

# District 1

# Policy Guide

## District 1 Policy Guide

### **Section A – District Rules of Order**

- I. Robert’s Rules of Order will be used in running all official district business.
- II. District 1 is composed of seven counties:  
Defiance    Fulton    Henry    Lucas    Ottawa    Williams    Wood

Each county shall be its own sub-district except for the combination of Lucas and Ottawa Counties. As Penta County Schools remains its designated VEPD, Woodmore High School is also in District 1 and part of the Lucas/Ottawa sub-district.

### **Section B - District Dues**

- I. District dues are assessed annually at the rate of \$150 per chapter. Dues are to be paid to the Secretary-Treasurer no later than the first district contest indicated on the approved district calendar. Schools not paying district dues are ineligible to participate in district activities and contests.

### **Section C- District 1 OAAE Officer/Service Positions:**

- I. The District Chair shall preside over the elections and OAAE membership shall be verified by the District Membership Chair.
- II. To hold a leadership position the person must be a member in good standing with the NAAE and the OAAE and must also have the current year’s dues paid to hold a district OAAE Officer/Service position.
- III. Only current dues paying members of the OAAE and NAAE may make nominations or vote on leadership positions.
- IV. OAAE Officer/Service positions will be elected on the odd number years at the spring district meeting. Duties shall be assumed immediately and will last for a term of 2 years. The elected or appointed positions and their duties include:
  - A. District Chair  
Duties include the printing and distribution of district meeting agendas, the presiding of all district meetings through the use of Parliamentary Procedure and the making of fair and impartial decisions as needed for all district matters; as well as attending Delegate Council meetings.
  - B. District Vice Chair

Duties include assisting the chair on an as needed basis and serving in the absence of the chair if he/she is unavailable to be at a meeting or event, or if unable to finish his/her term. This position assumes the duties of the chair at the next election. The Vice Chair also coordinates the establishment of the district calendar of events in correlation with state level activities.

C. District Secretary-Treasurer

Duties include maintaining an accurate record of district minutes and district financial accounts and providing a printed copy of the previous meeting's minutes and the resulting account transactions/balance at all district meetings. Tracking of paid chapter dues needs to be enforced by the first fall Career Development Event.

D. District Membership Chair

Duties include encouraging NAAE and OAAE membership, handling needed membership forms to and from current and potential members and reporting needed membership information to the State Membership Chairperson.

F. District Skills Contest Committee Representative

Duties include informing district members of state and national FFA skill event updates and changes in addition to serving on and taking recommendations from the district membership to the State Skills Advisory Board.

G. District FFA Camp Board Representative

Duties include regular attendance at state FFA camp board meetings, informing the district membership of the camp board proceedings and relaying the wants and needs of the district membership about the state FFA camp and program.

H. District FFA Foundation/Fruit Coordinator

Duties include attendance at the annual statewide citrus coordination meeting, distribution and collection of citrus fruit fundraising information, organizing the district-wide chapter drive for the foundation and serving as a liaison for the district and state FFA foundation.

I. Mentorship Chair

Duties include assisting new/inexperienced teachers in having an experienced teacher available to communicate with regarding questions, concerns and problems.

J. County Chair

One person from each county shall serve as the County Chair to provide a means to disseminate information and to provide leadership for decision-making processes. County Chairmen need to be established prior to the Fall Meeting

**Section D- District 1 Executive Committee**

- I. The Executive Committee is a governing body used to make decisions when a regularly scheduled meeting of the district membership is not feasible or when policy abuse or ethics are of question within the business and workings of the district. The Executive Committee is also responsible to communicate before each district meeting to set the agenda.
  - A. The Executive Committee shall consist of the District Chair, District Vice Chair, District Secretary/Treasurer and seven County Chairs.
  - B. To constitute an Executive Committee meeting, all of the following or at least one of the following (District Chair, District Vice Chair, District Secretary/Treasurer) and two of the County Chairs must be present. This membership design would allow as few as three and as many as ten to serve on the Executive Committee.

### **Section E - District 1 Calendar of Events**

- I. A district calendar shall be designed and proposed by the district chair and/or executive committee for final approval by the district membership. The contest and event hosting schools shall use the district approved rotational chart or traditional chapter designations to assign sub-district hosting duties. The respective chapters within each county shall decide sub-district assignments.
  - A. A rough draft should be proposed at the spring district meeting.
  - B. The Career Development Event rotation for the district will be as listed in the District Policy or as printed on the most recent approved District Calendar.
- II. An annual awards banquet shall be conducted before to the State FFA Convention. Programming prior to the banquet shall allow for newly elected chapter FFA officers to have the opportunity to participate in officer training. The host of the District Banquet shall be established at the Fall District Meeting.

