



## **SkillsUSA MINNESOTA DELEGATE ASSEMBLY**

### **INSTRUCTIONS TO THE DELEGATES**

1. One person from each delegation must be assigned to be responsible for answering the roll for their respective Chapter.
2. When responding to roll call, the spokesperson must stand. Suggested manner for answering roll: "\_\_ (Chapter) \_\_ is present with \_\_ (number) \_\_ official voting delegates."
3. Delegates are expected to sit in the area reserved for them.
4. Delegates must be present to cast a vote. One person cannot cast two votes.
5. It is not necessary for a delegation to vote in a bloc.
6. When a delegate leaves the floor, they should appoint an alternate who will represent them during their absence. The alternate sits in the delegate's seat while representing the official delegate.
7. To be recognized during the Business Session, a delegate must stand. When recognized, the delegate must give their name and Chapter before discussing business.
8. If a delegate desires to come to the stage and speak from the rostrum, they must rise, give their name and Chapter, and ask permission to speak from the rostrum.
9. All delegates must practice parliamentary procedure or be subject to reprimand by the State Parliamentarian.

### **INSTRUCTIONS TO ALTERNATES**

1. It is the responsibility of the alternate to attend all sessions just the same as an official delegate.
2. The alternate must be in view of their delegation, so they may be easily located when called on to serve.
3. An alternate does not sit with the delegation unless they have been "tapped" and are actually substituting.