

**MARYLAND SCHOOL NUTRITION ASSOCIATION
DUTIES AND RESPONSIBILITIES OF
SPECIFIC EXECUTIVE BOARD COMMITTEE**

House of Delegates Committee

Purpose – To plan and implement all responsibilities as required to conduct a House of Delegates at the annual meeting of the MSNA.

Responsibilities:

1. Committee will function as liaison between President, Executive Board members and chapter Officers to prepare for House of Delegates.
2. Attend all meetings of the Convention Committee.
3. Plan and implement advance requirements for conducting the House of Delegates.
 - a. Block out a calendar of time for all e-mailings (use first class mail when emailing is not possible.)
 - b. Obtain updated e-mailing list of all State Officers, affiliated chapter Officers, Committee Chairpersons, and past State Presidents.
 - c. Compose and reproduce letters required for each e-mailing.
 - d. Implement each mailing to correspond with time indicated on calendar to comply with House of Delegates needs.
 - e. Follow through on each e-mailing/ mailing, send second request, if necessary, to assure completion of each function.
4. Plan physical arrangements for House of Delegates meeting, present copy of plans to Convention Committee, and reconcile necessary changes as agreed upon in advance of scheduled meeting.
5. Consult with President in planning agenda for House of Delegates.
6. Determine availability of badges needed, place order for additional needs well in advance of time for required mailing.
7. Purchase folders for House of Delegates packets; required number, color, etc.
8. Compile all materials needed for each packet in advance, put together packets prior to scheduled meeting date.
 - a. Check with Legislative Committee for resolutions and/or amendments to bylaws, etc.

- b. Provide 100 copies of resolutions or amendments for packets.
9. Check returned credential forms, verify eligibility of named alternate prior to House of Delegates meeting.
10. Compile Roll Call of Delegates form for meeting, have at least three (3) copies available.
11. Review roll call procedures with Secretary, name pronunciations, changes, etc.
12. Name Special Committees and meet with them prior to House of Delegates to give final instructions and recognize questions. Have printed duties mailed to Committee prior to meeting and copies available at the House of Delegates.
13. Obtain additional help, if needed, to set up meeting room prior to scheduled time. Break down meeting room following House of Delegates, making note of future needs, if necessary. Keep left over packets for absent delegates.
14. Verify allowable budgeted amount at first planning meeting. Keep record of all expenditures. Compile and submit receipts for the House of Delegates expense account to Treasurer.
15. Attend post-convention meeting, discuss changes, recommendations, etc.

Activities:

1. Chairpersons, named by President-Elect, will perform any and all duties as previously listed.
2. Special Committees – Perform duties as outlined in procedures noted in handbook.
 - a. Credentials Committee
 - b. Tellers
 - c. Timekeeper
 - d. Monitors

GUIDELINES FOR MSNA HOUSE OF DELEGATES

I. Purpose

The House of Delegates is the governing body of the Association that represents the general membership.

It is composed in such a manner that everyone can have a voice in the Association through the authorized representative.

This body must work cooperatively with the Executive Board in implementing the Program of Work to pursue matters of professional interest. It makes recommendations to the Executive Board relating thereto, reviews reports of officers and committees, and makes recommendations in regard to these as well.

II. Organization Procedure

A. Meeting

1. Held during the State Convention. Is the annual business meeting.
2. It is the only democratic method for member representation to the Executive Board. It is imperative that communications from the President, President-Elect, and Vice President to the membership be thorough, easily understood, and frequently dispatched.

B. Composition

1. Voting Participation

- a. Executive Board
- b. Chairpersons and Co-chairpersons of Standing Committees
- c. Delegates from each Affiliate Chapter (Presidents, Presidents-Elect)
- d. Past state presidents for the preceding five (5) years
- e. National Past President and any current National officer residing within the State.

No person may exercise more than one vote, even though he/she may be a member of the House of Delegates in more than one capacity.

