



DELEGATE EXPERIENCE HANDBOOK

PENNSYLVANIA FFA ASSOCIATION

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Section 1: Experience and Process Overview

As an organization, we are committed to excellence through tradition while highly regarding the idea of being rooted in progress. Balancing both tradition and progress, the Delegate Experience is one of the keystone's of the Pennsylvania FFA Association. For years, the delegate body has assembled at State Convention to cultivate ideas, solutions, and new opportunities for our Association. This process is important, valuable, and recenters our focus on student members annually. The following handbook is meant to provide insight to the work our students do while serving as a resource to them.

Timeline and Events

While the Delegate Experience is housed within State Convention, the work to fuel the process starts long before then and continues past the final gavel.

State Legislative Leadership Conference - Prior to the conference, chapters will submit issues to be considered for the delegation to review at State Convention. Each chapter who submits an issue for consideration will have the opportunity to present their proposed issue to those attending SLLC. They will also answer five minutes of clarifying questions from the present membership. After the presentations and questioning of the issues, each chapter will rank the issues from most to least important. These rankings will guide the selections of which issue proposals will be moving on for discussion at State Convention. This segment will be facilitated by the State Officer Team and Executive Director.

State Convention - With the issues selected at SLLC, committees will be formed based on submitted student participant preferences to discuss each issue in depth. Within committees, the delegates will form recommendations that will be solidified by the entire delegate body during Business Sessions. Once all recommendations are approved by the delegates, committee chairs will present their committee's final recommendations to the membership body, on-stage during one of the final sessions.

Board of Directors - All final delegate recommendations will be submitted to the Pennsylvania FFA Board of Directors for consideration, approval, or implementation. Not all recommendations will be approved by the Board of Directors, but all recommendations will encourage conversations and growth throughout the organization.

End Goals

The Delegate Experience is used to celebrate members and their ideas for our organization. This experience is one of growth and development for both participants and our Association. Today's delegates cultivate recommendations that will enhance member experiences in the FFA for tomorrow. We are proud of the work our delegates have poured into this experience and look forward to a continued partnership with the Board of Directors to set change into motion.

Delegate Incentives and Recognition

At the 93rd Pennsylvania FFA State Convention, the delegate body recommended a list of changes to the Delegate Experience. The following were implemented as a result of their efforts to create a meaningful experience for all future delegates.

- *On-Stage Recognition of ALL Delegates during a General Session*
- *Front Row, Floor Seating for ALL Delegates during General Sessions*
- *Plaques for Committee Chairs*
- *Delegate Experience Kick-Off Ice Cream Social*

Experience Contacts

Our goal is to provide the most productive and meaningful experience for every student in the Delegate Experience. Any questions or concerns regarding the Delegate Experience should be directed to one of the following contacts.

Michael Brammer

Pennsylvania FFA Executive Director

mbrammer@paffa.org

Abigail O'Neill

Delegate Experience Coordinator

aoneill@paffa.org

Section 2: The Role of a Pennsylvania FFA Delegate

Serving as a delegate at the Pennsylvania FFA State convention is a high honor and worthy duty for FFA members. Delegates serve as representatives who will set changes into motion for our organization. In addition to regular attendance and participation at State Convention, the responsibilities of a delegate include the following:

- Sharing the perspective and opinions of their home chapter
- Making decisions that cater to the best interest of Pennsylvania FFA members and advisors
- Providing new ideas and recommendations to state leadership to strengthen our organization
- Encouraging progress for the Pennsylvania FFA Association
- Carrying themselves in a professional manner as state and chapter representatives



Section 3: Allocation of Delegates per Chapter

With the Delegate Experience's mission to amplify student voices, representation is important. Every chapter in our Association is encouraged to send at least one delegate to represent them at the State Convention. The total number of delegates allowed from each chapter is derived from chapter population and membership counts submitted to the Association. According to Pennsylvania FFA's Constitution and Bylaws, the delegate allotments per chapter are as follows:

Number of Chapter Members	Number of Delegates	Number of Chapter Members	Number of Delegates
1-49 Member	1 Delegate	400-499 Members	6 Delegates
50-99 Members	2 Delegates	500-599 Members	7 Delegates
100-199 Members	3 Delegates	600-699 Members	8 Delegates
200-299 Members	4 Delegates	Every additional 100 members	+ 1 Delegate
300-399 Members	5 Delegates		

Additionally, delegates from the same chapter will be assigned to different committees to ensure that perspective and voice are evenly dispersed throughout the delegate body. All questions or concerns regarding delegate allocations should be directed to the Executive Director or the Board of Directors.

