MISSOURI
STATE ASSOCIATION

State Executive Council Handbook

Revised October 2026

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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.

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. Vice President of Parliamentary Law
2. Vice President of Public Relations
3. Vice President of Competitive Events
4. Vice President of Community Service
5. Vice President of Membership
6. Vice President of Programs
7. Vice President of Alumni & Associates

National Officer Candidates

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 their assigned Vice President position on the State Executive Council.

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.

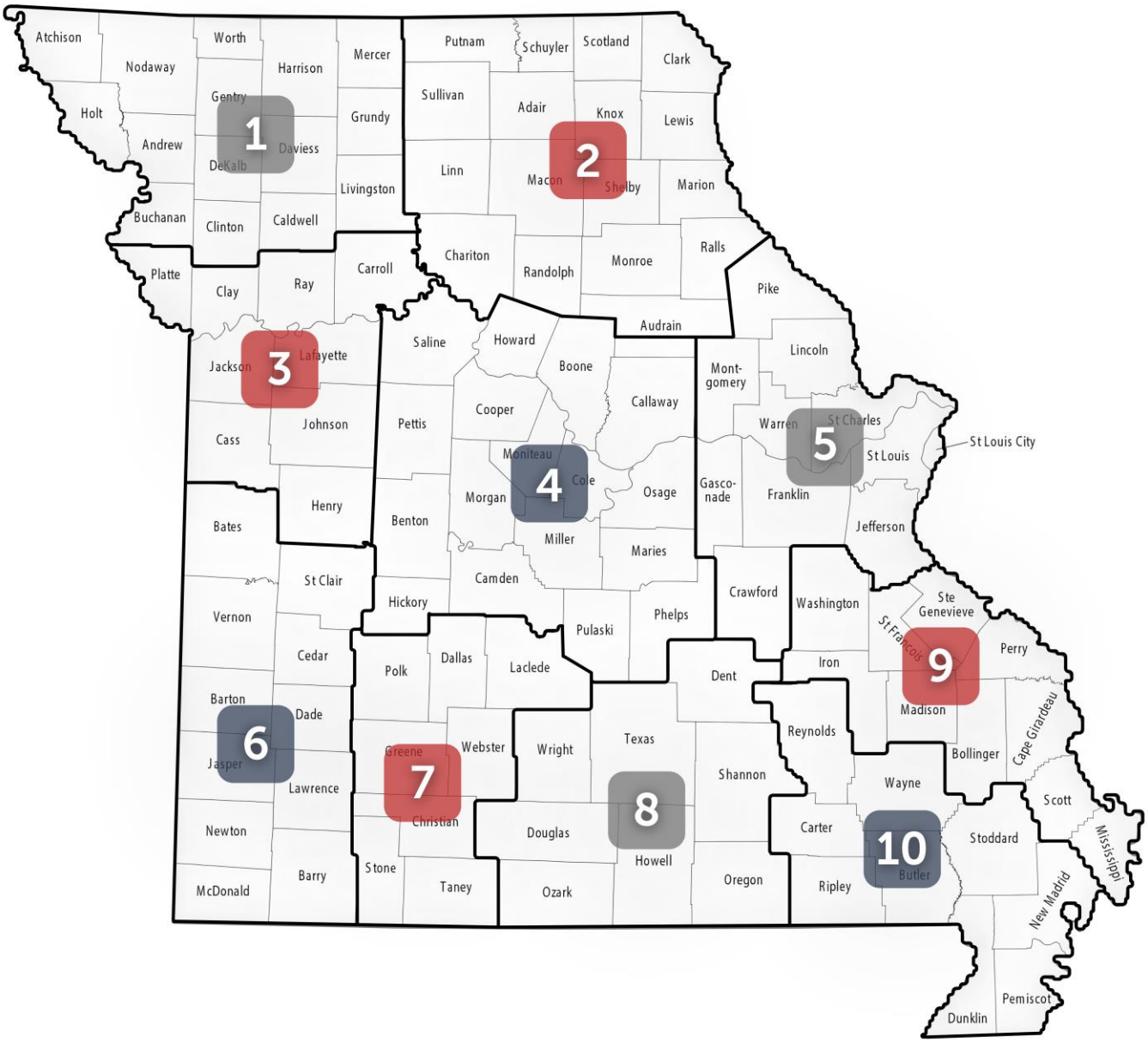
The symbols of the state executive council are as follows.

