



REGIONAL PRESIDENT HANDBOOK

WE'RE BEYOND EXCITED TO HAVE YOU!



Congratulations on being selected to serve as a Regional President! This position is truly an honor, a testament to your hard work and dedication, and an opportunity to give back to such a meaningful organization. Your State Executive Council is already so proud of you and excited to see the ways you will make an impact this year.

The opportunity to serve your region as president is one that should not be taken lightly. It is your role to be a friend to all, to encourage each member to be their very best, and to lead by example in everything you do. You only have a year in this position, so cherish every moment and make each day count.

As Regional President, you have a unique platform to ensure every voice is heard, to shape the direction of your region, and to uplift every person who crosses your path. You will lead meetings, plan events, inspire members, and help grow your region into something even stronger than before.

Remember that leadership is not about being perfect- it is about being present, passionate, and willing to serve others. The impact you make may not always be visible right away, but it will matter more than you know.

As your State President, I am here to guide you, encourage you, support you, and be your biggest cheerleader. If you ever have questions, are struggling with confidence, or just need someone to talk to, please don't hesitate to reach out. Being a leader is a tremendous blessing, but it also comes with responsibility, and you are never alone in that journey. Let's make this year unforgettable, not just for ourselves, but for each member that we have the privilege of serving.

With gratitude,

MISSOURI FCCLA PRESIDENT
SALISBURY FCCLA



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WHAT MAKES AN EFFECTIVE LEADER?

Be well-prepared.

Know that leadership takes work as well as practice.

Be group-minded.

Regard yourself as part of the group. Say, “we” instead of, “I”. Do not try to “run” the crowd.

★ **Like people and be cooperative.**

Be understanding and friendly to people of all types. Be able to work with all personalities.

Be neat and poised.

Always be neat in dress and appearance. Do not let irritations affect your demeanor with others.

★ **Have humility.**

Be confident, but not arrogant. Don’t be afraid to admit that you don’t know everything.

★ **Be a hard worker.**

Do not ask anyone to do something that you would not be willing to do yourself.

Be responsible.

Fulfill obligations and tasks assigned to you or that you volunteered for. When you make a mistake, admit it and work hard to be better moving forward.

Have vision.

Help the people in your group learn and grow.

Be clear.

Be able to express yourself effectively.

★ **Be courteous.**

The words “please” and “thank you” pay dividends.

Think ahead.

Know members’ opinions and be ready to meet changing situations.

Set goals.

Make goals high, but within reach.

Take advice.

But do your own thinking. Get the facts, and analyze them before drawing conclusions.

Do your best.

All the time, do your best. Plan to make the most effective use of your time.



INDIVIDUAL OFFICER RESPONSIBILITIES

The provided guidelines are general in nature. Each region will determine the actual responsibilities of individual officers. Bolded responsibilities are requirements of the specified office by Missouri FCCLA.

PRESIDENT

- Work with the executive council and adviser to develop an agenda for each meeting
- Preside at regional and executive council meetings using the adviser-approved agenda and basic parliamentary procedure; start and end meetings on time
- Appoint necessary committees and subcommittees and select committee chairs in consultation with the regional adviser; may serve as an ex-officio member of all committees
- Be familiar with the responsibilities of all officers and committee chairs and keep them informed of all regional business
- Represent the region at chapter visits, special events, state meetings, and national meetings
- **Attend Fall Leadership Conference and State Leadership Conference (requirement)**
- Attend National Leadership Conference (encouraged)
- Read carefully all information provided by the state association; forward information to the appropriate person
- Be familiar with regional, state, and national bylaws
- ★ **Provide required information to the state office by the assigned date. Required materials and dates are found annually on the Missouri FCCLA website by August 1.**
 - Prior to the December affiliation deadline, all communications regarding regional events should be sent to every school in the region. School information may be obtained from the state adviser. **After the December affiliation deadline (provided on the Missouri FCCLA website annually by August 1), communications should be sent only to chapters affiliated at all levels.**
 - Assure that the regional parliamentarian chairs a bylaws committee, as necessary, to keep regional bylaws up-to-date with state and national bylaws and reviews new chapter bylaws.
- ★ **Scheduled regional officer screening and elections after the December affiliation deadline and before February 1. Provide required documentation to the state office no later than one week after screening or February 1, whichever comes first.**
 - **Carefully and thoroughly review officer qualification forms to ensure that candidates are members of fully-affiliated chapters and meet all eligibility requirements and qualifications for office. The regional adviser is responsible for allowing only qualified officer candidates to participate in screening and elections.**
- ★ **Notify each affiliated chapter in their region of the number of voting delegates allowed at regional screening and elections, according to *Missouri FCCLA State Bylaws, Revised 2017*.**
 - Make ballots for voting delegates and select a committee to count ballots.
 - Notify Regional Executive Council members and regional advisers that their duties begin and end with regional installation.

