



***STATE OFFICER CANDIDATE  
HANDBOOK AND STUDY GUIDE***

***2018-2019***

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## ***HISTORY***

From 1937 to 1942, many schools were organizing clubs. Between 1941 and 1944, a few states held statewide meetings. With the assistance of the U. S. Office of Education, a national organization was initiated in Memphis, Tennessee, in 1947. Twelve states sent delegates to this meeting. National officers were elected; a charter, constitution, and other matters necessary in starting a national organization were settled.

During the 1961 American Vocational Association (AVA) (now the Association of Career and Technical Education) Convention in Kansas City, a meeting was held to discuss post-secondary participation in the 1962 National DECA leadership conference. The states of Kansas, Washington, and Michigan were represented, plus members of the DECA staff.

It was announced that the DECA Board of Trustees had established and approved criteria for post-secondary representation at the National Conference. A plan evolved which allowed each State Association interested in post-secondary development to assist and contribute to the growth of the Division.

Michigan applied for and received its charter from National DECA in 1966. Today, DECA membership has grown to include 140,000 students in 50 states. The local chapters operate at both the secondary and post-secondary level.

In 1996, Michigan DECA changed its name to Michigan Marketing Management Association, Delta Epsilon Chi (MMMA/Delta Epsilon Chi). MMMA/Delta Epsilon Chi has grown to include over 700 post-secondary students annually. Michigan has had national officers and many competitive events winners. State leadership conferences, which draw students and business personnel, offer opportunities to participate in professional, civic, social and leadership activities.

In 2009, Delta Epsilon Chi officially changed its name to Collegiate DECA. Therefore, effective July 1, 2010 the Michigan Marketing and Management Association, Delta Epsilon Chi (MMMA/Delta Epsilon Chi) became Michigan Collegiate DECA.

## ***THE POINTS OF THE DECA DIAMOND***

As members of Collegiate DECA, we should all be familiar with what the four points of our Diamond emblem represent. As productive leaders in our organization, we should also know what those points mean.

When the Distributive Education Clubs of America was started--over 67 years ago--the founding members spent a long time designing our emblem and an even longer time deliberating on what it, and we, should stand for. The following four points were established: Vocational Understanding, Civic Consciousness, Social Intelligence, and Leadership Development. In 2010 the DECA Diamond changed and four more outer points were added. These new points represent our future. The following points have been added to the DECA Diamond: Competence, Innovation, Integrity, and Teamwork.

These points are for us, but they are just as important for anyone, anywhere, in any business, and at any level of life. If we know their meanings, and practice them; they will help us to reach our individual goals. They are not merely the guide posts of Collegiate DECA, but they are the stepping stones to success.

## ***LEADERSHIP***

This handbook is intended to aid you in developing the knowledge and skills necessary as you prepare for the position of a State or National office.

Leadership involves teamwork and good communication. Through teamwork you can achieve goals that would be difficult to attain individually. Along with the honor you have brought individually to your school, your parents, your chapter, and your community, you can achieve greater honor through teamwork.

We know that you will constantly keep in mind the duties and responsibilities of your office. **The things you do, things you say, and how you react will reflect upon you, your chapter and on the Michigan Collegiate DECA organization.** You know how important it is to carry on in the fine tradition of past officers.

Study this handbook and work hard for Michigan Collegiate DECA. You will certainly succeed.

*Tanya Blehm*

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## **DUTIES OF MICHIGAN COLLEGIATE DECA STATE OFFICERS**

*All state officers are elected by the student members of the organization at the State Career Development Conference to provide leadership for the next academic year. As Michigan Collegiate DECA's primary student public relations agents, you will represent the state of Michigan student members, advisors, education administrators and business partners. You will also be a voting member of the Michigan Collegiate Executive Board and will be expected to accept the legal responsibilities\* of a board member. You are taking an oath to Michigan Collegiate DECA to dedicate your time over the next year as a priority to the organization.*

**PRESIDENT**\_\_\_\_\_ It shall be the duty of the President to preside at all state business meetings; to develop with the Executive Council a program of work for their term of office; remain in contact with the chapter presidents; other duties as assigned; and to make themselves available, as necessary, in promoting the general welfare of Michigan Collegiate DECA. Complete the 15<sup>th</sup> of the Month Report on time.

