



# Leadership Handbook

**The mission of the Florida Nursery, Growers & Landscape Association is to promote and protect the interests of Florida's nursery and landscape industry.**



# Leader Handbook

An Industry Tool for  
FNGLA Board of Directors  
Chapter Officers  
Division Leaders  
& Association Members in  
Leadership Roles

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# History

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Until 1951, the Florida State Nurserymen had been a part of the Florida State Florist and Nurserymen Association. With the growing importance of Florida's nursery industry and with concerns beyond those shared by the Florist group, some nurserymen members believed a separate organization was needed.

A steering committee was formed in May of 1951 to study the possibilities, costs, ways, means and benefits to the industry that could result with a separate nurserymen's association.

On January 5, 1952 at the Haven Hotel in Winter Haven, a joint meeting of the Florida State Nurserymen and the Florida Chapter of the American Association of Nurserymen took place. Another committee was established to look into employing a full-time Executive Secretary.

The first official meeting of the Florida Nurserymen & Growers Association was held in Miami on May 25-27, 1952 and a plan of organization was adopted. Dave Stabler of Winter Haven Nursery agreed to be president.

On October 5-7, 1952, at the Haven Hotel in Winter Haven the newly organized FNGA held its first annual Trade Meet, eventually becoming known as the Florida Nursery and Allied Trades Show (FNATS).

In March 2004, the membership voted to change the organization's name to the Florida Nursery, Growers & Landscape Association.

The Florida Nursery, Growers & Landscape Association represents Florida's nursery & landscape industry, with an estimated \$21 billion in total industry output. As the nation's largest state nursery & landscape association, FNGLA representing plant nurseries, landscape firms, retail garden centers, horticultural suppliers and related businesses.

## **Mission Statement**

The mission of the Florida Nursery, Growers & Landscape Association is to promote and protect the future of Florida's nursery and landscape industry.

## **Vision Statement**

Ensuring the vitality and future of Florida's green industry and the environment with FNGLA as the recognized leader and trusted resource.

## **Value Statement**

The following core principles guide the governance and management of FNGLA:

Organizational Excellence  
Member-Focus  
Collaboration and Partnership

Leadership in Agriculture  
Continuous Improvement  
Environmental Stewardship



# How FNGLA Is Organized

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FNGLA is comprised of a 25-member Board of Directors: four statewide elected Officers; a Representative from each of FNGLA's 14 active Chapters; and, a Representative from each of FNGLA's seven Divisions.

The Board of Directors is the governing body of the Association. Generally speaking, standing committee decisions, statewide programs or projects which require funding, staff time or involve the use of FNGLA's name must be approved by the Board.

## 2021-2022 ELECTED STATE OFFICERS



**President** Sarah Spatola graduated with a Bachelor of Science degree in Marketing from the University of Central Florida. Spatola served as the 2018-2019 board representative for the FNGLA Allied Division and on the 2019-20 Budget Committee. She currently serves on the FNGLA Landscape Irrigation Committee. Spatola is a Class X alumna of the Wedgworth Leadership Institute for Agriculture and Natural Resources, which develops and refines the leadership capabilities of Florida agriculture and natural resource professionals.



**President-Elect** