

## **ANNUAL MEETING RESPONSIBILITIES**

Assigned to Areas by KEHA 1<sup>ST</sup> Vice-President/Program at Fall Board Meeting

### **A REGISTRATION/ANNUAL MEETING INFORMATION**

- ▶ See that all registration materials, name tags, tickets for meals and seminars, and door prize tickets are printed and placed in registration envelopes for distribution at annual KEHA meeting.
- ▶ Work with the AREA Host Committee.
- ▶ Provide workers for registration table all days of meeting. Persons needed at annual meeting include: First day: 8-10 People Second Day: 3-4 People.
- ▶ Co-ordinate hostesses provided by AREA Host Committee to give information and answer questions regarding Annual Meeting site. (i.e. locations of local interests, hotel rest rooms, etc.)
- ▶ STATE BOARD CONTACT PERSON – KEHA 1<sup>ST</sup> Vice President/Program.
- ▶ State Advisor helps as needed.

### **B VOTING DELEGATES PACKETS**

- ▶ Prepare voting delegate packets with needed material for business meetings.
- ▶ STATE BOARD CONTACT PERSON – KEHA Secretary.
- ▶ State Advisor works with Secretary to determine materials for Voting Delegate packets and helps with sending packets to County FCS Agents at least two weeks prior to KEHA Annual Meeting to be presented to voting delegates.
- ▶ Provide 400 copies of **Rules of Convention** for voting delegate packets.
- ▶ Prepare printed ballots for all candidates. Contact Chairman of Nominating Committee for names of candidates. Contact KEHA State Secretary for name of current Chairman of the Nominating Committee.

### **C CULTURAL ARTS** Assigned to 3-4 AREAS (specific duties assigned by KEHA Cultural Arts Chairman)

- ▶ Assist with check-in and set up of Cultural Arts display items.
- ▶ Assist with judges with recording scores, attaching ribbons as needed.
- ▶ Set items for display after judging. Persons needed: 28-30.
- ▶ Provide hostesses to watch over exhibits during viewing hours. Persons needed 30-35 working shifts in at least 2 hour segments.
- ▶ Provide hostesses to assist with pick-up of display items at the close of exhibits. Persons needed: 14-20.
- ▶ STATE BOARD CONTACT PERSON – KEHA Cultural Arts Chairman.

### **D BUSINESS SESSION**

- ▶ Provide hostesses to sign-in Voting Delegates at registration table. Persons needed: 6-8
- ▶ Provide individuals to serve as pages during Business Session. Persons needed: 4 (can also serve as hostesses.
- ▶ STATE BOARD CONTACT PERSON – KEHA State Parliamentarian.

- ▶ State Parliamentarian meets with assigned Area President prior to Business Session for instruction. Time to be set by the State Parliamentarian. State Parliamentarian has the following items needed for Business Session: Sign-in Sheets for Delegates, County Voting Cards, Motion Forms and Ballot Baskets.
- ▶ Area President assigned serves as head teller.

#### **E TRADE SHOW**

- ▶ Provide leaflet listing vendors (for hostess table) and place cards for booths.
- ▶ Send letters to prospective participants. (Example in Trade Show Notebook. Notebook to be given to KEHA State 1<sup>st</sup> Vice-President at the end of the Annual State Meeting).
- ▶ STATE BOARD CONTACT PERSON – KEHA 1<sup>ST</sup> Vice-President/Program.
- ▶ Work with Area Host Committee.

#### **F AWARDS BREAKFAST/EVENT**

- ▶ Provide table decorations, including head table, (favors optional) for breakfast function. Money in state budget for decorations. Decorations to serve as door prizes.
- ▶ Provide hostesses to take tickets at door.
- ▶ Provide hostesses to meet and seat special guests (list to be provided by KEHA 1<sup>st</sup> VP/Program.
- ▶ Assist KEHA Board with distribution of program and other materials. Persons needed: 6-10.
- ▶ STATE BOARD CONTACT PERSON – KEHA 1<sup>ST</sup> Vice-President/Program.

#### **G OPENING BANQUET/LUNCHEON**

- ▶ Provide table decorations, including head table, (favors optional) for meal function. (Money in state budget for this). Decorations to serve as door prizes.
- ▶ Assist KEHA Board with distribution of programs and other materials.
- ▶ Provide hostesses to take tickets at door and to meet and seat special guests. Persons needed: 6-15.
- ▶ STATE BOARD CONTACT PERSON – KEHA 1<sup>ST</sup> Vice-President/Program.

#### **H GENERAL SESSION(s)**

- ▶ Determine and arrange for stage/head table decorations (Money in state budget for this).
- ▶ Provide hostesses at door to assist with seating of special guests.
- ▶ Provide hostesses to help with distribution of programs and other materials.
- ▶ Assist Master Farm Homemakers Board Representative on KEHA Board with programs and seating. Persons needed 6-15.
- ▶ STATE BOARD CONTACT PERSON – KEHA 1<sup>ST</sup> Vice-President/Program.
- ▶ Master Farm Homemaker Board Representative and Advisor give assistance.

#### **I TOURS**

- ▶ Provide hostess the day of the tours to help with the loading of buses. Hostesses will be provided a list of participants going on tours.

## **VOTING DELEGATES ROLE AND RESPONSIBILITIES**

Each county holding membership in the State Association shall have two voting delegates for state business. (ARTICLE II, Section 3, paragraph 2) Annual dues of the State Association are payable by December 15 of each year to the State Association Treasurer and shall be delinquent on December 31. Any county whose dues are delinquent will not have the privilege of voting at the annual business meeting of the State Association. (ARTICLE V, Section 1, a., second sentence)

At least two weeks prior to the state annual meeting, three information packets will be sent to each county office via the University of Kentucky mail. One is for the agent and one each for the voting delegates. Packets may include credentials for any candidates to be elected, proposed bylaw changes and other necessary information.

Serving as a voting delegate is an important duty. Delegates should study the documents sent to them so they can represent their county and the state organization wisely.

If a designated county voting delegate finds she cannot attend the annual meeting, an alternate should be chosen as soon as possible and her registration sent to the Treasurer. The delegate packet should be given to the alternate so she can study the issues and be prepared.

Upon arriving at the annual meeting site, a delegate should sign in at the KEHA registration desk as soon as possible and pick up additional delegate information. This second packet will include items such as convention rules, area President reports, treasurer's report, auditor's report, proposed budget and other important papers.

Delegates arriving at the annual meeting site on the day of the business meeting should plan to be duly registered at least one-half hour before the start of the business meeting and in their seats at least ten minutes prior to the start of the meeting unless otherwise instructed.

Before an annual meeting can transact any business, the Credentials (Roll Call) Committee chairman must officially report the number of registered delegates. Since this must be the first thing done after opening ceremonies, late registration can delay the start of the meeting even though it is otherwise ready to begin.

Official voting delegates wanting to address the annual meeting should go to a microphone and be recognized by the Chairman. They clearly state their name, title (if any) and their county. An example would be, "Madame Chairman, I am Jane Doe, Alpha County President." The delegate then states her question or remark, waiting at the microphone for an answer or resuming her seat, whichever is appropriate.

Each delegate will receive a voting card to use when voting on an issue. Cards should be left on the chairs after the business meeting is concluded so they can be reused.

Any questions about the delegate process may be referred to the State Parliamentarian.