### **Section F – District Career Development Event (CDE) Guidelines**

- I. CDE Participation
  - A. Schools in good standing are determined through payment of district dues by the first district contest (agronomy/soils).
  - B. An FFA member's eligibility is determined to be a dues paying member of their local FFA chapter, State Association and National Organization while being currently enrolled in agriculture education in any approved state funded program in the district.
  - C. The number of individuals per contest, teams per contest, number of individuals per team and the number of individual member scores to count towards the team score shall follow state CDE rules.**
  - D. The District Chair and/or the Executive Committee along with the contest host may allow extra members to participate in any contest.
  - E. FFA members who were members of a state winning team or national team are not

eligible to compete in the same contest at any level again.

- F. Teachers or students who have questions or would like to challenge a contest answer or judgement must speak with the lead teacher for the given career development event as a first contact. Judges are not to be addressed directly concerning disputes unless the lead teacher is present.

## II. CDE Hosting

### A. Host Considerations

#### 1. Follow Operating Expenditure Guidelines

- a. Operating expenses should be donated unless otherwise approved by the district treasurer and two other members of the Executive Committee.  
Example expenses to be donated include: contest site, digging for soil pits, hauling or use of equipment, consumable items such as paper, pencils, etc.
  - b. If items can not be acquired through donation, then any expenditures for a given contest needs to be approved by the District Secretary-Treasurer and two other Executive Committee members prior to the contest.
  - c. Reasonable charges for meals may be assessed by the host chapter with the approval of the District Secretary-Treasurer and two other Executive Committee members prior to the contest.
  - d. Judging expenses such as mileage and services rendered are also graciously accepted if donated. If judges donate their time, please give their name and address to the District Secretary-Treasurer so a thank you letter may be sent.
  - e. The following pre-approved honorariums can be paid to judges for services on an as needed basis.
    - (1) Sub-district elimination contests may pay judges an honorarium of \$25 per judge.
    - (2) District elimination contests may pay judges an honorarium of \$35 per judge.
- 2. Inform the district schools of impending contests at least 3 weeks prior to the event. Be sure to include the contest name, host (county and school), time, location, registration due date, and contact person's phone number/email/fax as appropriate.
  - 3. Confirm judges seven days in advance of the contest with at least one judge on call as back up for an emergency situation.
    - a. Assure that at least one judge in public speaking and one in parliamentary procedure is an agricultural education teacher from outside the district.
  - 4. Prior contact should be made with teachers that are expected to lead, score or perform other duties at the contests.
  - 5. Inform participants of scheduled participation time, scoring procedures and contest rules to be used. If different from those to be used at the state level, the District Executive Committee must give approval.

6. All ties and run-offs will be determined by the rules established in the Ohio CDE Handbook.
7. Participants in the Parliamentary Procedure and Public Speaking contests shall receive Gold, Silver or Bronze ratings at the sub-district and district levels.
8. Contest Day
  - a. Have appropriate and plentiful scoring forms for judges to use.
  - b. Have a current copy of contest rules readily available for review.
  - c. Supply the needed tools such as writing utensils, paper, calculators, score cards, as well as those listed in the state contest guidelines.
  - d. Assure judges' comfort with refreshments and scheduled breaks.
9. Contest results should be distributed to participants within 2-3 days. Contestant score sheets should be mailed to participating chapters within one week. Results also need to be forwarded to the District Chair, District Vice Chair, the State Skills Coordinator and the person responsible for the District Website.
10. All contest results are official upon announcement. Any scoring disputes must be made within 48 hours of the receipt of results. The contest host and the Executive Committee shall review any disputes.
11. All individuals and teams need to be placed and presented in the results.
12. The awards for all contests will be furnished by the district and presented at the District 1 FFA Awards Banquet in April. Awards will be given to the top four teams and the top four individuals in each Career Development Event.
13. Advisors may only video record their own contestant or team.
14. CDE hosts should give reasonable notice to District in the event of weather-related cancellations or delays of Events via email or radio/television announcements

### III. Determination of needed District and Sub-District CDE Events

#### A. The following CDEs will be considered district elimination events:

Agricultural Communications	Agricultural Mechanics
Agricultural Sales	Beginning Prepared
Creed	Extemporaneous Public Speaking
Food Science & Technology	Job Interview
Parliamentary Procedure	Prepared
Rural Soils	Small Engines
Ag and Industrial Diagnostics	Urban Soils

#### C. The Parliamentary Procedure, Creed, Beginning Prepared, Job Interview, Prepared and Extemporaneous Speaking contests will all be required to have sub-district elimination contests.

1. The top parliamentary procedure team from each sub-district may compete at the district contest (with the top two in the district going on to state). In addition, the

2<sup>nd</sup> place team from each sub-district may compete at the District at their discretion.