Any member of the above groups may designate a State Association member as an alternate, except officers of affiliated

associations whose alternates must be selected by the respective affiliated members.

Members qualified to vote and granted privilege of the floor, must be active members of the Association in good standing.

2. Non-Voting Participants

- a. Guest Speaker unless he/she qualifies in another area.
- b. Parliamentarian as appointed by the President unless the Parliamentarian for the House of Delegates is a qualified past State President.
- c. Tellers
- d. Advisor

3. Affiliate Delegates

- a. Each Affiliate Chapter is represented in the House of Delegates by a designated officer – President, President-Elect, Secretary or Treasurer. Any selected alternate must be a member of the State and National Association.

C. Duties and Responsibilities of Official Delegates

1. Pursue matters of professional interest and make appropriate recommendations to the Executive Board.
2. Review reports of affiliate associations, Association Officers, committee Chairpersons, other State and National Reports, and make recommendations to the Executive Board for the Program of Work for the Association for any given year.
3. Present resolutions and amendments to the by-laws, as provided here-in, that affect the future of the State and National Associations and school food service.
4. Each members shall cooperate with the National and State Associations in implementing the Association Program of Work.

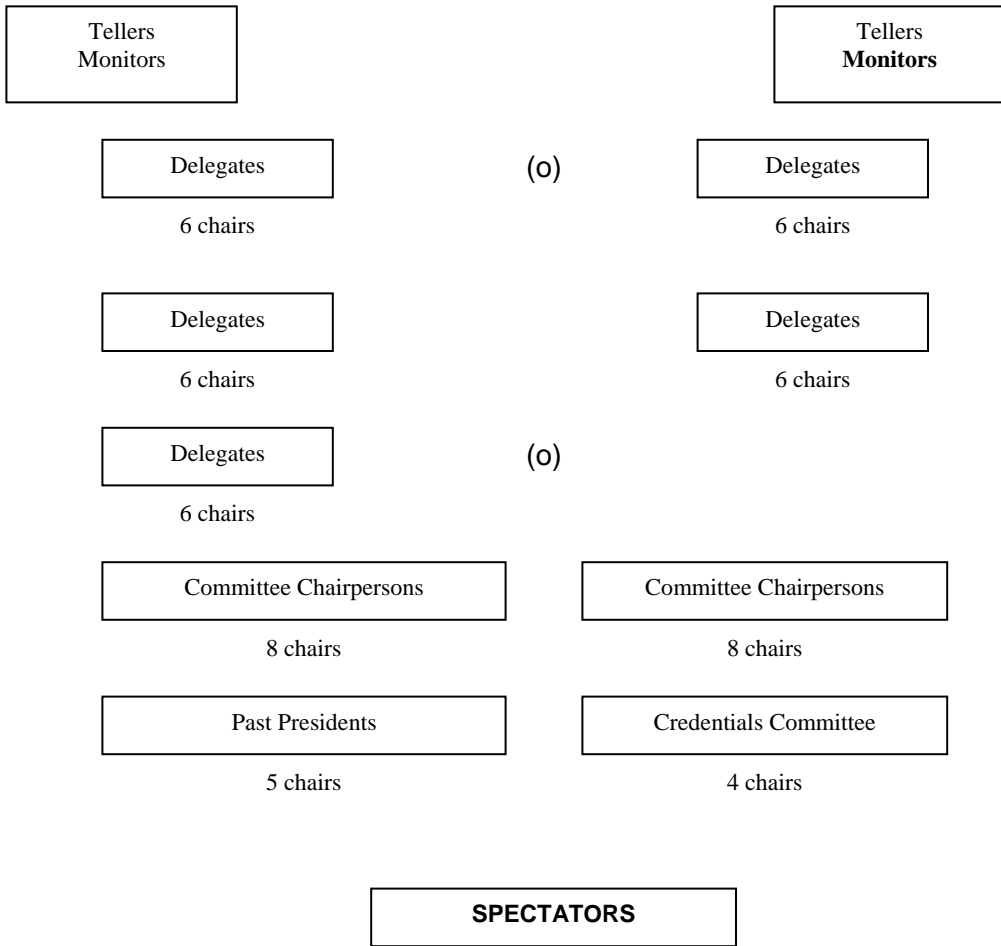
III. Physical Arrangement (See diagram that follows.)