**VICE PRESIDENT**\_\_\_\_\_ It shall be the duty of the Vice President to serve in any capacity as directed by the President; to promote the growth and development of Michigan Collegiate DECA in accordance with the Program of Work during their term of office; coordinate the State Civic Consciousness Project and be available as necessary for project promotion; other duties as assigned; and to make themselves available, as necessary, in promoting the general welfare of Michigan Collegiate DECA; it will also be their duty to promote any and all conferences or workshops. Complete the 15<sup>th</sup> of the Month Report on time.

**RECORDING SECRETARY**\_\_\_\_\_ It shall be the duty of the Recording Secretary to serve in any capacity as directed by the President; to record the proceedings of all business and Executive Council meetings; to accumulate the minutes and/or proceedings of all Committee meetings; to present any membership reports necessary; other duties as assigned; and to make themselves available, as necessary, in promoting the general welfare of Michigan Collegiate DECA. Complete the 15<sup>th</sup> of the Month Report on time.

According to the Governing Board: Key Responsibilities for Association Boards and Board Members, the fundamental legal responsibilities of a nonprofit board are: Duty of Care, Duty of Loyalty and Duty of Obedience. Additional, information is available through the Executive Director or Michigan Collegiate website.

# **MICHIGAN COLLEGIATE DECA STATE CAREER LEADERSHIP CONFERENCE**

## **ATTENDANCE CRITERIA AND ELIGIBILITY**

### **ADVISORS**

The Michigan Collegiate DECA Executive Council and Board of Governors have specified that there must be a minimum of one advisor for each ten members in attendance at the State Career Leadership Conference. Advisors may be any adult named by the school to serve their local chapter in this capacity. They must be registered for the Conference, pay the registration fee, and be in attendance for the entire period of the Conference. There are no restrictions on the number of advisors who may attend. It is expected that all advisors in attendance will pay the Conference registration fee.

### **STUDENTS**

To be eligible to attend the State Career Leadership Conference, each member must meet these basic criteria:

- A. Be an active member of MI Collegiate DECA. Membership must be recorded on an official National DECA Membership Roster and be on file at State headquarters.
- B. Have the approval of the Chapter Advisors.
- C. Have the approval of the school administration.
- D. Must be 18 years of age.

#### **Each member must also meet one of the following criteria for their chapter:**

- A. Be a participant in one to two of the MI Collegiate DECA Competitive Events. (Dues **must be paid by February 1, in order to qualify for State Competition** or paid by February 15, in order to attend the International Career Development Conference, *does not allow you to compete.*) (State Dues \$15; National Dues \$10; plus any additional local chapter dues – established per chapter.)
- B. Be a virtual member participating in one or more MI Collegiate DECA Competitive Events. (Dues **must be paid by February 1, in order to qualify for State Competition** - State Dues \$15; National Dues \$15.)

## ***CRITERIA FOR STATE OFFICE CANDIDATES***

***SECTION 1:*** Cumulative grade point average of 2.5 minimum at college where enrolled - OR - a 2.5 minimum grade point average for each of the last two semesters. If no grade point average records have been accumulated, a letter from your instructors and/or advisor(s) stating that the candidate may potentially receive a 2.5 minimum grade point average will be acceptable.

***SECTION 2:*** An active member of Michigan Collegiate DECA as described in the Constitution/By Laws.

***SECTION 3:*** The offices of President, Vice President, and Recording Secretary, may be enrolled in an approved program at a technical college or member University private or public carrying a minimum of three credits for the entire term (fall of office unless you have graduated.)

***SECTION 4:*** Must pass the Michigan Collegiate DECA Information Parliamentary Procedures examination. (70 percent passing) (Based on Robert's Rule of Order).

***SECTION 5:*** Must submit the following credentials: Each item is a separate page to be submitted online to Tanya Blehm, to be presented to the screening committee (DUE: January 28<sup>th</sup> or one week prior to State Conference start date, whichever comes first.)

