

FFA OFFICER ELECTION PACKET

Process of Officer Election:

1. Officer Application (Cover Letter, Resume, Officer Referral Letters and Contract) 25%
2. Officer Interview -25%
3. FFA Knowledge Test-25%
4. Popular Vote Meeting-25%

FFA Officer Application

Name: _____

Address: _____

Phone Number: (____) ____ - _____

Email: _____

Classification/Grade as of the 2018-2019 year: _____

Parent/Guardian's Name: _____

Parent's Phone Number(s): (____) ____ - _____ (____) ____ - _____

Parent's Email(s): _____

****PLEASE BE SURE TO INCLUDE YOUR COVER LETTER & RESUME****
OFFICER CONTRACT MUST BE SIGNED & RETURNED

Questions:

1. List the agriculture classes that you have taken.
2. Describe activities, and involvement that you have in FFA.
3. Describe your 3 best leadership qualities and how they would help you in an officer position.
4. What would be your number one goal as an officer?

5. On the Akins officer team, there are multiple personalities that must mold together. How will you aid in the molding of all these personalities into one complete team?

6. Explain what SAE projects you have been involved in.

7. Being a FFA Officer takes a lot of time commitment.... How do you plan on managing your time & responsibilities?

8. What are your personal goals while in FFA and how do you plan on accomplishing them?

9. If elected, how do you plan on being a role model throughout the year?

10. How will you ensure that all members feel welcome in our FFA program and build a more inclusive atmosphere?

11. How will you handle negativity and problems that arise among the officer team and/or the chapter?

12. How would you advocate for agriculture & the FFA in our school?

13. What are 6 things you cannot live without?

14. If you could change 3 things about Akins FFA, what would they be?

FFA Officer Contract

(This Contract is subject to change per Advisor's discretion)

1. A FFA Officer must be enrolled in at least one Agriculture Science course per semester during the 2018-2019 school year, and be a dues paying FFA member IN GOOD STANDING.
2. As a FFA Officer you must fulfill duties as assigned to you, including position & committee responsibilities. All officers will be assigned a primary responsibility that they will be required to live up to as set by the Chapter Advisors.

3. All officers are responsible for knowing their lines for opening and closing ceremonies during all meetings. Officers must know their lines by the 1st fall semester student meeting. Officers not able to perform their lines at the time may be removed from their chapter post.
4. As a FFA Officer you must own and wear official dress, as stated by the Official FFA Manual, to all activities unless otherwise stated by advisors. Officers MUST be present at all official chapter functions unless prior approval has been given. This applies to UIL/School Activities.
5. FFA officers are responsible for knowing and obeying the FFA Code of Ethics, found in both the Official FFA Manual and the Akins FFA Constitution.
6. FFA officers MUST attend all Chapter and Officer Meetings, as well as other duties and activities assigned to ensure the success of the chapter. Not more than one (1) activity can be missed due to an unexcused absence or the officer will receive one demerit. Officer meetings are to be held on set dates to insure the success of the chapter.
7. Excused absences are defined as school related events, death in the family or life threatening issues, church related activity, and/or community service which has been approved, IN ADVANCE, by all of the FFA advisors. Attendance of each FFA Officer to chapter-sponsored activities is critical to the development of the program; excused absences are limited to two per semester. *When planning absences, realize the chapter members are looking to you as an example and your choice of priorities.
8. Officers must respectfully represent the FFA at all times and serve the organization in a manner that is acceptable. Disrespect shown by FFA officers to each other and/or others will not be tolerated and could result in an automatic demerit or dismissal. Disrespect is defined as the lack of respect and not being a team player when decisions are made by the officer team/advisors. Respect is defined as esteem; regard; honor; courtesy. This applies to all aspects of social media as well as text messages.
9. All FFA officers must meet the NO PASS NO PLAY requirements for eligibility. Eligibility grades are those at the end of each grading period. If a student receives a grade below 70% in a regular academic/elective class or below a 60% in an Advanced Placement (AP) class at the end of a/any grading period (Six Weeks) they will receive one demerit.
10. All officer candidates must be passing throughout the entire time of the election process.
11. FFA officers cannot use, possess, or be under the influence of any illegal drugs, alcohol or tobacco either on or off campus. Violation of this rule will constitute removal from office.
12. FFA Officers must maintain their personal appearance and hygiene in a professional manner. FFA Officers will be prohibited from wearing articles of clothing that advertise alcohol, tobacco, drug use or sexual connotations.
13. FFA Officers will be removed from office if he/she receives one (1) or more ISS Assignment(s) or gets sent to alternative school in the year of service.
14. The FFA Officer team will consist of no less than six (6) chapter officers. The officer positions are as follows: President, Vice- President, Secretary, Treasurer, Reporter, and Sentinel. Additional officer positions may be added on any given year. **Advisors have the right to amend this rule on a yearly basis.**
15. All officers must compete in one (1) Leadership Development Event in the fall AND one (1) Career Development Event in the spring of the academic year that they are an officer.
16. FFA Officers must participate in ALL Chapter Fundraising activities.

