

**Florida State Music Teachers
Association**

**Handbook for
District and Local Association Presidents**

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**This Handbook will serve as a resource guide for District
and Local Presidents and has been distributed at the
2011 FSMTA State Conference in Daytona Beach, Florida**

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General Information

District and Local Association Presidents are the vital link to the success of FSMTA and MTNA. It is in the District and Local Associations that the greater part of the State Association's work is accomplished. As a District or Local Association President, you will need to refer to the following resources:

- FSMTA Procedure Manual and Directory
- FSMTA Handbook for District and Local Presidents
- FSMTA Articles of Incorporation and By-Laws
- Your Local Association(s) Handbook, By-Laws, and Directory
- Robert's Rules of Order

Specific duties and responsibilities of the District and Local Association Presidents can usually be found in the By-Laws of that Association. The By-Laws, together with this Handbook, should serve as your guide. Any new duties that arise during your term will be communicated through the Vice-President for District and Local Associations.

Local Association Presidents have a direct line of communication to the FSMTA Executive Board through the District President and through the FSMTA Vice-President for District and Local Associations. Resolutions and recommendations from the Local Association to the FSMTA Executive Board should be made through either the District President or the FSMTA Vice-President for District and Local Associations, both of whom can present and vote on motions at the FSMTA Executive Board meetings.

Committee membership at the State level is vitally important to the success of our organization. Articles X and XI of the FSMTA Articles of Incorporation tell how these committees are appointed and how they function.

The Office of District President

Term of Office

District Officers take office following the FSMTA State Conference that is held on the odd years. The District Officers are to be elected prior to the State Conference, and they serve for two years.

General Duties

The District President shall be responsible for the following:

1. Represent the Local Association(s) to FSMTA at the FSMTA Executive Board Meetings.
2. Serve as counselor to the Local Association(s).
3. Oversee the well-being of the Local Association(s) and be objective in all matters relating to FSMTA.
4. Communicate all Executive Board actions to the Local Associations.
5. Attend as many Local Association Meetings as possible.
6. Preside at all District Meetings and at District One-Day Conferences.
7. Maintain communications with the Immediate Past District President, Local Association President(s), the Student Activities Chair, and the other District Officers and Committee Chairs.

Specific Duties

The District President has the responsibility in specific areas listed in the FSMTA Articles of Incorporation and By-Laws. Among them are:

1. Select the following:
 - a. Student Activities Chair (With the Student Activities Chair, you will select Chairs for the sub-committees of Theory and Concerto; there might be a separate chair for each local in your district.)
 - b. Foundation Representative (To be on the committee of the FSMT Foundation President to help raise funds for scholarship awards.)
 - c. Arts Awareness & Advocacy Chair (To work in Community Outreach and serve on the State Arts Awareness and Advocacy Committee.)
 - d. *Independent Music Teachers Forum Chair
 - e. *Community Service Awards Chair

f. *Taxation and Licensing Chair

*District representatives serve on the related State committees created by the State By-Laws for the last three areas. It has usually been optional to appoint District Chairs for these areas and they represent the District on those State committees. The Community Service Awards are usually handled by the Local Associations.

All of the State, District and Local Association officers are to serve for two-year terms. All of your District officers and the Local Association Presidents are members of your District Board and are expected to report at the yearly District One-Day Conference.

2. Support the District Certification Chair (who is appointed by the State Certification Chair).
3. Send a list of the District Board members to the Vice-President for District and Local Associations. Send the list also to your Local Association(s) for publication in their Yearbooks. Updates in the list are to be sent when they occur to the Vice-President for District and Local Associations.
4. Attend at least 3 of the 4 FSMTA Executive Board Meetings in your two-year term. You are expected to submit a report to all Executive Board Meetings. These reports will be submitted electronically in advance of the Meeting to the FSMTA Corresponding Secretary. You represent the activities, needs and wishes of your Local Association(s). You are a voting member of this Board and make motions and enter in discussions. The Executive Board meets normally twice a year:
 - a. Summer Board Meeting (usually occurs in mid-June and usually in Gainesville).
 - b. Fall Board Meeting at the State Conference (usually in early November).
5. Attend the Meeting of the Council of District and Local Association Presidents held at each State Conference. Submit electronically a report of your District's activities for the previous year to the Vice-President for District and Local Associations.
6. Secure District Representatives for the College and Independent Teachers Recital, held at each State Conference. The rotation schedule is listed in the State By-Laws. It is also your responsibility to send a photograph (if required) and biography of the District Representative to the designated person coordinating each Recital.
7. Confer with District Student Day Activities Chair regarding arrangements for District Student Day and for Contests.

