

**National FFA
Parliamentary Procedure Leadership Development Event**

2022 National Convention Preliminary Round Team Problem Solving Practicum

Directions:

As a team, review the following scenarios and research the proposed questions to select the best answer as a response to the scenario. These are real-world scenarios and your answer should reflect and support a professional parliamentary opinion. You may use Robert's Rules of Order Newly Revised (RONR) as reference material. You will have 30 minutes to research and answer the questions posed.

Scenario: The organization is holding an election of officers for this year, but several questions have been raised about how to best handle the election using Robert's Rules of Order. Some of the members are questioning how to best handle everything from nominations to voting to when officers take office. Use the information provided and RONR and the provided exert from the organization's bylaws to provide the best answer and explain your reasoning.

**ARTICLE V
Officers**

- Section 1. Officers. The officers of this association shall be a president, a vice-president, a secretary, and a treasurer.
- A. Eligibility. To be eligible for the office of president or vice-president, a member shall have been a member in good standing for the past two (2) years prior to election. To be eligible for the office of secretary or treasurer, a member shall have been a member in good standing for the past full year prior to election.
- Section 2. Term of Office. Elected officers shall assume their duties immediately upon election and shall serve until their successors are elected. Officers shall be eligible for re-election for an additional 2-year term.
- Section 3. Vacancy in Office. A vacancy in any office except president shall be filled by the board of directors for the remainder of that term. A vacancy in the office of president shall be filled by the vice-president. The vacancy in an office except president shall be filled by ballot vote by the board of directors.
- Section 4. Duties. Officers shall perform the duties provided in this section and such other duties as are prescribed for the office in these bylaws and in the adopted parliamentary authority.
- A. The president shall:
1. be the chief executive officer and official spokesperson of the organization;
 2. preside at all meetings of the organization and the board of directors;
 3. appoint a parliamentarian to serve during the president's term of office;

4. appoint chairmen of committees to the extent provided in Article VIII; and
 5. fulfill such other duties as may be assigned by the organization and the board of directors.
- B. The vice-president shall:
1. perform the presiding duties of the president in the absence of or at the request of the president;
 2. fill the unexpired term if a vacancy occurs in the office of president;
 3. organize and conduct educational programs on parliamentary procedure and related skills in conjunction with the annual meetings; and
 4. fulfill such other duties as may be assigned by the organization, the board of directors, or the president.
- C. The secretary shall:
1. record the minutes of all meetings of the organization and the board of directors;
 2. be custodian of all documents, including the bylaws, special rules, and standing rules;
 3. conduct correspondence as directed by the organization, the board of directors, or the president;
 4. notify National Headquarters of officer changes as needed;
 5. send a call of the meeting to each member (or some other method of notification);
 6. send a current or updated version of the bylaws to National Headquarters after the close of each annual meeting; and
 7. fulfill such other duties as may be assigned by the organization, the board of directors, or the president.
- D. The treasurer shall:
1. be custodian of all funds, disbursing them as directed by the organization, keeping an itemized account of all receipts and disbursements;
 2. reimburse members for approved expenses upon receiving valid receipts;
 3. close the books fifteen (15) days prior to the annual meeting and submit records to the audit committee for audit;
 4. present a financial statement at each organization meeting and as requested by the board of directors;
 5. notify National Headquarters when requested of the organization's dues structure;
 6. maintain the organization's membership roster and provide to each member at least thirty (30) days prior to the annual meeting;
 7. be responsible for financial documents and for non-profit filings; and
 8. fulfill such other duties as may be assigned by the organization, the board of directors, or the president.

Section 5. Elections.

- A. The officers shall be elected at the annual meeting.
- B. Nominations may be made from the floor, provided consent has been obtained from the nominee.
- C. Members shall be allowed to write in votes for candidates not printed on the ballot.
- D. Elections shall be by ballot except when there is only one nominee for an office,

election may be by voice vote.

1. Nominations are received from the floor, but several members remain unhappy with the choices and want to write in people they know will do a great job and are eligible to serve. Must the organization allow for write-in votes to be cast for individuals qualified to serve the organization?

Yes. Article V, Section 5C and RONR 12th Edition 45:18

Bylaw Article V, Section 5C. Members shall be allowed to write in votes for candidates not printed on the ballot.

RONR: Voting by Ballot. Voting by ballot (also known as secret ballot) is used when secrecy of the members' votes is desired. A ballot vote is a vote taken by instruments, such as slips of paper or electronic devices, by which members can indicate their choices without revealing how individual members have voted. ***On a ballot vote in an election or other vote involving multiple possible choices, members are able to write in or fill in a vote for any eligible person or choice and are not confined to voting for or against candidates that appear on the ballot.***

2. The current president is running for reelection. Some of the members believe that during the election, the president must step aside from presiding simply because he is a candidate. May the Chair preside over his or her own election?

Yes. RONR 12th Edition 47:10

Whenever a motion is made that refers only to the presiding officer in a capacity not shared in common with other members, or that commends or censures him with others, he should turn the chair over to the vice-president or appropriate temporary occupant (see below) during the assembly's consideration of that motion, just as he would in a case where he wishes to take part in debate (see also 43:29-30). ***The chair, however, should not hesitate to put the question on a motion to elect officers or appoint delegates or a committee even if he is included.***

3. A question arose last year due to the fact that the organization's installation ceremony was not held. Some question the legitimacy of the term of office. Does the term of officers require an installation ceremony be held?

No. Article V, Section 2 and RONR 12th Edition 46:47

Bylaw Article V, Section 2. Term of Office. Elected officers shall assume their duties immediately upon election and shall serve until their successors are elected. Officers shall be eligible for re-election for an additional 2-year term.

RONR: An officer-elect takes possession of his office immediately upon his election becoming final, unless the bylaws or other rules specify a later time (see 56:27). If a formal installation ceremony is prescribed, failure to hold it does not affect the time at which the new officers assume office.