Office	*Guard*
President	Gavel
1st Vice President	Torch
Vice President of Finance	Key
Vice President of Alumni & Associates	Winged Torch
State Vice President of Community Service	Cross
State Vice President of Competitive Events	Treble Clef
State Vice President of Membership	Quill
State Vice President of Parliamentary Law	Mace
State Vice President of Programs	Quill & Scroll
State Vice President of Public Relations	Winged Pen

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 MISSOURI STATE ASSOCIATION

Regional Map



Standards and Procedures

General Responsibilities and Conduct

State Executive Council members have many responsibilities. These responsibilities take priority over school and other community activities. To honor these priorities, sacrifices sometimes must be made, and state officers much be prepared to manage them positively. No absences for events listed on the Events Commitment Page turned at the time of application will be permitted, unless approved by state staff prior to regional election screening.

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 always aware of this visibility, not only when wearing the uniform.

Communication is extremely important to work effectively. Members are expected to respond to state staff and fellow council members in a timely manner. The assigned Missouri FCCLA email should be checked daily. 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 always inform their adviser of their activities and whereabouts when at FCCLA events, activities, and conferences.

State officers will be busy throughout the year. 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.

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 an 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 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 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 as listed on the Events Commitment Form and the Adviser & School Commitment Form. For any additional meetings in which FCCLA participates, the state adviser will use his/her discretion in calling on an SEC member to represent the organization.

A travel authorization form may be required before any official travel. SEC are required to be accompanied by a school-appointed 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, and conferences, unless otherwise instructed. Nametags and officer pin and guard will be always worn while serving in official capacity. The official business uniform consists of the FCCLA blazer with embroidered logo, black skirt or pants, white button-down oxford-style shirt, neck ties, black sheath dress for females, and appropriate dress shoes. The official casual uniform consists of the council-designed SEC t-shirt and jeans with no holes, rips or distressing of any kind.

The State Executive Council members will be responsible for providing their own uniform. Required uniform pieces will include the FCCLA blazer with embroidered logo, black skirt and/or pants, white button-down oxford-style shirt, official national FCCLA necktie or ascot, black sheath dress and skin-tone hose for females, and black dress shoes. Shoes should have no decorative embellishments or straps. The dress and skirt should be no shorter than 2” above the middle of the kneecap. Females will be required to wear a 1-2” heel on official tasks. No additional accessories or embellishments may be worn with the official uniform. 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.

Assignments

A crucial responsibility of the State Executive Council is to assist in coordinating/planning conferences. It is necessary that officers understand the need for assignments to be submitted in a timely fashion. Additionally, state officers are expected to possess strong written and oral communication skills. Officers must be able to write articles, letters, and other items and proofread them for mistakes.

- Officers must have access to a device other than a cell phone in which they can access their assigned Missouri FCCLA email, Google Classroom, and Canva. If using a school device, they must be able to login to these programs using their provided Missouri FCCLA email.
- Assignment due dates will be announced in writing and strictly enforced to serve the Missouri FCCLA delegation. State officers are to complete and submit assignments by the assignment due date.

- If a state officer is aware that she/he cannot complete the assignment by the stated due date, the state officer should reach out to the State Adviser in writing, detailing why an extension is requested. The state adviser will reply in writing with a response in favor of an extension, to include the new deadline, or respond that an extension will not be granted to the state officer.
- Failure to complete an assignment by the due date and not communicate in advance requesting an extension will result in a written warning from the State Adviser.
- If a state officer fails to complete a second assignment by the due date, she/he will be placed on probation and will be notified in writing that if any future assignment is not completed by the due date, the state officer will be dismissed from the State Executive Council.
    - State officers on probation will lose financial benefits as noted in the State Executive Council Handbook and will be limited and/or removed from all assigned upcoming presentations, onsite or virtual.

Virtual Meetings

The State Executive Council will meet monthly during the months which the council does not meet in-person with the State Adviser and all Missouri FCCLA state staff through a virtual format. The President will preside over the meeting, and the First Vice President will take detailed minutes and send to the State Executive Council and staff no later than one week after every scheduled meeting via email.