- A. Officer Candidate Intent Form **(DUE: January 28, 2019)**
- B. Agreement to Serve Form**
- C. Platform--A list of specific activities, objectives and goals you wish to accomplish.
- D. Letters of endorsement--One from a chapter officer and one from a chapter advisor.
- E. Letter of recommendation from an official of the college where you are enrolled.
- F. Official transcript or letter of potential grade point average as explained in Section 1.

## ***STATE OFFICER CANDIDATE CAMPAIGN RULES***

Any violations of these campaign procedures will result in an immediate disqualification.

**Allowed** campaign materials and procedures will consist of all or any of the following:

- ★ Campaign brochures, buttons, and leaflets
- ★ Distribution of campaign literature may begin after the First General Session

Campaign procedures that will result in **disqualification**:

Material or literature announcing or supporting your candidacy sent or distributed to any chapter (other than your own) prior to the First General Session.

- ★ T-shirts, hats, pencils, note pads, stickers, door hangers
- ★ Having campaign material present at the voting business meeting
- ★ Failure to sign official candidate forms
- ★ No entertainment whatsoever will be allowed
- ★ **No visible tattoos, no facial piercings, no earrings for any male officer candidates, women may wear business appropriate earrings.** (Stage makeup or band aids may be necessary to cover up any unprofessional markings)

It is the responsibility of each chapter, campaign manager, and/or candidate to see that all campaign materials are picked up and removed from the hotel by 12 noon on Sunday. All chapters are expected to encourage the promotion of their candidates so as not to disrupt any planned event of the Conference. Because of the "public eye" focused on this event annually, it is absolutely necessary that delegates and candidates reflect the conduct expected and desired in "putting our best foot forward."



## ***STATE OFFICER CAMPAIGN PROCEDURES***

The required attire for all female officer candidates is professional dress, suggested a khaki pant or gray skirt (mid- knee), DECA polo or dress shirt , taupe or light black hosiery, and navy or black dress pumps ½ - 2 ½ inch heel.

The required attire for all male candidates is professional dress, suggested white long sleeved dress shirt, tan and dark gray dress slacks, dark dress shoes, coordinating socks and tie.

***Screening and testing of officer nominees will take place on Friday afternoon prior to the official start of the State Conference. Please eat prior to this screening because you will not be released until a complete slate is announced.***

### **CAMPAIGN BROCHURES**

All campaign brochures must include:

- ★ Candidate's name.
- ★ Office seeking.
- ★ Specific list of goals to be accomplished when elected.
- ★ Specific list of accomplishments the candidate feels important for his/her success in office.
- ★ Contact information – either phone or email. (Hand written room number during conference is acceptable.)

Optional Items in Brochure:

- ★ Candidates Photo
- ★ Collegiate DECA Creed
- ★ Welcome

### **MEET THE CANDIDATES FORUM**

Nomination speeches that include statement of your goals, objectives, and qualifications will take place on Friday. Time is not to exceed five minutes for the office of the president and three minutes for all other offices. If necessary, time will be called. There will then be a five minute question and answer session for presidents, followed by a three minute question and answer session for all other candidates. This will be held as part of the opening session on Friday evening.

### **VOTING MEETING**

Elections will take place prior the awards banquet by secret ballot. Each conference delegate will receive one vote. Only those registered as official Michigan Collegiate DECA conference delegates will be allowed to vote. **Votes must be done in person and cannot be placed by another individual, if the voting member leaves the conference prior to the voting period that are not allowed to vote.** Any blank or defaced ballots are not counted. In event of a tie, the candidate with the best individual test and interview score will determine the winner. Abstentions are not counted. All officer candidates must attend this voting meeting. NO campaign material will be allowed in the voting meeting.

### **REHEARSAL AND INSTALLATION**

State Officer Candidates must be present at rehearsal on Saturday at 3 p.m. or as scheduled based on room availability.