DUE TO THE STATE OFFICE BY SEPTEMBER 1:

- Regional Calendar of Events
- Regional Bylaws
- Updated Regional Executive Council Directory
- Web addresses for regional website and/or social media



PLANNING A MEETING

Each meeting and activity should have a purpose and be designed to fulfill that purpose. Planning and participation from all regional officers and/or chapter representatives is the key to a successful meeting. Members need the opportunity to ask questions, give opinions, participate in some way, and have fun.

Tips for a Well-Planned Meeting

- Set the purpose (objective/goal) of the meeting in relation to regional goals.
- Plan the meeting to fit the allotted time – meetings should begin and end on time.
- Give members the opportunity to participate.
- Have variety – use numerous available resources.
- Make decisions based on the consideration of the majority.

Planning a Successful *Regional Meeting*

Each region should host a fall regional meeting annually. The date and place of officer workshops and fall regional meetings should be set in the spring and made available to all chapters within the region.

Regional executive councils should ask the following questions when planning the annual regional meeting.

- What is the real purpose of the meeting?
- What do you remember about meetings you have attended?
- What do you want people to remember about your meeting?
- How can you make sure FCCLA members really get acquainted with each other?
- What business items do you need to present?
- What is going to be educational about your meeting?
- What are you going to do in the program that will result in motivational thought and inspiration?
- What activities will be planning just for fun?
- What leadership opportunities will there be?
- How do you plan to include all members?

NOTES:



PARLIAMENTARY PROCEDURE BEST PRACTICES

PROCEDURE FOR HANDLING A MAIN MOTION

NOTE: Nothing goes to discussion without a motion being on the floor.

Obtaining and assigning the floor: A member raises hand when no one else has the floor

How the Motion is Brought Before the Assembly

- The chair recognizes the member by name
- The member makes the motion: *I move that (or "to") ...* and resumes his seat.
- Another member seconds the motion: *I second the motion or I second it or second.*
- The chair states the motion: *It is moved and seconded that ... Are you ready for the question?*

Consideration of the Motion

- Members can debate the motion.
- Before speaking in debate, members obtain the floor.
- The maker of the motion has first right to the floor if he claims it properly
- Debate must be confined to the merits of the motion.
- Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

The chair puts the motion to a vote.

- The chair asks: *Are you ready for the question?* If no one rises to claim the floor, the chair proceeds to take the vote.
- The chair says: The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'. (Pause for response.) Those opposed, say 'Nay'. (Pause for response.) Those abstained please say 'Aye'.

The chair announces the result of the vote.

- The ayes have it, the motion carries, and ... (indicating the effect of the vote) or
- The nays have it and the motion fails.

WHEN DEBATING YOUR MOTIONS

- Listen to the other side
- Focus on issues, not personalities
- Avoid questioning motives
- Be polite

HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

MAIN MOTION

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Member: "Madame Chairman, I move that _____."

AMENDING A MOTION

You want to change some of the wording that is being discussed.

- After recognition, "Madame Chairman, I move that the motion be amended by adding the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words, _____, and adding in their place the following words _____."

REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, "Madame Chairman, I move that the question be referred to a committee made up of members Smith, Jones and Brown."

POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, "Madame Chairman, I move to postpone the question until _____."

PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "Madam President, I move the previous question."

LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

- After recognition, "Madam President, I move to limit discussion to two minutes per speaker."

POSTPONE INDEFINITELY You want to kill a motion that is being discussed.

- After recognition, "Madam Moderator, I move to postpone the question indefinitely."

POSTPONE INDEFINITELY

You are against a motion just proposed and want to learn who is for and who is against the motion.

- After recognition, "Madame President, I move to postpone the motion indefinitely."

RECESS

You want to take a break for a while.

- After recognition, "Madame Moderator, I move to recess for ten minutes."