The first virtual meeting will be the last Sunday of February at 5:00pm. All incoming State Officers and their advisers are required to attend this meeting. All other virtual meetings will be the last Sunday of each month at 7:00pm in any month that the SEC does not meet in person. Tentatively, Zoom months will be May, June, August, September, October, January, and February.

Two weeks prior to each virtual meeting, the President will request agenda items for the entire group. The President will announce the meeting agenda one week prior to each virtual meeting.

During the meeting, all attendees should:

- Assure there is quality Wi-Fi available.
- Locate in a quiet area away from others.
- Always have the Zoom camera on.
- Have cell phones placed away from the meeting to decrease distractions.
- Be attentive, responsive, and willing to share ideas and feedback.
- Be prepared to report on agenda items, share screen as necessary, and be actively engaged during the entire meeting.
- Share assignment and task status and completion.

Monthly State Executive Council team meetings are mandatory. Failure to attend a team meeting will result in a written warning from the state adviser. Failure to attend a second meeting will result in placement on probation and will be notified in writing that failure to attend any future meeting will result in dismissal from the State Executive Council.

- State officers on probation will lose financial benefits as noted in the State Executive Council Handbook and will be limited and/or removed from all assigned upcoming presentations, onsite or virtual.

Personal and Professional Conduct Standards

Members of the State Executive Council serve as ambassadors for Missouri FCCLA and their conduct and demeanor are critical to the reputation, visibility, and success of the state association. State officers are expected to abide by the following Code of Conduct, as well as the official Code of Conduct and Dress Code, which apply to all members of the association. State officers and candidates should be fully familiar with these codes and should strive not only to meet their standards, but also to serve as role models in their implementation.

1. Behavior should always be such that it reflects credit on you, your family, your school, your state, and the organization.
2. Inappropriate verbal communication or physical contact with any other individual, including another state officer or members within the organization, is strictly prohibited.
3. The state officer's conduct is the responsibility of the local chapter adviser. Students shall keep their advisers always informed of their activities and whereabouts. Name badges and official dress shall be always worn at FCCLA functions.
4. State officers are to report any accidents, injuries, or illnesses to their local chapter adviser and state adviser immediately.
5. State officers are expected to observe the designated curfew. Curfew means that each person must be in own room by the designated hour.
6. State officers may not purchase, consume, or be under the influence of alcohol, tobacco, or illegal substances at any time. Violators will be subject to permanent expulsion from the State Executive Council.
7. Any long-distance phone calls, charges to the room, etc. will be the responsibility of the individual state officer and/or parents/guardians.
8. 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.
9. 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.
10. Complete assignments in a timely fashion. State Officers who are late with assignments will not be assigned speaking parts at upcoming conferences and will risk losing some, if not all, of the financial benefits that come with serving as a state officer.

Consequences

A member of the State Executive Council in violation of the State Executive Council Code of Conduct will be subject to the following consequences:

1. Elimination of financial benefits of the State Executive Council. These benefits include registration and hotel fees, meals, etc. State Officers who lose eligibility for these financial benefits may be required to pay registration fees, lodging costs, and other expenses.
2. Placement on probation – Officer does not receive all the benefits of State Executive Council membership, including financial benefits and stage presence and other responsibilities at conferences.
3. Removal from office.

Consequences for assignments and virtual meetings are specified in the Assignments and Virtual Meetings section of the State Executive Handbook.

State Executive Council Tasks and Responsibilities

Full Council

- Monthly SEC Zoom meeting
- Minimum of two (2) chapter visits within the region
- Newsletter articles and social media posts (approximately 2-4 throughout the year)
- 5th of the Month Report
- Compete in a competitive event (STAR Event or Show-Me Skill event)
- Assist with Regional Officer Screening, if not running for office
- Participate in all regional activities

State President

- Schedule monthly meetings and develop agendas
- 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
- Provide a report with new business or events from National FCCLA
- Manage National Networks activities and provide accountability

First Vice President

- Keep detailed minutes of all meetings of the State Executive Council and disseminate as required
- Act as liaison between state staff and SEC (FLC and Legislative Shadowing)
- Manage the Missouri FCCLA website calendar and reminders on social media