17. If for any reason an officer is removed from or forfeits his or her position, the replacement officer will be assigned by the Chapter Advisors, except in the case of the President where the Vice-President will assume the duties of the chair.

18. If any of the above rules are broken, the FFA Officer will receive one demerit or at the agriculture teachers discretion.

19. A FFA Officer must have met the requirements for the FFA Chapter degree.

FFA Demerit System

Name: _____ Date: _____

Reason for demerit

_____ Late to an Officer Meeting

_____ Missed an Officer Meeting

_____ 1st meeting: will not participate in the following FFA meeting

_____ 2nd meeting: suspension from FFA activities for 1 month or complete removal from the Officer team

_____ 3rd meeting: Complete removal from the team

_____ Disobeyed an Advisor/Chaperone

- _____ Disrespect to an Advisor/Chaperone
- _____ Missed an FFA meeting
- _____ Missed a required function
- _____ Tobacco/Alcohol Use
- _____ Failed a class for the 6 weeks
- _____ Other: _____

** You will be allowed 3 demerits, but once you have received your 4th demerit, you will be required to submit a letter of resignation for the office that you hold.

** Do not assume that **Ms. Moye, Mrs. Urea and Ms. Wildman** knows where you are. You MUST call or text ALL 3!!

Agreement to the FFA Officer Team Requirements

I have read, studied and understood the above points. If elected to a FFA officer position, I will carry out my responsibilities in accordance with these statements and understand that I can be removed from office by the Akins FFA Officer team and/or Advisor if I do not satisfactorily follow these established standards. I also understand that if I become an Officer and I am not compliant with the rules that have been set forth, I will receive demerits, unless otherwise noted. If I receive 4 demerits, I understand that I will be removed from the FFA Officer Team.

Printed Name of the Officer Applicant

Signature of Officer Applicant Date

As the parent/guardian of the above named officer, I understand and support the above mentioned duties and responsibilities of being an officer in FFA.

Printed Name of Applicant's Parent/Guardian

Signature of Applicant's Parent/Guardian Date

FFA Advisor

FFA Advisor

FFA Officer Referrals

You will be required to submit 3 referral letters. Please adhere to the following requirements:

- Letters must be from your teachers, and/or job supervisors/boss/manager. No parents, No friends. Must be an adult that has witnessed your work ethic, leadership capabilities, and/or performance with responsibility. Must not include more than 1 Ag. teacher.

- Must be submitted through sealed and signed letter, or via email to Mrs. Urea
- Must submit by 5pm on April 17th, with Application or received via email.

For example, Referral Letters should be able to describe any combination of the following:

- Your ability to lead
 - Your ability to manage your time
 - Your ability to uphold your responsibilities
 - Your work ethic
 - Your social skills
 - Your ability to be depended on
- Etc. etc...