1. A speaker's table seating the four officers, person giving the invocation, parliamentarian, advisor, the speaker, any past or present SNA officer or Committee Chairperson and any special guests from SNA.
2. A table podium with microphone or speaker's table.

3. Floor microphone positioned for delegates' use.
4. The American Flag and State flag on the rostrum.
5. Long tables with standards bearing title in center of table positioned for all committee chairpersons and co-chairpersons.
6. Long tables with standards bearing the name of each local chapter affiliate arranged in alphabetical order with appropriate number of chairs to accommodate all Delegates.
7. A table or group of tables centrally positioned (if possible) near back for all past presidents to be seated as a group.

HOUSE OF DELEGATES
SUGGESTED FLOOR PLAN

SNA Officer	Guest Speake r	Secty.	Parlm.	Pres.	Lectern (c)	Pres. Elect	Treas.	Invoc. Presen.	Advisor	Immed. Past Pres.
------------------------	-------------------------------	---------------	---------------	--------------	------------------------	------------------------	---------------	---------------------------	----------------	----------------------------------



(o) - microphone

HOUSE OF DELEGATES

Date:

Time:

Expected Attendance:

Room:

Room Arrangements:

Speaker's table with drop cloth on platform to seat _____

1 lectern at center of table with microphone floor _____ microphones in aisle

Tables to seat _____ at each table facing speaker's table

Chairs at the table

Section to seat _____ spectators

Person in Charge of Meeting: _____

Speakers' Table

1. Treasurer
2. SNA Representative
3. President-Elect
4. President
5. Parliamentarian
6. Guest Speaker
7. Person who gives Invocation
8. Secretary
9. Advisor
10. The state official banner should be attached to podium or speaker's table.
11. Water pitcher and glasses for each table.
12. Local arrangements chairperson should make sure microphones and lights are operating properly and that temperature of the room is comfortable.
13. Ample chairs should be provided in the back or in a gallery section for all non-voting members of the Association who choose to attend.

IV. Meeting Preparations

A. Resolutions – and/or changes of amendments and by-laws

1. The Resolutions Committee shall consist of the Legislative Chairpersons and/or Co-chairpersons and two other members appointed by the President.
2. Proposed resolutions from Delegates or affiliated associations shall be submitted to the Chairperson of the Resolutions Committee no later than ninety (90) days before the Annual Meeting.
3. This Committee shall review all resolutions in a face-to-face meeting proposed for House of Delegates' consideration to determine if all are in current form by forty-five (45) days before the meeting. They shall make appropriate recommendations to the Executive Board and House of Delegates. All resolutions shall be consistent with the principles, policies, and goals of the Association on matters of current importance. All resolutions to be considered in the House of Delegates shall be mailed to the President thirty (30) days before the meeting.
4. A Method of Writing Resolutions sample follows in this material. Resolutions should be concise, complete, but as brief as possible.
 - a. Resolutions should have title and date of presentations.
 - b. Each key factor which serves to strengthen the reasons for making specific declarations should be preceded by the term "whereas" used as an introductory statement meaning "in view of the fact that".
 - c. The Final Statement of Fact may be concluded with the phrase, "be it therefore" and thus the Final Statement of Resolution which makes the specific plea and begins with the word "resolved". Sometimes it may be necessary to resolve more than one point as the example indicates.