2. The top two in each public speaking contest from each county may compete in the district contest (with the top two in the district going on to state).
  - a. In the event that the top two individuals in a sub-district are from the same chapter, only one may advance to district and thus the third place individual would advance instead.
3. The top two job interview individuals (regardless of school) from each sub-district will advance to the district contest (with the top individual in the district going on to state).

D. Additional sub-district elimination contests can be initiated if deemed necessary according to the number of registered participants at the fall district meeting or other time deemed appropriate by the District Chair.

1. In such an event, each sub-district will need to host their elimination contest. Each sub-district will then be permitted to send their best two teams to the district competition in the said contest area.
2. All mandated sub-district elimination contests should be completed and results announced to the district contest host at least one week prior to the district elimination contest.

#### IV. District Career Development Event Specific Needs

##### A. Soil Judging

1. The host county is responsible for contacting the Soil Conservation Service office to set up the contest.
2. The contests will be conducted as open pits from 10:00 a.m. till 2:00 p.m. unless announced otherwise.
3. The schedule of the day will be at the discretion of the event host.

##### B. Agricultural Engineering, Cooperative Education, Farm Business Management, Grain Merchandising, Greenhand Quiz

1. The district placing for these contests will be taken from the state placing.

## **District 1 Agricultural Education Programs**

### I. Defiance County

- a. Ayersville
- b. Fairview
- c. Tinora

### II. Fulton County

- a. Archbold

- b. Evergreen
  - c. Fayette
  - d. Pettisville
  - e. Pike-Delta-York (Delta)
  - f. Wauseon
- III. Henry County
- a. Holgate
  - b. Liberty Center
  - c. Patrick Henry
  - d. Four County Career Center
- IV. Lucas County
- a. Anthony Wayne
  - b. Oregon Clay
  - c. Sylvania
  - d. Toledo Ag Ed Center
- V. Ottawa County
- a. Genoa
  - b. Oak Harbor
- VI. Sandusky County
- a. Woodmore
- VII. Williams County
- a. Edgerton
  - b. Edon
  - c. Millcreek-West Unity (Hilltop)
  - d. North Central
  - e. Stryker
- VIII. Wood County
- a. Bowling Green
  - b. Eastwood
  - c. Elmwood
  - d. Otsego





## ***District 1 Career Development Events***

### ***ANTICIPATED Hosting Rotation***

***Order: Defiance – Fulton – Henry – Lucas – Ottawa – Williams – Wood***

	<u><b><i>2015-16</i></b></u>	<u><b><i>2016-17</i></b></u>	<u><b><i>2017-18</i></b></u>	<u><b><i>2018-19</i></b></u>
<i>Agronomy/Soils</i>	<i>Fulton</i>	<i>Henry</i>	<i>Lucas</i>	<i>Ottawa</i>
<i>Dairy Cattle/Foods</i>	<i>Henry (Patrick Henry) -----</i>			
<i>Parliamentary Procedure</i>	<i>Lucas</i>	<i>Ottawa</i>	<i>Williams</i>	<i>Wood</i>
<i>Food Science</i>	<i>To Be Determined Each Fall -----</i>			
<i>Agricultural Communications</i>	<i>Wood -----</i>			
<i>Nursery Landscaping</i>	<i>Wood (Penta)</i>	<i>Henry (4County)</i>	<i>Henry (PH)</i>	<i>Lucas (TPS)</i>
<i>Ag. Sales</i>	<i>Bowling Green/Oak Harbor</i>			
<i>Tractor Troubleshooting</i>	<i>TO BE DETERMINED -----</i>			
<i>Job Interview</i>	<i>Williams</i>	<i>Wood</i>	<i>Defiance</i>	<i>Fulton</i>
<i>Public Speaking</i>	<i>Ottawa</i>	<i>Williams</i>	<i>Wood</i>	<i>Defiance</i>
<i>Ag. Mechanics</i>	<i>Wood (Penta)</i>	<i>Henry (4C)</i>	<i>Wood (Penta)</i>	<i>Henry (4C)</i>
<i>Floriculture/ Small Engines</i>	<i>Henry (4C)</i>	<i>Wood (Penta)</i>	<i>Henry (4C)</i>	<i>Wood (Penta)</i>

***DISTRICT INVITATIONAL***

*Equine Mgt.* *Fulton/Lucas Co. -----*

*General Livestock*

*Meat Evaluation*

*Nature Interpretation*

*Poultry*

*Wildlife Mgt.*

<i>Fall District Meeting</i>	<i>Fulton</i>	<i>Henry</i>	<i>Lucas</i>	<i>Ottawa</i>
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*Spring District Meeting Ottawa*

*Williams*

*Wood*

*Defiance*