FFA Knowledge Test

Test will be given on April 17^h, 2018 at 5pm in 337

The FFA Knowledge test will be based on information that can be found in your FFA Manual & Parliamentary Procedure Guide. Below is an abbreviated study guide. This does not guarantee that all of the questions of the test will pertain to this guide, it is merely here to assist with your studies. Test will consist of a minimum of 50 multiple choice questions.

An online copy of the FFA manual may be found here - <https://www.ffa.org/about/who-we-are/official-manual>

A completed summary of Motions has been provided for you to study for the Parliamentary Procedure Questions, which is following your study questions:

FFA KNOWLEDGE GUIDE:

What was the law that provided funds and encouraged high school vo-ag programs?

What year was the FFA organized?

Who wrote the FFA Creed?

The National FFA Executive Secretary is

The **first** National FFA President was

The regions of the National FFA Organization are

Who is the current National FFA President?

How many symbols make up the national FFA emblem?

What is the symbol for the Sentinel?

The Agricultural Education National Headquarters is located in

What is the correct order of business for a chapter meeting?

What is the approximate National FFA membership?

What is the approximate Texas FFA membership?

What are the four types of membership?

What is the name of the degree, adopted by the delegates at the 72nd National FFA Convention, specifically for middle school students?

In what year did the NFA merge with the FFA?

In 1933, some FFA members arrived at the national convention in crisp, blue corduroy jackets with the FFA emblem on the back. Official delegates voted to adopt the jacket as the organization's official dress. Where were these members from?

How long can an FFA member, not in the military, may remain as an active member?

The National FFA Center is located in _____.

According to the federal charter the National FFA Organization is headquartered in _____.

What was the year when girls were voted into membership in the FFA?

What is a subsidiary motion? Name several.

The gavel is tapped ____ times to call the meeting to order.

What are the purposes of parliamentary procedure?

What is the purpose of a main motion?

Which is the correct opening response of the advisor to the Vice President?

Who is regarded as the "father of the FFA"?

The Smith-Hughes Act was established in _____.

_____ granted the FFA a federal charter.

Who was the first former FFA member to become President of the United States?

How many Areas does Texas have?

What is the last word in the "FFA Creed"?

Who is the current Texas State FFA President?

The FFA motto is:

What is this year's current National theme?

Which paragraph of the creed includes the phrase "which such knowledge and skill as I can secure"?

The highest degree that the FFA member can be awarded is the:

What are the different types of FFA membership?

Who is the National FFA Secretary?

What is a CDE?

What was/is the New Farmers of America?

Who designed the blue corduroy FFA jacket?

The National FFA Alumni was founded in what year?

What does the acronym SAE stand for?

Public Law 81-740, passed by Congress in _____, granted the FFA a federal charter.

Which conference in the National FFA leadership continuum and personal growth series is designed for middle school students?

During an FFA meeting, one tap of the gavel is used to:

During an FFA meeting, two taps of the gavel are used to:

The name of the National FFA magazine is:

A series of short, quick gavel taps indicates

What state has the most FFA members?

One of the basic rules of parliamentary procedure is that:

What are the symbols included on the FFA emblem?

What is the meaning of each of the following symbols?

- a. Corn
- b. The Eagle
- c. Rising Sun
- d. Owl
- e. Plow
- f. Emblem of Washington

What are the symbols for the following offices?

President

Vice President

Secretary

Treasurer

Reporter

Sentinel

What words begin every paragraph of the FFA creed?

What is the official name of the FFA?

In what year did the FFA officially change its name?

In order to receive the American FFA Degree, a member must have been an active FFA member for at least:

Who granted the FFA a federal charter?

Which act passed by Congress initiated vocational agriculture?

The colors of the National FFA Organization are:

Which was the last of the 50 states to be granted a state charter?

The name of the first female National FFA President was:

When a two-thirds vote is required, what type of vote should usually be taken?

Define majority.

What is a "division of the house"?

To be eligible to receive the Chapter FFA Degree, a member must meet the following minimum qualification?

The FFA creed has been adjusted _____(number) of times, but retains its original structure.

When was the FFA's Code of Ethics adopted?

How many delegates were present at the first National Future Farmers of American convention?

The first state charter was given to the state of ...