Resources that State Officer Candidates should be familiar with and should refer to:

- ★ National Competitive Events Guide (as presented on the National DECA website for College level completion)
- ★ Constitution and Bylaws
- ★ State Officers
- ★ Robert's Rules of Order

## ***STATE OFFICER CANDIDATE PLATFORM EXAMPLE***

### ***OFFICE OF PRESIDENT***

- ★ Conduct workshops at regional conferences upon request
- ★ Write a feature article for publication in the Michigan Collegiate DECA website
- ★ Be available for consultation by establishing phone in hours or by mail

NOTE: It is not a requirement that a state officer candidate needs more than one goal.

## ***STATE OFFICER ELECTION VOTING DELEGATES***

The voting delegates are official MI Collegiate DECA members and official Conference Delegates voting upon all business items including constitutional revisions and officer candidates. Please make sure that all voting delegates are familiar with the constitutional revisions. If there are any, they are in your advisory email, sent 60 days prior to conference and posted on the website for review.

If, by any chance, only one person is running for a given office, the local chapter voting delegates should still be willing to interview the candidate. The voting delegates should be concerned that this person will serve the state organization in their best ~~interests~~ interests.

### ***STATE OFFICER ELECTION RULES FOR VOTING DELEGATES***

1. All proceedings will be conducted utilizing the most current edition of Robert's Rules of Order Newly Revised with special provisions as deemed necessary.
2. There will be no absentee voting. You must present your ballot in person.
3. Nominations from the floor will not be allowed at the voting meeting. Delegates will cast their votes only for candidates who have been properly approved by the screening committee.
4. A candidate must receive a majority of ballots cast, excluding blank or defaced ballots, to be elected. If three or more candidates are running for the same office, and a majority is not reached on the first ballot, the person receiving the fewest votes will be dropped from the ballot and the ballot will be recast. If a majority is still not reached on the second ballot, the elimination process will continue until a majority is reached.
5. If there is a tie for two consecutive ballots, then test scores and interview rates will determine the winner by the highest points.
6. Voting delegates must be present and seated five minutes prior to the start of the voting meeting. If a representative is not present within voting time frame your vote will be lost.

## ***MICHIGAN CONDUCT CODE***

Student Organizations offer opportunities for learning beyond the classroom and give particular attention to civic and social awareness, personal leadership and vocational competencies. To ensure the smooth operation of meetings and the rights of others, this Conduct Code has been adopted by the Michigan Collegiate Board of Directors. Offenders of these rules, whether individuals or a chapter, may be dismissed from the Conference, fined, arrested, and, may be required to appear before the Board and will be expected to abide by their decision.

**VIOLATORS OF THESE RULES WILL BE SUBJECT ANY DAMAGE COSTS. ALSO, YOUR NATIONAL CONFERENCE ELIGIBILITY MAY BE REVOKED.**

### **Code of Conduct**

#### **A. General Conduct**

1. The term, “delegate” shall mean any student, advisor or alumni member of *Collegiate DECA, Michigan Association*.
2. All delegates shall wear appropriate Business Attire for Competitive Events and General Sessions.
3. Delegates must wear identification badges to all functions.
4. Delegates must be prompt and prepared for ALL events.
5. Delegates are required to attend ALL General Sessions and activities as assigned.
6. Delegates must refrain from loud talk, swearing and other actions unbecoming a *Collegiate DECA, Michigan Association* member while in public.
7. Chapter Advisors will be defined and recognized by their respective colleges.
8. Chapter Advisors are responsible for their respective chapters at all *Collegiate DECA, Michigan Association* functions.
9. Chapter Advisors or their designee **MUST** be present in order for their chapters to participate in any *Collegiate DECA, Michigan Association* function. It is recommended one (1) advisor for every ten (10) students.
10. Open containers of alcoholic beverages will not be transported between hotel rooms.
11. All illegal substances are prohibited.

#### **B. Conditions Leading to Delegate and Chapter Expulsion**

1. Possession of or arrest for possession of illegal substances at any *Collegiate DECA, Michigan Association* function.
2. Verbal or physical assault of another individual at any *Collegiate DECA, Michigan Association* function.
3. Destruction of private or public property at any *Collegiate DECA, Michigan Association* function.
4. Larceny of property or money from another individual, company or corporation at any *Collegiate DECA, Michigan Association* function.

