



Alaska FFA Delegate Handbook

Revised March 2025



Frequently Asked Questions

What do I do as a delegate? Why does it matter?

Delegates meet at State Convention to discuss and vote on issues proposed by members and chapters from the entire state of Alaska. The delegate process is *incredibly* important and we are grateful to all delegates for your willingness to advocate for things that really matter!

How are delegate sessions run?

Delegate sessions utilize basic parliamentary procedure to keep us on track, and allow for fair debate and voting. We will cover a mock motion during orientation for those who may not feel confident in this area, and may practice before official business begins. Please ask questions whenever you have them!

Do I need to know parliamentary procedure before the session?

We do ask that delegates know certain details about parliamentary procedure before state convention. We try to limit anything more than would be used in a chapter's business meetings, as many of our delegates are newer members. Our chairperson and secretary *must* be knowledgeable in parliamentary procedure as their jobs will require them to follow the process more fully.

How am I supposed to know how to vote?

There are a few things to consider when voting as a delegate. First and foremost, what is best for the state as a whole? The main goal of delegate proposals is to make things better for everyone. However, you should also consider the opinion of your chapter. Speak with your chapter prior to the delegate sessions at State Convention to know their thoughts. You do not need to vote the same as your fellow chapter delegate(s) if your opinions differ.

Will delegate sessions be held online?

Orientation will be held after registration is turned in, the last week of March or first week of April, and will be conducted over Zoom. The actual session to discuss and vote on the proposals will be held in person at the State Convention. Please refer to the convention schedule for the time and location.

Do I need to wear Official Dress?

Please wear Official Dress for the duration of the in person Delegate Session as this is official business. Official Dress is not required for the Zoom orientation.



Orientation

Orientation will be held prior to the State Convention over zoom. During orientation we will choose our chairperson and secretary, read through the proposed issues, run through a mock motion, and address any questions you may have. Questions are always welcome, please ask! If you are thinking about it, chances are someone else is too. If you feel uncomfortable asking a question to the large group, please contact the Delegate Coordinator at their email address, which will be at the bottom of this document.

Sample Orientation Schedule:

1. Welcome and Introduction of each delegate
2. Read through of proposed delegate issues
3. Election of chairperson and secretary via nominations and voting
4. Practice motion, debate, and vote
5. Questions

Chairperson and Secretary

There are two positions that we must fill for delegate business to proceed:

The chairperson

The chair will preside over the meeting, which means keeping track of the motion and debate, as well as facilitating all votes. The Delegate Coordinator will be on hand to help with any parliamentary questions and help in any way needed. The chairperson will also be required to present the delegate report during a General Session at the State Convention, where there will be a short script to read. Parliamentary knowledge is *absolutely necessary* for the chairperson.

If you are interested in chairing the delegate session, please ensure you know how to handle the basic functions of a business meeting. This includes but is not limited to: main motions, amendments, votes, the rules of parliamentary debate, and use of a gavel. In addition, a current State Officer will be present for the delegate session, their name is automatically added to the nominees for chairperson. This means they can be voted into the chair position if the delegate body feels this is the best course of action. If a State Officer is elected as the chair, the secretary will read the delegate report during the second general session.



The secretary

The Secretary will take minutes during the meeting, keeping track of details such as the maker of motions, seconds, wording of motions and amendments, number of attendants, and outcome of votes. A template will be provided for typed or handwritten notes by the Delegate Coordinator. Parliamentary knowledge is heavily preferred for this position to help our meeting run smoothly. As noted above, if a State Officer is elected as the chair, the secretary will read the delegate report during the second general session.

If you are interested in either of these positions, please let us know during orientation when we open nominations! As stated above, parliamentary knowledge is super important for these positions, it may be helpful to follow up with either your chapter advisor, the Delegate Coordinator, or even one of your State Officers.

Parliamentary Procedure

During the delegate sessions we will aim to keep our use of parliamentary procedure, often called “parli pro”, to the basics. Please keep in mind that many members have not had extensive training and we do not want to make this process into a frustrating ordeal. We will discuss this more in our orientation meeting, please feel free to ask questions as you think of them. If you have the question, someone else likely does too!

If you wish to view the FFA chart of permissible motions, please follow this link to the [Official FFA Manual](#) and go to page 61 (page 57 in the physical book). There will be printed copies for reference in your delegate packets.

We do ask that delegates have some basic parliamentary knowledge prior to convention. Generally no more than how a chapter meeting would be run. Please be sure to look into main motions, amendments, basic debate, and anything else you may feel is necessary. People who may be helpful may be your advisor, state officers, or the Delegate Coordinator.

Further questions can be asked during orientation, or as they come up during the session! We encourage learning in all spaces.



Contact Information

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