Section 4: Outlined Schedule for the Delegate Experience at State Convention

Below is a tentative schedule for Chapter Delegates. Locations and times are subject to change based on convention planning and space availability.

Tuesday: Convention Day One

Time	Scheduled Event
9:00 AM - 12:00 PM	Registration of Delegates
12:00 PM	Orientation Session
1:00 PM - 1:45 PM	Delegate Experience Kick-Off! <i>Ice Cream Social & Mixer</i>
1:50 PM - 2:35PM	Delegate Experience Workshop <i>Led by State Officers</i>
2:20 PM - 2:40 PM	Election of Committee Leadership
2:40 PM - 3:30 PM	Begin Committee Research
3:30 PM - 4:00 PM	Reconvene Delegation <i>Day Two Preview & Check-Ins</i>
4:00 PM	Dismissal for dinner & Session One

Wednesday: Convention Day Two

Time	Scheduled Event
9:00 AM	Delegates Convene
9:00 AM - 9:20 AM	Opening Ceremonies Welcome Roll Call of Delegates Secretary's Report Treasurer's Report PA FFA Foundation Report PA FFA Board of Directors Report
9:20 AM - 10:00 AM	Delegate Experience Workshop <i>Visiting National FFA Officer</i>
10:00 AM - 10:30 AM	Committee Research Continued <i>Adult Consultant Q&A</i>
10:45 AM - 12:00 PM	Committee Work
12:00 PM - 12:45 PM	Lunch
1:00 PM - 2:00 PM	Committee Work
2:15 PM - 3:45 PM	Business Session
3:50 PM - 4:00 PM	Experience Reflection & Adjournment
4:00 PM	Dismissal for dinner & Session Two

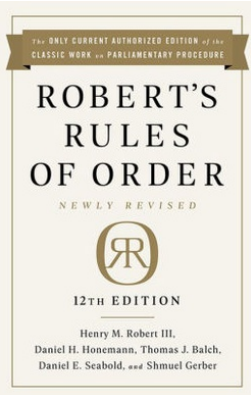
Note: Delegates have reserved seating for all General Sessions are encouraged to sit with the delegate body. Any questions or concerns about the Delegate Experience schedule should be directed to the Delegate Experience Coordinator via email.

Section 5: The Governance of the Delegate Experience

Robert's Rules of Order, Newly Revised

The rules in the current edition of Robert's Rules of Order, Newly Revised, shall govern the Pennsylvania FFA Association in all cases to which they apply and in which they are not inconsistent with the National FFA Constitution and its bylaws. The Official Delegate Handbook will serve as the authority for processes and protocol not provided for in the most current edition of Robert's Rules of Order, Newly Revised or in the constitution and bylaws.

The Delegate Experience Coordinator will serve as the informal parliamentarian for business sessions at the Pennsylvania FFA State Convention. If the Coordinator is unsure of the proper rulings, external guidance will be provided. The Delegate Experience is not a Parliamentary Procedure contest but rather an opportunity to learn more about effective meetings and equal voice in an assembly.



Section 6: The Educational Theory of the Delegate Experience

Student members are the foundation of our organization. As one of the largest student-led organizations in the world, the delegate process is crucial to maintaining student voice and leadership in the Pennsylvania FFA Association. The Delegate Experience is a student-driven, creation space that highlights the young leaders of our organization and their promise to leave the wood pile higher for the next generation. The meaning of the Delegate Experience is also to challenge and stretch our student delegates through new perspectives, greater knowledge, and real experiences advocating for what they believe is important. Ideally, they will glean knowledge in parliamentary procedure, meeting room etiquette and writing effective recommendations. It can be challenging to synthesize varying degrees of opinions; however, students will see their work come to fruition with the improvements they recommend to the board of directors. The state staff charged with the delegate process will work with the state officer team to develop a learning curriculum and educational theory that maximizes the potential of the delegates.



Section 7: The Role of the Pennsylvania FFA State Officer Team

Each state officer, aside from the Nominating Committee Liaison, will participate in the delegate process from beginning to end. They are an integral part of the Delegate Experience and work to ensure that student leadership is maintained in our organization.

Tasks by Title

President – Conduct meetings and oversee the process.

Secretary – Keep accurate records of attendance, motions, and final recommendations.

Treasurer – Introduce the annual budget to the delegate body.

Committee Liaisons and Experience Consultants

As the State President oversees the entire Delegate Experience, all other officers present will be responsible for corresponding committee work. Each committee will be assigned a state officer to facilitate conversations and maintain order. They will be responsible for holding a fair election for Chairs and Secretaries and work closely with the selected individuals to carry out the committee work. State officers should not input their opinion but rather provide the information necessary for the delegates to make informed decisions.