Vice President of Finance

- Review budget and state association Income & Expense Statements
- Coordinate efforts to reach community organizations and businesses to secure partnerships and/or conference exhibitors and sponsors
- Serve as a member ex-officio of the Advisory Board
- 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)

VP of Alumni and Associates

- Manage the Missouri FCCLA Alumni & Associates social media channels
- Promote and manage the annual Alumni & Associates membership campaign
- Work with the Alumni & Associates Board to create and carry out an effective program of work
- 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 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
- 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 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

MISSOURI ASSOCIATION
FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA

Travel and Reimbursement Policies

State Executive Council members are expected to attend all assigned activities as listed on the Events Commitment Form and the School & Adviser Commitment Form submitted at the time of application. For any additional meetings in which FCCLA participates, the state adviser will use his/her discretion in calling on an 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 a school-appointed adult (preferably adviser) to all activities. SEC members and their advisers 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 SEC/SECA has successfully fulfilled all responsibilities related to the activity and a check requisition has been submitted within 30 days of the last day of the meeting. ($500)
- *National Leadership Meeting – Advisers*: Set stipend, no reimbursement of meals, travel, or lodging. Payment will be made once SEC/SECA has successfully fulfilled all responsibilities related to the activity and a check requisition has been submitted within 30 days of the last day of the meeting. ($100)
- *Spring and Winter Planning Meetings*: Association pays for lodging and meals while in attendance (officers and advisers). Travel expenses allowed as approved by the state adviser.
- *Summer Planning Meeting*: Association pays for lodging and meals while in attendance (officers only), and family dinners for advisers. Travel expenses not allowed.
- *Fall and State Leadership Conference*: Association pays for lodging and meals while in attendance (officers only), and family dinners for advisers. Registration waived for the officer and one adviser. Travel expenses not allowed.
- *Legislative Shadowing*: Association pays for lodging while in attendance (officers only). Travel expenses not allowed.
- *Industry Immersion Series*: Association waives registration for the officer and one adviser for one event. Meals and lodging not provided. 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. Reimbursement for mileage must be requested via check requisition within 30 days of the conclusion of the approved event.

MISSOURI ASSOCIATION
FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA

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)

MISSOURI ASSOCIATON
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*.

Required Forms

MISSOURI ASSOCIATON
FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA

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)	Chapter
_____	_____
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. We 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, we are aware of the consequences that will result from violation of any of the stated and agreed-upon guidelines.

_____	_____
Parent/Guardian Name (Print)	Parent/Guardian Signature
_____	_____
Chapter Adviser Name (Print)	Chapter Adviser Signature
_____	_____
School Administrator Name (Print)	School Administrator Signature

MISSOURI ASSOCIATON
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. 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.

_____ _____
State Officer Name (Print) Chapter

I hereby authorize Missouri FCCLA to display the above-named state officer's photo, videos, and association contact information on the Missouri FCCLA website, newsletter, social media, and/or in other public relations materials and media channels.

_____
Parent/Guardian Name (Print)

_____ _____
Parent/Guardian Signature Date

_____
Chapter Adviser Name (Print)

_____ _____
Chapter Adviser Signature Date

MISSOURI ASSOCIATON
FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA

Social Media Code of Conduct

_____ _____
State Officer Name (Print) Chapter

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

- I will not post any content on any social media platform 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 or otherwise offensive behaviors.
- I will not post any content with vulgar or otherwise offensive 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:
  - 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 regarding FCCLA and personal activities.
- I will keep the other State Executive Council members accountable for their actions on social media by using 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 _____ Other _____

FCCLA CONTACT INFORMATION

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Jefferson City, MO 65102

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Missouri FCCLA Website – https://missourifccla.org
Missouri FCCLA Facebook Page – www.facebook.com/MissouriFCCLA
Missouri FCCLA Instagram: @missourifccla
TikTok: @missouri.fccla
YouTube: @fcclamissouri
Missouri FCCLA Twitter – www.twitter.com/MoFCCLA

National FCCLA Website – www.fcclainc.org
(703) 476-4900

Nondiscrimination Notice Statement
The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email: civilrights@dese.mo.gov.