B. Delegate's Credential Card (A sample card follows.)

1. The Credential cards and Delegate's ribbon are held until check-in at the House of Delegates. The notices are posted on the MSNA website.
2. President asks that each delegate study carefully the resolutions and amendments to be considered by the House of Delegates and discuss them with members in their local association, so the Delegate's vote would be of the Association choice and not of the individual, such information should be mailed to all members of the House of Delegates no later than thirty (30) days before the Annual Meeting.

3. A reminder should be sent by the President about one week prior to the meeting. This reminder should call to the attention of the delegates the importance of the proper procedure in securing an alternate, the fact that the Credential Card must be changed and approved by the President prior to time for House of Delegates to convene. Every delegate must have an official Credential Card and wear Delegate's Ribbon. Each Delegate will be seated in a designated place.

C. Delegate Packets

1. Materials necessary for the smooth functioning of the House of Delegates should be placed in a packet. These packets should be placed on the tables in action spots. Enough packets must be prepared for all official delegates.

Packet should include:

- Agenda for the meeting
- Reports of State Committee Chairperson
- Reports of State Officers
- Reports of Chapter Presidents
- Copies of all proposed resolutions
- Copies of all amendments to the Bylaws

V. Meeting Procedures

A. Presiding Officer – President

- B. *Sturgis*, latest revised edition to prevail throughout meeting in all cases not covered by the approved bylaws. Each delegate should be informed of basic rules of Parliamentary Procedure.

- C. A quorum shall be two-thirds of the official delegates. (This number may be used upon authorized representation present. If so, the parliamentarian will announce the number needed for a quorum after the roll has been taken.)

D. House of Delegates in Session

1. Call to Order
2. Invocation – Salute to Flag
3. Roll Call – Credential Cards are collected by tellers and verified when name is called.
 - a. Officers
 - b. State Committee Chairpersons or Co-chairpersons
 - c. Chapter Delegates
 - d. Past Presidents

- e. School Nutrition Association Representatives
 - f. Other non-voting representatives
4. Guest Speaker (This could follow business meeting, but if speech is of such nature that would provide motivation and guidance, it should precede.)
5. Reports – All persons reporting should have printed copies prepared for distribution or put into the packets.
- a. President’s Report – This report may be presented orally as part of the agents, or in printed form.
 - b. Secretary’s Report
 - c. Treasurer’s Report
 - d. State Committee Chairperson of Co-chairperson Reports
 - e. Affiliate Chapter Reports
6. Business – It is expedient to have any item of business which a Chapter and/or delegate wishes to have considered at the meeting to be sent in writing to the presiding officer by the time designated. Regular Parliamentary Procedures for the meeting are to be observed.
- a. Resolutions – They are to be presented by Chairperson of Resolution Committee.
 - b. Amendments – The bylaws must be kept within the same framework as the School Nutrition Association.
 - c. New Affiliate Chapter Presentation
 - d. New Business
7. Adjournment

(Sample)

MARYLAND SCHOOL NUTRITION ASSOCIATION

Annual Meeting of House of Delegates

Date

AGENDA

Call to Order _____

Invocation – Flag Salute _____

Welcome Address _____

Roll Call of Delegates and Verification of Credential Cards _____

President’s Report _____

Secretary’s Report _____

Treasurer’s Report _____

Committee Chairperson Reports:

Awards and Scholarship, Budget, Bylaws & Handbook, Certification and Credentialing, Convention, Education, House of Delegates, Industry, Legislative (Federal and State), Marketing and Public Information, Nominating, Nutrition.

Chapter Affiliate Reports:

Allegany, Anne Arundel, Archdiocese of Baltimore, Baltimore City, Baltimore, Calvert, Caroline, Carroll, Cecil, Charles, Dorchester, Frederick, Garrett, Harford, Howard, Kent, Montgomery, Prince George’s, Somerset, St. Mary’s, Talbot, Washington, Wicomico, Worcester and Retirees.