The State Officer team will also be responsible for the following components of the Delegate Experience as non-voting participants:

- Facilitation of Delegate Issue Proposal presentations at SLLC
- Solidify the Delegate Issues that will be discussed at State Convention based on chapter priority rankings
- Facilitate Business Meetings
- Introduce Delegates on stage during one Convention Session
- Submit final Delegate Recommendations to the Executive Director and Board of Directors

Section 8: The Role of Adult Consultants and Coordinators

Delegate Experience Coordinator

One individual will serve as the Delegate Experience Coordinator. This individual will work closely with the State Officer Team and State Staff to coordinate the delegate experience. This role includes preparing materials, briefing the state officers on how to facilitate the process, and serving as a liaison between the board of directors and the student delegates. This person will also coordinate and carry out a Delegate Kick Off Social to be held on Monday of convention and serve in a managerial capacity for the process. This individual does not have a vote or opinion in the process and serves as an objective staff member for the process. The Delegate Experience Coordinator will also serve as an informal parliamentarian for all Business Sessions.

Adult Consultants

Each Delegate Committee will be appointed one Adult Consultant for the Delegate Experience. Adult Consultants will serve individual committees to provide an exterior voice of reason as they are in the research phase of the Delegate Experience. These individuals are industry representatives or work closely with Pennsylvania FFA as state staff, foundation staff, or proud alumni. Adult Consultants should be selected for specific committees by the State Officer Team and Delegate Experience Coordinator based on their field of knowledge and relevant experiences. The duties of Adult Consultants include but are not limited to:

- Answer questions from the delegates during their 1.5 hour segment.
- Provide external ideas and perspectives if requested by the committee.
- Work with the presiding state officer to provide an insightful experience for the delegates.
- Adult consultants should not take over the session or push their ideas unless they are requested to do so by the delegate body.

Those interested in serving as an Adult Consultant for the Delegate Experience should contact aoneill@paffa.org.

Section 9: Delegate Work at the State Legislative Leadership Conference

Delegate Issue Proposals

Prior to the conference, students and chapters are permitted to submit delegate issue proposals discussing a change they would like to see within the state association. Focussing on one proposal at a time, the student or students who wrote the proposal will have the opportunity to share their idea in front of the members present at SLLC. Following a brief explanation of their proposal, the students will answer *clarifying questions* from the present membership body. The State President will facilitate this process and ensure a fair and decorum discussion segment. Once all issues have been presented and the question segments have been fulfilled, the proposal segment of SLLC will be concluded.

Chapter Voting on Recommended Delegate Issues

After time has been allotted to discuss the proposed issues among chapter members, the state officers will facilitate a voting process. Chapters will be called up alphabetically to receive a voting ballot. Once each chapter has received their ballot, they will deliberate and decide on the issues they believe should be further discussed at the State Convention. They will rank the proposals from most important to least. The state officer team will recollect the ballots and make an *evidence based decision* on which issues should be discussed at the State Convention. Up to five issues will be selected to move forward to the State Delegate Body.

Note: The issues that can be implemented without a vote from the delegate body may be implemented without moving on to the State Convention.

Section 10: Delegate Work at the Pennsylvania FFA State Convention

Delegate work at the Pennsylvania FFA State Convention will be carried out by the delegate body and the current state officer team. The Delegate Experience is meant to provide student voice to current association issues. Understanding the value of this process, the delegates will go through four phases as a group to complete their role at convention. These phases include research, development, deliberation, and delivery.

Research - During the research phase, students will be challenged to assess their current knowledge on the issue and additionally uncover new information and insight. This component of the process will include time with an Adult Consultant.

Development - Following the research phase and using new insight, students will go through a facilitated process to reflect on feasible solutions for their issue. In this component, committees will create potential recommendations that will go before the entire delegate body for deliberation.

Deliberation (Business Session) - The Delegate Body will discuss each suggested proposal from committee work. Chairs will read their recommended proposals prior to the beginning of the business session. The State President will chair the business session to ensure that each proposal is given fair and intentional consideration. Once all proposals are passed, the Delegate Experience will adjourn.

Delivery - Committee chairs will read the final accepted proposals on stage during a convention session. This is the committee's chance to share their hard work with the membership body at convention. During this phase, all committee members will be recognized on stage.

Section 11: Delegate Committees

Committee Structure

Within the delegate body, each member will be assigned to a delegate committee to focus on developing recommendations for a specific issue. There will be no more than five delegate issues with a corresponding committee for each issue. Each committee will have their own leadership team. Each delegate will submit a preference form where they rank the committees from most desired to least. Most delegates will be placed with their first choice. All delegates will be able to discuss all issues through the business session. Delegates from the same chapter will be assigned to different committees

unless the chapter is represented by more than five delegates. In this situation, more than one delegate from that chapter may be placed on the same committee.