## ***OFFICER CANDIDATE INTENT FORM***

**DUE: January 28 , 2019**

RETURN TO: **Tanya Blehm**  
 3831 S. Gleaner Road  
 Saginaw, MI 48609  
  
 Mobile: 989-992-1163  
 micollegiatedeca@gmail.com

Office Seeking
----------------

Name	Telephone (Home)
Home Address	Cell
City/State/Zip	Email
School	School Address
Major/Minor	Anticipated Graduation Date

Place of Employment	Type of Business
Job Title	Job Duties

**Michigan Collegiate DECA Offices Held:**

Chapter level	Dates	Positions
Region level	Dates	Positions
State Level	Dates	Positions

**Other Offices Held:**

Title	Dates	Organization
Title	Dates	Organization

**Honors and Awards**

Dates	Honor / Award
Dates	Honor / Award
Dates	Honor / Award

Why do you feel qualified to run for a state office?

Why do you want to be a state officer of Michigan Collegiate DECA?

To the best of my knowledge, all information submitted is accurate and correct.

Candidate Signature	Date
Advisor Signature	Date

## **STATE OFFICER AGREEMENT TO SERVE FORM**

**DUE: January 28, 2019**

Officer Candidate and Advisor:

The major task of this position will be to attend at all meetings during your term on the Executive Board. Listed below are the meetings you are required to attend. You are being informed and are asked to sign this Agreement before you become an Executive Board member. In addition, you may be called upon for task force meetings, chapter visits and working the local high school district conferences.

I agree to attend the following meetings as a member of the State Officer Team. If I am unable to attend of these meeting or conferences, I will resign and return all materials received to Tanya Blehm, MI Collegiate DECA Executive Director.

### **OFFICER TRAINING**

**This mandatory training and you will need to make this a priority. If you are not able to attend and make this priorities please do not run for office. Not attending this training, it is considered that you have tender resignation.**

**May 3 from 6:30 pm to May 4, 6:30 pm, 2019**

### **Executive Board Meetings**

TBD (both conference call and in-person)

### **STATE CONFERENCE**

February 7-9, 2019\*

Location: Grand Rapids

Office Seeking
Name

### **I have read and understand the duties and responsibilities of officer**

Candidate Signature	Date
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I agree to serve as advisor for the term of my student. I also agree to support, counsel, and assist my officer during their term of office.

Advisor Name (Print)	
Advisor Signature	Date

## ***CRITERIA FOR NATIONAL OFFICER CANDIDATES***

To run for National Offices of the Collegiate Division of the Distributive Education Clubs of America requires a person with the following capabilities:

- ★ The ability to devote 100 percent of their time when called upon by the National Office of DECA
- ★ The ability to have a national credit, bank, or travel card in their own name
- ★ The ability to have release time whenever necessary from their full-time job or family responsibilities
- ★ An in-depth knowledge of Chapter, State, and National DECA and its current activities
- ★ You must meet the following requirements in order to become Michigan's candidate for a National Office at the National Career Development Conference

## ***REQUIREMENTS FOR CANDIDATES FOR NATIONAL OFFICE***

Only active members of Collegiate DECA will be eligible for national office in this Division. To be eligible:

- ★ A candidate must have a scholastic average of 2.5 or higher, an "A" letter grade being Equivalent to 4.0 for each of the previous two completed semesters of school prior to the National Career Development Conference - OR - have a cumulative grade point average of 2.5 or higher
- ★ Must be endorsed by the current State Executive Advisor
- ★ Must attain the score necessary for the office desired on the approved Parliamentary Procedure Examination and on the DECA Information Examination
- ★ Must be holding or have held a State office in an elective Chartered Association or local Chapter office
- ★ Must submit the approved application for candidates for office through a Chartered Association
- ★ Meet the approval of the Michigan Advisor and Board through an interview process  
**Potential candidates must submit the following credentials:  
At the State conference as well as on-line with National once approved by State and Chapter Advisors.**
- ★ Letter of Intent (commitment to fulfill obligations of the office) (same as state officer form)
- ★ Transcript or letter of potential grade point



- ★ Platform (goals and objectives for term of office)
- ★ Letters of endorsement from chapter officer and chapter advisor
- ★ Letters of recommendation from school official
- ★ Campaign budget
- ★ Sample brochure, platform, and campaign packet

## ***STATE OFFICER CANDIDATE STUDY GUIDE***

**DECA** prepares emerging leaders and entrepreneurs in marketing, finance, hospitality and management in high schools and colleges around the globe.