8. Plan the program and meeting for the District One-Day Conference. The President of the Local Association(s) and the District Board may be included in the planning.
9. Select a nominating committee to secure a slate of the four District Officers (President, Vice-President, Secretary and Treasurer) in the odd years.
10. Serve, when designated, as one of two District Presidents appointed to serve as members of the State Nominating Committee. This takes place at the State Conference on even years. Assignment is done on a rotation basis and you will be notified when it is your turn to serve.
11. Should the situation arise, you may aid in the establishment of a new Local Association within your District, in consultation with the FSMTA President and the Vice-President for District and Local Associations.

The Office of Local Association President

Term of Office

The Local Association President and their Boards are elected for a two-year term. Most of the Local Associations in this State hold their elections in the odd years, to coincide with the terms of the State and District Officers. It is not mandated by the State By-Laws, but if your Local Association wishes to change from odd-year to even-year elections, it could be done by either changing one board to a one-year term or by changing an existing board to serve a three-year term.

General Duties

The Local Association President shall be responsible for the following:

1. Plan and preside at all meetings of the Local Association.
2. Supervise all program planning and projects of the Local Association. This is usually done annually in the summer before the meeting and events begin for the year.
3. Appoint Committee Chairs as required by your Local Association to accomplish the work and activities.
4. 4. Receive from the Local Association Treasurer a list of members, their contact information, and their dues status. Only active, dues-paid members can be officers in Local, District, State, and National Associations.
5. Serve as a member of the District Board. You will represent the Local Association(s) with a yearly report at the District One-Day Conference. You may be asked to help plan this Conference.
6. Be thoroughly acquainted with the goals of the Local, District, State, and National Associations. It is customary to invite the Vice-President for District and Local Associations and/or State President to visit a Local Association meeting each year.
7. Attend the State Fall Conference, including the Meeting of the Council of District and Local Association Presidents held at the Conference. Submit electronically a report of your Association's activities for the previous year to the Vice-President for District and Local Associations.

8. Communicate with your Local Officers and Committee Chairs, your District President, and Vice-President for District and Local Associations on matters of importance to your Local Association. Inform Local Association members of all District, State, and National communications.
9. Assist the District Student Activities Chair by having the information regarding deadlines and requirements for Student Day Activities and Contests.
10. Arrange for publicity regarding Local Association activities and accomplishment to be sent to the media on a timely basis.
11. Oversee the financial integrity of the Local Association, including the filing of tax forms.
12. Assist the District President with nominations for District Committee Chairs.
13. Represent the Local Association in District and Community Activities as requested.
14. Select a nominating committee to secure a slate of Local Association Officers for election in accordance with the Local Association By-Laws. Inform the nominating committee that only active, dues-paid members may be officers in the Local Association.
15. Send a list of the Local Association Officers and Chairs to your District President and to the Vice-President for District and Local Associations. The list will include the names, addresses, phone numbers, and e-mail addresses of newly elected officers and chairs. Updates in the list are to be sent when they occur to the District President and to the Vice-President for District and Local Associations.

Order of Motions

From *Robert's Rules of Order*

All business is brought before the meeting by a motion. The primary rule is that only one principal or main motion can be considered at a time. Secondary motions may be introduced before the vote is made on the main motion. The types of secondary motions are Privileged, Incidental, and Subsidiary. When one of them is immediately pending, the motions above it are in order and those below it are out of order. A careful study will enable one to know which are debatable, undebatable, and which require a two-thirds vote instead of a majority vote.

The five privileged motions have nothing to do with the pending motion but are of such urgency and importance that they are allowed to interrupt the consideration of other questions and take precedence over them. They are undebatable because of their high rank.