New Business

Resolutions..... _____

Amendments to Bylaws _____

Adjournment

Tellers (1) _____

..... (2) _____

SAMPLE CREDENTIAL CARD

CREDENTIAL CARD

MARYLAND SCHOOL NUTRITION ASSOCIATION

This certifies that _____
is entitled to represent _____
_____ of Maryland School Nutrition Association as a voting
delegate at the annual House of Delegates meeting, on _____
_____.

Signed _____
President

THE RESOLUTION WRITING PROCESS

Step 1: Identify Your Concern

Something must be wrong or you must want to do something. You must be able to feel and observe it enough in order to be concerned about it. Vague and uneasy feelings about how things operate or how they should operate cause you to think about things and make you want to discuss things with others. Is there really a problem? Maybe you just don't understand how a process is to work. Do other people think there is a problem? Try to write down on paper exactly what you think the problem or area of concern is. Share your thoughts with others and, if you see the need, modify or amend your original ideas until there is a consensus as to exactly what you want to do. You have now defined your concern.

Step 2: Determine Why There is a Concern

Ask yourself what is happening as a result of the current situation. Ask others what thoughts they have about the concern. Does the problem impact on other areas which perhaps you didn't think about initially? The resolution of a past "problem" may be causing the current problem. This incremental problem-solving system should be considered so that negative effects in other Association areas will be mitigated.

Step 3: How We Deal with the Concern

To deal with the concern, we must generate alternative ideas. How do you think a problem can be resolved? What are other ways to do what we want to do? How do others think the problem can be resolved? Sit down with a group of concerned people and, through mail correspondence or telephone conversations, develop a "buzz" listing of alternatives. It is best to develop as many alternatives as possible to solve the problem or to accomplish your goal.

Step 4: Get Consensus on the "Best" Solution

Carefully consider all the alternatives you have generated. Think about how each one can satisfy your initial concerns and feelings.

- a. Does one solution best handle the problem?
- b. What is the alternative's impact on other areas of concern?
- c. Which alternative provides for some flexibility in handling "borderline" areas of concern?
- d. Does an alternative better "plan for the future" rather than just "put out a fire"?

The determination of the "best" solution may come from much bargaining, compromising, negotiating and reconciling in a true democratic process.

Step 5: Method of Writing Resolutions

Resolutions should be concise, complete, but as brief as possible.

- a. Resolutions should have title and date of presentation.
- b. Each key factor which serves to strengthen the reasons for making specific declarations should be preceded by the term “whereas” used as an introductory statement meaning “in view of the fact that”.
- c. The final statement of fact may be concluded with the phrase, “be it therefore” and thus the final statement of resolution which makes the specific plea and begins with the word “resolved”. Sometimes it may be necessary to resolve more than one point as the example indicates.
- d. Develop, in writing, logical thoughts leading to your formal resolution statement(s). This is done through a listing of points in which you note the problem(s) or concern(s), and either the negative effects which the problem creates or benefits resolved through the concern. These should lead to a statement (perhaps several) which you believe can or will occur if your recommendation(s) are accepted.
- e. When you write the resolution:
 1. Try to express as clearly as you can the idea you are concerned about.
 2. Look at the resolution after it is written and ask others to read it. It should really say what you want it to say.
 3. Don't be afraid to make changes. Written thoughts are not “cast in stone.” Perhaps you should write out your idea several times in several ways. Think about each of them and ask others which they think has best communicated your idea(s).

Conclusion:

Resolutions, once written, may be sent to the MSNA Bylaws and Resolutions Chairperson who will submit them to the MSNA Executive Board. If it concerns a state activity, the Board itself may wish to present it to a House of Delegates (if applicable) or other meeting, or they may ask that your chapter sponsor the resolutions. If it concerns a National activity, the State Executive Board can sponsor it for the State Association and can forward the resolutions to the SNA Resolutions Committee. If the resolution concerns the activity of a committee you may elect to forward it directly to the Committee Chairperson.