**Michigan Collegiate DECA** prepares its members to be . . .

- Academically Prepared - DECA members are ambitious, high-achieving leaders equipped to conquer the challenges of their aspirations.
- Community Orientated - Recognizing the benefit of service and responsibility to the community, DECA members continually impact and improve their local and broader communities.
- Professional Responsible - DECA members are poised professionals with ethics, integrity and high standards.
- Experienced Leaders - DECA members are empowered through experience to provide effective leadership through goal setting, consensus building and project implementation.

### **Michigan Board of Directors**

Governs and facilitates the activities on the state level. It establishes statewide policies and standards for educational programs within the Collegiate Level of Michigan Collegiate DECA. Currently, our only source of funding is provided through the collection of state dues. We are not supported by any state agency, college or university or grant funding. Members of the board are strictly unpaid volunteers and are to be treated with the utmost respect at all times.

### **The Executive Council:**

1. All elected State Officers
2. Michigan Collegiate DECA Executive Director
3. Six Directors

### **2018-19 State Officer Team:**

President: Annelise Norton  
Recording Secretary: Edmund Shaheen

Vice President: Michael Wills

**DECA Purposes:**

- To assist state/provincial associations in the growth and development of DECA;
- To further develop education in marketing and distribution which will contribute to occupational competence; and
- To promote understanding and appreciation for the responsibilities of citizenship in our free, competitive, enterprise system.

**DECA divisions**

- high school
- college
- alumni
- professional

**DECA diamond points (original and new)**

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• <b><u>Original (Inner) Points</u></b></li><li>○ Vocational Understanding</li><li>○ Civic Consciousness</li><li>○ Social Intelligence</li><li>○ Leadership Development</li></ul> | <ul style="list-style-type: none"><li>• <b><u>New (Outer) Points</u></b></li><li>○ Competence</li><li>○ Innovation</li><li>○ Integrity</li><li>○ Teamwork</li></ul> |
|---|---|

**DECA charter dates:** In Michigan –1966                      National -- 1947

**Purpose of the 15<sup>th</sup> of the month report --** Increase communication between chapters and executive board

**Tanya Blehm:** MI Collegiate DECA Executive Director

**Saginaw, Michigan:** Location of Michigan Collegiate headquarters

**Reston, Virginia:** Location of DECA's national headquarters

**Alexandria, VA:** Location of the 2018 Collegiate DECA International Career Development

Conference The 2016-2017 national DECA them is "Limitless"

Suggesting the name of a person for office is a **Nomination**.

Your State Officer name badge should be worn on the right side of your blazer.

The Robert that is famous for Roberts Rules of Order **is US Army Brigadier General Henry Martyn Robert**.

An election requires a majority vote to be successful.

A matter not completed at the previous meeting, and included on the agenda of the current meeting is called **unfinished business**.

## **Competitive Events:**

### **Individual Case Studies**

- Corporate Finance
- Entrepreneurship Operations
- Fashion Merchandising and Marketing
- Financial Accounting
- Hotel and Lodging
- Human Resource Management
- Managerial Accounting
- Marketing Management
- Restaurant and Food Service Management
- Retail Management
- Sales Management Meeting
- Travel and Tourism

### **Team Case Studies**

- Business Ethics
- Business-to-Business Marketing
- Event Planning
- Financial Statement Analysis
- International Marketing
- Marketing Communications
- Sports and Entertainment Marketing

### **Prepared Business Presentations**

- Advertising Campaign
- Business Research
- Emerging Technology Marketing Strategy
- Entrepreneurship (Growing Your Business)
- Entrepreneurship (Starting a Business)
- Professional Sales

- A **resolution** is a formal motion, usually in writing because of its complexity or importance/.
- In order for a member of the assembly to properly obtain the floor, the chair must recognize the member.
- ALL state officers are required to submit the **15<sup>th</sup> of the Month Report**.
- Majority, two-thirds, and roll call are various **types of votes**.
- If wearing a DECA blazer, smoking and drinking alcoholic beverages is not permitted.

