

# SkillsUSA Maryland Voting Delegates Instructions

## Delegate Information

Local chapter official voting delegates are registered for the State Championship along with the other members from your school. The duties of the voting delegates are important to the operation of the organization. This information should be shared with students who will serve as your chapter's voting delegates. (*students competing Saturday may also serve as delegates.*)

## Official Voting Delegates & Alternates

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 chapter lead advisors at the Delegate Assembly registration/check-in.

## Instructions to Voting Delegates

1. One person, the school's lead delegate, 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 "(Chapter) is present with (number of) Official Voting Delegates."

2. An agenda will be provided by the state office executive team. Any delegation wishing to have an item placed on the agenda may present the item in writing to the State president or designee no later than two weeks before the Delegate Assembly.

The Delegate Assembly 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
3. 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.

4. The SkillsUSA Maryland Credentials Committee (Members of the Board of Directors) 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) Provide a facilitator on the assembly floor.
  - c) Monitor delegate's section during session 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.
5. The Credentials Committee will admit late delegates to the floor at appropriate times. The Credentials Committee will determine when delegates may be seated.
6. Voting delegates are expected to sit in the area reserved for their delegation.
7. Voting delegates must be present to cast their vote on all floor votes (one person cannot cast two (2) votes).
8. 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.
9. Voting Delegates must address assembly from the floor:
  - a) Give name and chapter at beginning of all comments;
10. Voting delegates must stand to be recognized during the Business Session. When recognized, a voting delegate must give name and chapter before discussing business.
11. Voting delegates must practice parliamentary procedure or be subject to reprimand by the State presiding officer.
12. Delegates are expected to remain professional during all delegate sessions.
13. Advisors are not allowed to be on the floor or to communicate with delegates during sessions.

14. Alternate Delegates:

- a) Must attend the 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 Chapter**

Your chapter should be represented at the State Championship Delegate Assembly and is authorized to send as many delegates as allowed based on chapter total membership for the current school year.

The number of voting delegates representing each SkillsUSA Maryland local chapter shall be:

*Secondary Division:*

- 1 - 19 members = 2 delegates
- 20 – 49 members = 3 delegates
- 50 - 99 members = 4 delegates
- 100 - 199 members = 5 delegates
- 200 - 299 members = 6 delegates
- 300 – 399 members = 7 delegates
- 400 – 499 members = 8 delegates
- 500 – 599 members = 9 delegates
- 600 – 699 members = 10 delegates
- 700 – 799 members = 11 delegates
- 800 – 899 members = 12 delegates
- 900 – 999 members = 13 delegates
- 1000 – 1099 members = 14 delegates