Committee Leadership

All delegates have equal voice and value; however, two members will be selected by their peers to hold leadership within the committee. Their roles are to help the committee run smoothly and work with the corresponding state officer to finalize recommendations.

State Officer - Each committee will have one state officer to facilitate their experience. The state officer is not the chair or secretary of the committee and has no vote on committee decisions. The state officer is there to answer questions and coordinate the experience behind the scenes.

Committee Chair (Student Role) - The committee chair is responsible for leading discussions, ensuring all opinions are heard, sharing committee information during business sessions, and reading the final report on stage during a convention session. The committee chair has the same authority as any other committee member but takes on additional responsibility to benefit their peers.

Committee Secretary (Student Role) - The committee secretary is responsible for keeping notes and minutes of committee discussion and work. The secretary will also serve as a scribe for all brainstorming and idea development work during the delegate experience. This individual will work closely with the chair and state officer to write out the committee recommendations.

Section 12: Committee Reports

After a full convention's work, a report representing the decisions from each committee, approved by the delegate body, will be presented during a convention session and submitted to the Board of Directors. Delegates may submit up to four total recommendations per committee with an additional section titled "Further Commentary" to explain details or provide extra thoughts.

Here is a final recommendation from the 2024 Delegates:

*The **Working with businesses to create internships for high school students** Committee recommends the following to the Pennsylvania FFA Association Board of Directors:*

Recommendation #1: Job Fair

The committee recommends the following that Pennsylvania FFA holds their own job fair for all age groups with the idea of getting students talking about possible internships and job opportunities at the Pennsylvania Farm Show on the Monday of Mid Winter Convention.

Recommendation #2: Communication

The committee recommends that Pennsylvania FFA advertise's through various platforms such as email, social media, newsletter, and on the Pennsylvania FFA website to make sure everyone around the state is updated on advocating for student internships for our FFA members.

Recommendation #3: FFA Website

The committee recommends that there is a page on the Pennsylvania FFA website listing the PA career link and workforce development board, which explains the internship opportunities available to all students.

Recommendation #4: Internships

The committee recommends the following when doing internships, 9th and 10th will be separated in the process of internships from 11th and 12th. The underclassmen will learn about the background and information about the internships and the SAE projects, while the upperclassmen will have the opportunities to work in their internships for their SAE projects. This would need to be established before the internship process is communicated to chapters and businesses.

Further Commentary:

- *To find more information about the internships the place to go is PA Career link and workforce development board which gives information about employers that are available for internships in your areas.*

- *In addition to internships, the committee recommends FFA chapters take 9–12 graders on multiple field trips to businesses throughout the year so they get an understanding of the agriculture industry.*
- *The committee wants to make aware that if you do not wish to participate in an internship you may politely decline and offer this option to someone else.*

Note: Recommendations may be adapted, changed, or altered prior to implementation by the Board of Directors. Recommendations are not final decisions but rather a summary of student voice to influence the Board of Directors.

Section 13: Business Sessions

Following the conclusion of committee work, the delegates will reconvene as a complete delegation to make final decisions on each recommendation. The Business Session will be chaired by the State President with assistance from the rest of the state officer team. Using parliamentary procedure as declared in this handbook, the delegates will debate and amend the committee recommendations as they see fit. All recommendations must be passed with a majority vote and once all recommendations are passed, the Business Session may adjourn. Additional items of business may be brought up by the delegates like constitutional amendments and policy changes. These will be marked in the minutes to be reviewed by the Board of Directors. Other required items of business include approving the minutes from the previous delegation and approving the annual association budget.

Section 14: The Life Cycle of Delegate Proposals

Following the conclusion of State Convention and the Delegate Experience, the recommendations created will be shared with state staff and the newly elected state officer team. From there, the recommendations will be presented to the Board of Directors for discussion. At this point, one of the following outcomes could occur:

- The Board of Directors moves to accept the entire recommendation.
- The Board of Directors moves to accept some of the recommendations but not all.
- The Board of Directors declines to accept any of the recommendations.

Each of these outcomes is decided with members and teachers in mind. Regardless of the outcome, the Board of Directors looks forward to seeing the ideas that the delegates create each year and appreciate the student input provided.

Section 15: Final Thoughts

Pennsylvania FFA is proud of the work of our delegate body and encourages students to serve as delegates at State Convention. We are also tremendously thankful for the advisors that encourage their students to participate in the Delegate Experience. Thoughts, comments, and feedback that will enhance this experience for future delegations are greatly appreciated. We look forward to seeing what will come from future delegations and hope to see you at State Convention!