National DECA Executive Director is **currently being sought**. Interim directors are John Fisotra and Frank Peterson

National DECA Assistant Executive Director is **Jeff Collins**.

Michigan DECA Executive Director is Dave Wait.

## Parliamentary Procedure:

<p><b>Debate</b> Discussion of all aspects (pro and con) of a debatable motion</p>	<p><b>Out of Order</b> The ruling of a chair on a motion, request, or behavior which is in violation of the rules of the organization</p>	<p><b>Plurality Vote</b> The largest number of votes received when there are three or more choices</p>	<p><b>Quorum</b> The minimum number of members who must be present for the legal transaction of business at a meeting</p>
<p><b>Ballot</b> A written vote, usually secret</p>	<p><b>Germaine</b> Relevant to a subject under consideration</p>	<p><b>Recess</b> An intermission in a meeting</p>	<p><b>Adjourn</b> A motion to close a meeting immediately</p>
<p><b>Table a Motion</b> To lay aside a motion temporarily in order to attend to more urgent business</p>	<p><b>Majority Vote</b> One vote more than half of the votes cast by individuals legally entitled to vote</p>	<p><b>Roll Call</b> The process of calling out a list of names to establish who is present. Also a method of voting</p>	<p><b>Convention</b> An assembly of delegates usually chosen for one session, only to sit and act as a single body</p>
<p><b>2/3 Vote</b> Having at least twice as many votes in favor of a motion as there were against the motion</p>	<p><b>Main Motion</b> One vote more than half of the votes cast by individuals legally entitled to vote</p>	<p><b>Recess</b> An intermission within a meeting. Minutes must reflect start and end time of recess.</p>	<p><b>Assembly</b> The members of an organization present at a meeting to transact business</p>
<p><b>Agenda</b> The order of business for a given meeting</p>	<p><b>Chair</b> The presiding officer</p>	<p><b>Chapter</b> The local segment of Collegiate DECA</p>	<p><b>Ex Officio</b> Latin term meaning "by virtue of office"</p>
<p><b>Standing Rules</b> Rules relating to details of administration rather than parliamentary procedure</p>	<p><b>Bylaws</b> A document containing the basic rules for governing an organization</p>	<p><b>Division of the House</b> A call for a vote to verify visually a voice vote; is NOT counted; may be demanded by any member</p>	<p><b>Rules of Order</b> Written rules of parliamentary procedure by which an organization conducts its business</p>
<p><b>Call to Order</b> A command by the presiding officer that the assembly be attentive</p>	<p><b>Gavel</b> Chairman's mallet used to call the meeting to order, to obtain attention and to adjourn</p>	<p><b>Order of the Day</b> A call to adhere to the agenda (a deviation from the agenda requires suspending the rules)</p>	<p><b>Delegate</b> A member selected/elected to represent the will of other members at a meeting or convention</p>
<p><b>Second</b> An indication by a second member, other than the person who made the motion, that he or she publicly agrees that the proposed motion should be considered</p>	<p><b>Incidental Motion</b> A motion that arises out of another motion that is or has just been pending and must be disposed of before the pending one is acted upon</p>	<p><b>Constitution</b> A document containing the most important rules of the organization and including the name, object, members, officers, meetings, and method of amending</p>	<p><b>Subsidiary Motion</b> A motion which is applied to another motion for the purpose of changing it, or appropriately disposing of it, temporarily or permanently</p>

## ***THE DECA CREED***

I believe in the future which I am planning for myself in the field of marketing and management, and in the opportunities which my vocation offers.

I believe in fulfilling the highest measure of service to my vocation, my fellow beings, my country and my God -- that by so doing, I will be rewarded with personal satisfaction and material wealth.

I believe in the democratic philosophies of private enterprise and competition, and in the freedoms of this nation -- that these philosophies allow for the fullest development of my individual abilities.

I believe that by doing my best to live according to these high principles, I will be of greater service both to myself and to mankind.