjourn		No*		No	Majority	No
	Question of Privilege	No	No		No	No	No
	Appeal	Yes	Yes		No	Majority in negative	Yes
Incidental	Division of the House	No	No		No	No	No
	Parliamentary Inquiry	No	No		No	No	No
	Point of Information	No	No		No	No	No
	Point of Order	No	No		No	No	No
	Suspend the Rules	Yes	No		No	2/3	No
	Withdraw the Motion	*	No		No	Majority	Negative Vote Only
	Subsidiary	Amend	Yes	Yes*		Majority	Yes
	Lay on the Table	Yes	No		No	Majority	No
	Limit Debate	Yes	No		Yes	2/3	Yes
	Postpone Definitely	Yes	Yes		Yes	Majority	Yes
Main	Postpone Indefinitely	Yes	Yes		No	Majority	Affirmative Vote Only
	Previous Question	Yes	No		No	2/3	Yes
	Refer to Committee	Yes	Yes		Yes	Majority	Yes
Unclassified	Main Motion	Yes	Yes		Yes	Majority	Yes
	Reconsider	Yes	Yes		No	Majority	No
	Rescind	Yes	Yes		Yes	2/3	Negative Vote Only
Take from the Table	Yes	No		No	Majority	No	

*See Motions in this Handbook or Robert's Rules of Order, Newly Revised

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