The National FFA will celebrate its _____ anniversary this year.

What does NFA stand for?

Washington Conference, now called Washington Leadership Conference, started in _____.

_____ is the first national competitive event for 7th, 8th, and 9th grade FFA

What does it take to get your Lone Star Degree?

Parliamentary Procedure Guide:

Privileged Motions (5) – do not relate to a pending question, however are of such great importance that they take precedence of all other questions (motions)

Incidental Motions (8) – arise from another question that is pending and must be decided before the question out of which they arise (are made as the result of another motion)

Subsidiary Motions (7) – applied to other motions for the purpose of appropriately disposing of them

Main Motion (1) – used to bring up a new subject or idea to the group

Unclassified (3) – have a definite purpose but are not classified as any other

Adjourn – allows the meeting to be officially over

*gain recognition from chair

“Mr./Madame President, I move to adjourn the meeting.”

*second required, not debatable, not amendable, majority vote

Question of Privilege – may be a group or personal request from the chair

*no recognition needed]

“M/M President, I rise to a group question of privilege – it is difficult to hear you would you please speak up?”

*no second, not debatable or amendable, no vote

Fix a Time To Which to Adjourn – allows for a continuance of the current meeting when it is obvious the meeting will not end in the allowable time frame

“M/M President, seeing we will be unable to finish today’s business in the time available, I move that when we adjourn we stand adjourned until 3:00 pm tomorrow.”

Recess – a short break or intermission in the proceedings which does not close the meeting

*gain recognition from chair

“M/M President, I move that we take a five minute recess to gather our thoughts on this matter.”

*second required, not debatable, is amendable as to time only, majority vote

Call for the Orders of the Day – used when the group deviates from the agenda and you would like to follow the agenda

*no recognition needed, not debatable or amendable

“M/M President, I call for the orders of the day.”

President then asks the secretary to read the orders (agenda)

President then asks members if there are objections to following the orders of the day

If there are objections, a vote must be taken and need 2/3 vote of the membership to **not** follow the orders of the day

Point of Order – made when a member of the assembly makes a parliamentary error

*no recognition needed

“M/M President, I rise to a point of order.”

President asks member to state his/her point

Member states parliamentary error and chairperson agrees or disagrees

*no second, not debatable or amendable, no vote

Appeal – used when member feels that the chairperson has made a decision not in agreement with the group

*no recognition needed

Chairman says the group was volunteered to clean all of main street

“M/M President, I appeal the decision of the chair.”

*requires second, is debatable but not amendable, majority vote

Suspend the Rules – used to deviate from the agenda or allow for special circumstances

*need recognition

“M/M President, I move to suspend the rules so that our guest speaker may speak at this time.”

*requires a second, is not debatable or amendable, 2/3 vote

Division of the House – used when a member disagrees with the vote result stated by the chair

*no recognition needed

“I call for the Division of the House!”

President then calls for a revote – any other than voice and states result

*no second, not debatable or amendable, no vote

Parliamentary Inquiry – used when there is a question about parliamentary law

*no recognition needed

“I raise a parliamentary inquiry.”

President then asks member to state his/her inquiry

“Is this motion debatable?”

President responds

*no second, not amendable or debatable, no vote

Withdraw – used when a member wishes to withdraw his/her motion. Member may say “I withdraw my motion” before President restates it and it is dropped. If the President restates the motion, requires a majority vote by the members to withdraw it.

*no second, not debatable or amendable, no vote

Division of the Question - used when a member feels the motion is really two motions in one

*recognition required

Example: “M/M President, I move that our group have a bake sale for a fundraiser and we go out for pizza after our meeting.”

“M/M President, this motion is really two motions in one. Therefore, I move to divide the question into two parts; the first stating that we have a bake sale and the second stating that we go out for pizza after our meeting.”

*second required, not debatable but is amendable as to how the question is divided, majority vote

Object to the Consideration of the Question – allows group to avoid a motion entirely if they feel it would not be in the best interest of the group to consider it

*no recognition, must be made before president restates the motion

“M/M President, I object to the consideration of the question!”

