

Voting Delegates

Official Voting Delegate Information

Your official voting delegates are registered for the Conference along with the other people from your school. The duties of the voting delegates are important to the operation of the organization; therefore, the selection process for voting delegates must be seriously considered to assure that the voting delegates are aware of their duties and will carry them out diligently. This section is devoted to those people who will serve as your chapter's voting delegates. These instructions should be sent to your voting delegates as soon as possible in order to insure that they will represent your state in a most knowledgeable manner.

Official Voting Delegates & Alternates

Voting delegates and alternates shall be preregistered. Each chapter will receive delegate material upon registration and will be responsible for distributing this material to their delegates and alternates. Voting delegate ribbons will be distributed to local lead advisors at the registration.

Instructions to Voting Delegates

1. One person from each delegation will be assigned the responsibility for answering the roll for the respective chapters.

Suggested manner for answering the roll: Before responding to the roll call, the spokesperson must stand and proceed to the microphone. "(Chapter) is present with (number of) Official Voting Delegates."

2. All motions must be presented in writing to the chair.
3. The delegates will adopt an agenda at the official delegate session and additional items may not be presented until all agenda items have been completed. Any delegation wishing to have an item placed on the agenda may present the item in writing to the State president or the State person responsible for training any time before or during the delegate's orientation.

The agenda will follow this outline:

- a) Roll Call
- b) Officer reports
- c) Standing committee reports
- d) Special committee reports
- e) Unfinished business from previous meetings
- f) New business
- g) Adjourn

4. Limit of debate: A delegate will be given a maximum of three (3) minutes to debate each debatable motion the first time he/she is recognized. A delegate will not be recognized to speak a second time on a motion (except for points of clarification) until all delegates wishing to speak have been recognized. A delegate debating a motion the second time shall be limited to one (1) minute. A delegate may debate a motion a maximum of two (2) times.
5. The Missouri SkillsUSA staff member in charge of training, has appointed the Credentials Committee. This committee will:
 - a) Determine delegate's eligibility to serve as a delegate and be seated in the delegate's or alternate delegate's section. Delegates will have a delegate ribbon and nametag worn in unobstructed view for the Credentials Committee member when entering delegate's section. The nametag and delegate ribbon must be worn at all times during the delegate session.
 - b) Will provide a facilitator on the assembly floor.
 - c) Monitor delegate's section during business sessions to keep unauthorized people out.
 - d) Monitor the replacement of delegates and alternates in the delegate section.
 - e) Monitor alternate delegate's section.
 - f) Keep the secretary posted of increases and decreases on state delegates seated in the delegate's section.
6. The Credentials Committee will admit late delegates to the floor at appropriate times. The Credentials Committee will determine when delegates may be seated.
7. Voting delegates are expected to sit in the area reserved for their delegation.
8. Voting delegates must be present to cast their vote on all floor votes (one person cannot cast two (2) votes).
9. Voting Delegates leaving the floor should appoint an Alternate who will represent them during their absence. The Alternate will sit in the voting delegate's seat during this time. This exchange is to be cleared by the Credential's Committee member at the rear of the delegate's section.
10. Voting Delegates must address assembly from microphones:
 - a) Parliamentary actions (point of order, etc.) may be addressed from delegate seats; all debate will be from microphones (exceptions include point of order and questions of personal privilege);
 - b) Give name and chapter at beginning of all comments;
 - c) Relinquish microphone at conclusion of delegate debate.
11. Voting delegates must stand to be recognized during the Business Session. When recognized, a voting delegate must give name and chapter before discussing business.

12. A voting delegate desiring to come to the stage and speak from the speaker stand must rise, give name and chapter, and ask permission to speak from the rostrum.
13. Voting delegates must practice parliamentary procedure or be subject to reprimand by the State presiding officer.
14. The Chair reserves the right to call for opposing points of view.
15. Delegates are expected to remain professional during all delegate sessions.
16. Advisors are not allowed to be on the floor or to communicate with delegates during sessions.
17. Alternate Delegates:
 - a) Must attend the orientation and delegate session as an official voting delegate and be seated in the official alternate section;
 - b) Must be in view of his/her appropriate delegation to be easily located when called on to serve;
 - c) Does not sit with the delegation unless he/she has been "tapped" and is actually substituting.

Maximum Number of Delegates per Local Association

Your local association is entitled to send delegates to the Missouri SkillsUSA Leadership and Skills Conference based on your chapter's membership for the year. Included in each delegate packet is a guide for determining the number of delegates allowed by your local association. Find the range of membership in your chapter. The number to the right is the maximum of delegates allowed. Use this guide for both secondary and postsecondary divisions.

The number of voting delegates from each local chapter shall be:

Secondary Division:

1 - 100 = 2	501 - 600 = 7
101 - 200 = 3	601 - 700 = 8
201 - 300 = 4	701 - 800 = 9
301 - 400 = 5	801 - 900 = 10
401 - 500 = 6	901 - 1000 = 11
1000 and over = 12	

Postsecondary Division:

1 - 20 = 1	81 - 90 = 6
21 - 40 = 2	91 - 100 = 7
41 - 60 = 3	101 - 120 = 8
61 - 70 = 4	121 - 140 = 9
71 - 80 = 5	