Please recall that a resolution is a communication vehicle. Decide clearly what it is that you want to say. Don't worry about “fine points” of grammar or punctuation. If the recipient of your resolution knows what you are trying to say, it can easily be “touched up”. You, as the originator and writer of the resolution, have done the hard work. You are the one who has the important

task of continuously thinking about constructive means to improve your State and National School Food Service Associations.

(Sample)

RESOLUTION TO BE PRESENTED TO HOUSE OF DELEGATES

MARYLAND SCHOOL NUTRITION ASSOCIATION

Date

Operation of School Food Service Program

WHEREAS, it is the function of the food service facilities to be totally dedicated to the nutritional needs of the children, and

WHEREAS, the orientation of school food service programs, is directed towards the realization that it is difficult, if not impossible, to teach the hungry child, and

WHEREAS, what a child puts into his stomach is deemed as important to his present education and his future well-being as that a child puts into his mind, and

WHEREAS, nutrition safeguards education, and non-profit status have greater security when operated by school boards, and

WHEREAS, a profit motive in educational food service operation is alien to the philosophy of good education as would be a profit-motivated operation in any other department or discipline of the school system, be it therefore

RESOLVED, that the House of Delegates of the Maryland School Nutrition Association put itself on record in complete support of School Food Service programs managed exclusively by school authorities and operated by school board employees and be it further

RESOLVED, that a copy of this resolution be sent to the State Superintendent of Schools requesting his/her support of the intent of this resolution.

SIMPLIFIED PARLIAMENTARY PROCEDURE

Usual Order of Business in Public Meeting:

1. Calling meeting to order
2. Reading and approval of minutes
3. Report of Officers
 - a. President
 - b. President-Elect
 - c. Vice President
 - d. Treasurer
 - e. Secretary – correspondence
4. Reports of committees:
5. Unfinished business
6. New business
7. Announcements
8. Adjournment

Essential Steps in the Progress of Motions:

1. Presenting the motion (by any member of the assembly)
2. Seconding the motion (by any other member of the assembly)
3. Stating the motion (by the chairperson immediately after the second)
4. Discussing the motion (except when motion is not debatable)
5. Voting on the motion (both the affirmative and negative vote must be taken)
6. Announcing the result (by the chairperson immediately after the vote)

The following are a few good basic principles of presidential protocol:

1. The President should prepare an agenda for each meeting.
2. The President avoids the use of “I” when presiding, says “The Chair” when speaking, and when reporting says, “Your President”.

3. Do not say, “You are out of order”, say “Member may be in order”, make it the rule, not the person.
4. Do not say, “Those contrary to, say no.” Members may be opposed, but they are not contrary.
5. Call the President-Elect to the Chair when you report or debate.
6. A presiding officer never “wise-cracks”.
7. Consult with the Parliamentarian on a technical question or problem. A solution is always available.
8. Do not rush the business meeting or it may appear that action is being “railroaded”.
9. A President achieves esteem and fame by sharing honors and by inspiration to all.
10. The President should invite all Executive Board members to all Board Meetings, including the Parliamentarian, Committee Chairpersons, and Co-chairpersons as the occasion requires.
11. In speaking avoid personalities and be brief. Be courteous as well as correct.
12. Every club meeting is a play. Act your part with correctness.

ANNUAL REPORT TO HOUSE OF DELEGATES

To: House of Delegates
Maryland School Nutrition Association

From:

Subject: Annual Report of _____ Committee

GOALS:

ACHIEVEMENTS:

RECOMMENDATIONS:

MSNA ANNUAL CONVENTION
FACILITY REQUIREMENTS

Program Activity _____

Time and Date _____

Contact Person _____

Space and equipment needs:

Space _____ square feet

Audio/Visual (circle all needed):

General Layout _____ Theater

VCR

_____ Table Cluster

TV

Number of Seats _____

Slide Projector

Special electrical requirements _____

Overhead Projector

Please return by _____ to: MSNA Facilities Convention Chairperson at:

Revisions/updates due by: _____