*A 2/3 vote is then required to pass this motion and if done so, the motion is dropped

*no second required, not debatable or amendable

Lay on the Table – used to postpone decision on the motion until the next meeting (at the latest)

*requires recognition

“M/M President, I move to lay this motion on the table.”

*requires second, not debatable or amendable, majority vote

Previous Question – used when member wants an immediate vote

*requires recognition

“M/M President, I move the previous question (on all pending matters.)”

*requires second, not debatable or amendable, 2/3 vote

Postpone Definitely – used to remove an issue from the floor to be brought up at the next meeting

*recognition required

“M/M President, I move to postpone this motion to our next regularly scheduled meeting.”

*second required, is debatable and amendable as to time, majority vote

Limit/Extend Debate – used to increase or decrease debate/discussion

*recognition required

“M/M President, I move to limit/extend debate to five minutes per side/three debates per member.”

*second required, not debatable or amendable, 2/3 vote

Standard debate rules are twice per motion/ten minutes per debate

Refer to Committee – used to allow a committee to do more research or look into an issue more

**May be a standing committee or special committee

**Must state number of members on committee

**The power the committee is given (to act, or report back)

**How the committee is selected (appointed, volunteer, etc.)

**Must address who the chair will be if not a standing comm.

“M/M President, I move to refer this motion to a committee of three, appointed by the chair, chair appointed by the chair, giving them the power to act.”

*recognition, second, is debatable and amendable, majority vote required

Amendment – used to change a motion, but never the intent of the motion

** Three ways to amend a motion:

1. Addition – adding a word or phrase

2. Subtraction (striking out) – removal of part of the motion
but not to change the intent

3. Substitution – removing part of the motion and inserting a
new word or phrase

“M/M President, I move to amend the motion by adding the words “and we pay our own way.”

**motions can only be amended twice, require recognition, a second, are debatable & amendable, and a majority vote

Postpone Indefinitely – used to remove an issue from debate permanently (not postponed, dropped)

*requires recognition

“M/M President, I feel this motion should not be considered by our group, therefore I move to postpone this motion indefinitely.”

*second required, is debatable but not amendable, majority vote

The motion may be brought up again, but is not required to be through the power of this motion

Main Motion – used to bring items of business to the group; can not be used if any other motion is on the floor

**The only acceptable way to start a motion is to say... “I move...”

*recognition required

“M/M President, I move that we take a trip to City Hall to learn about our city’s government.”

*second required, debatable and amendable, majority vote

(the main motion is the lowest ranking of all motions)

Take from the Table – used to bring a motion that was previously tabled back on the floor

*requires recognition

“M/M President, I move to take from the table the motion concerning our raffle fundraiser that was tabled at our last meeting.”

*requires second, not debatable or amendable, majority vote

**If motion passes, the chair states that the motion is back on the floor in its debatable and amendable form. Then asks for discussion

Rescind – allows a member to remove some action previously taken

*requires recognition

“M/M President, I move to rescind the motion which states we take a field trip to City Hall.”

*requires second, D & A, 2/3 vote

Reconsider – allows discussion and a revote on action previously taken

**The member making this motion must have been on the side of the prevailing vote

*requires recognition, is debatable

“M/M President, I move to reconsider the motion stating that we hire a new parliamentarian.”

President would then ask if member was on prevailing side and mention that motion is back on the floor

AKINS FFA OFFICER POPULAR VOTE

On March 6th, nominations will be held at the chapter meeting for the election.

On April 10th, you will complete your election process with a popular vote.

You will give a quick 2 min speech as to why you should be an officer, and the members will vote on the candidates. Results will be tallied and figured into your officer election process, and results will be given at the April meeting.

You must be in COMPLETE OFFICIAL DRESS for this meeting

MEETING WILL BEGIN AT 6:00PM

You MUST be in attendance to complete the election process

**Please contact Ms. Moye, Mrs. Urea & Ms. Wildman if
you have any questions pertaining to this packet.**

GOOD LUCK!!