ADJOURNMENT

You want the meeting to end.

- After recognition, "Madame Chairman, I move to adjourn."

PERMISSION TO WITHDRAW A MOTION

You have made a motion and after discussion, are sorry you made it.

- After recognition, "Madam President, I ask permission to withdraw my motion."

CALL FOR ORDERS OF THE DAY

At the beginning of the meeting, the agenda was adopted. The chairman is not following the order of the approved agenda.

- Without recognition, "Call for orders of the day."

SUSPENDING THE RULES

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.

- After recognition, "Madam Chairman, I move to suspend the rules and move item 5 to position 2."

POINT OF PERSONAL PRIVILEGE

The noise outside the meeting has become so great that you are having trouble hearing.

- Without recognition, "Point of personal privilege."
- Chairman: "State your point."
- Member: "There is too much noise, I can't hear."

COMMITTEE OF THE WHOLE You are going to propose a question that is likely to be controversial and you feel that some of the members will try to kill it by various maneuvers. Also you want to keep out visitors and the press.

- After recognition, "Madame Chairman, I move that we go into a committee of the whole."

POINT OF ORDER

It is obvious that the meeting is not following proper rules.

- Without recognition, "I rise to a point of order," or "Point of order."

POINT OF INFORMATION

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.

- Without recognition, "Point of information."

POINT OF PARLIAMENTARY INQUIRY

You are confused about some of the parliamentary rules.

- Without recognition, "Point of parliamentary inquiry."

APPEAL FROM THE DECISION OF THE CHAIR

Without recognition, "I appeal from the decision of the chair."

Rule Classification and Requirements

Class of Rule	Requirements to Adopt	Requirements to Suspend
Charter	Adopted by majority vote or as proved by law or governing authority	Cannot be suspended
Bylaws	Adopted by membership	Cannot be suspended
Special Rules of Order	Previous notice & 2/3 vote, or a majority of entire membership	2/3 Vote
Standing Rules	Majority vote	Can be suspended for session by majority vote during a meeting
Modified Roberts Rules of Order	Adopted in bylaws	2/3 vote

ROBERTS RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).



FCCLA OPENING CEREMONY

President:

Gives a rap with the gavel signaling the officers and members to stand, then begins the meeting by stating,

We are members of Family, Career and Community Leaders of America®. Our mission is to promote personal growth and leadership development through Family and Consumer Sciences education.

Officers:

Focusing on the multiple roles of family member, wage earner, and community leader, members develop skills for life through character development, creative and critical thinking, interpersonal communication, practical knowledge, and career preparation.

Members:

As we work toward the accomplishment of our goals, we learn cooperation, take responsibility, develop leadership, and give service.

President:

This meeting of the _____ Chapter of Family, Career and Community Leaders of America® is now in session. You may be seated.

FCCLA Closing Ceremony

President:

Members, please stand. FCCLA members, we are challenged to accept the responsibility of making decisions that affect our lives today and the world tomorrow. Let us repeat our Creed."

Members:

CREED

We are the Family, Career and Community Leaders of America.

We face the future with warm courage and high hope.

For we have the clear consciousness of seeking old and precious values.

For we are the builders of homes,

Homes for America's future,

Homes where living will be the expression of everything that is good and fair,

Homes where truth and love and security and faith will be realities, not dreams.

We are the Family, Career and Community Leaders of America.

[Repeat Creed]

President:


This meeting of the _____ Chapter of Family, Career and Community Leaders of America is now adjourned." (Raps gavel.)

Brief FCCLA Closing Ceremony

The following is a short alternative closing ceremony.

President:

Members, please stand. FCCLA members are challenged to make a difference in the world by making decisions daily to assume responsibilities in their personal growth, family life, community involvement, and career and technical education. This meeting of Family, Career and Community Leaders of America is now adjourned." (Raps gavel.)



DATES TO REMEMBER



September 1

Presidential Reports due to State Office
Fall Leadership Conference Registration Opens

October 2

FLC Registration Deadline @6pm

November 1

Affiliation Deadline

November 8-9

Fall Leadership Conference

December 1

Legislative Shadowing Applications Open
Affiliation Payments Due

February 1

Legislative Shadowing Applications Due
Award Deadline

February 8-12

FCCLA Week

February 12

SLC Registration Deadline @6pm

March 14-16

State Leadership Conference