The sixteen incidental motions are those which arise out of the pending question and must be decided before any other business. Examples are point of order and to suspend the rules. Incidental motions have no special rank among themselves but they yield to privileged questions and take precedence over the subsidiary motions. Most of them are undebatable.

The seven subsidiary motions are the most frequently used motions and they are ranked. They are made while a main motion is pending, for the purpose of assisting or modifying it or to delay action or otherwise dispose of the main motion. The subsidiary motion supersedes the main motion for the time being and must be dealt with before action can be taken on the main motion. All subsidiary motions must yield to privileged and incidental motions.

Privileged, incidental, and subsidiary motions are ranked as follows:

	Motion	Second	Debate	Amend	Majority Vote	2/3 Vote	Reconsider	Interrupt
1	Fix time to adjourn	Yes		Yes	Yes		Yes	
2	Adjourn	Yes			Yes			
3	Recess	Yes		Yes	Yes			
4	Raise question of privilege							Yes
5	Call for orders of the day							Yes
6	Various incidental motions (all of equal rank)	Usually	Usually not	Sometimes	Usually	Sometimes	Depends	Depends
7	Lay on the table	Yes			Yes			
8	Previous question	Yes				Yes	Yes	
9	Limit or extend debate	Yes		Yes		Yes	Yes	
10	Postpone to a certain time	Yes	Yes	Yes	Yes		Yes	
11	Commit or refer	Yes	Yes	Yes	Yes		Yes	
12	Amend	Yes	Yes	Yes	Yes		Yes	
13	Postpone indefinitely	Yes	Yes		Yes		Yes	
14	Main motion	Yes	Yes	Yes	Usually	Sometimes	Yes	

Miscellaneous and Unclassified Motions

There are a few main motions, not classified, which are very much in use in an effort to take up a question again, or to change or undo an action that has been taken. These motions have no order of precedence.

	Motion	Second	Debate	Amend	Majority Vote	2/3 Vote	Reconsider	Interrupt
1	Take from table	Yes			Yes			
2	Reconsider	Yes	Depends		Yes			Yes
3	Reconsider and enter on the minutes	Yes	<i>No further action until next meeting</i>					
4	Rescind	Yes	Yes	Yes	Yes w/notice	Yes w/notice	Yes	Yes
5	Renewal of a motion	Yes	Yes		Yes			
6	Ratify	Yes	Yes	Yes	Yes		Yes	
7	Dilatory and frivolous motions				Chair rules out of order			

Special considerations

Special consideration should be given to matters regarding reconsidering a motion already voted on and regarding the suspending of the rules.

1. Reconsider. The motion to reconsider is a "main" motion. This motion can be made only on the day the vote was taken (or the day after during a conference that lasts several days). If the motion to be reconsidered was undebatable, then this motion to reconsider is also undebatable. If the motion to reconsider is carried, the original motion is again open to discussion and vote. No question can be twice reconsidered unless it was materially amended after its first reconsideration.
2. Suspend the rules. The motion to suspend the rules is an incidental motion. When the assembly wishes to take action which cannot be done without violating its own rules and yet the action is not in conflict with its constitution and by-laws, the assembly may "suspend" the rules that interfere with the proposed action. The object of a move to suspend must be specific and nothing else may be considered under the suspension. Rules that are usually suspended relate to the priority of business, routine procedures, admission to meetings, speaking by non-members, etc. The motion to suspend does require a second, cannot be debated or amended, and must be approved by 2/3 vote. Instead of a motion to suspend the rules, it is more usual for the Chair to ask for "general consent" to do the particular business that is out of order. As soon as that request is made, the Chair asks if there is objection; hearing none the Chair may rule.

Other Matters

It should be remembered that a published agenda, even one that is handwritten, is considered the "order of the day" and nothing may interrupt its orderly procedure except by motion and vote of the assembly.

It should also be remembered that in debate of a motion, the two opposing sides are usually required to share speaking time. The one submitting the motion is first given the opportunity to speak, followed by the speaker for the opposing side, etc., until everyone has had their opportunity to speak. The Chair may limit the speaking time (or the assembly may do this by passing with 2/3 vote a subsidiary motion to limit debate).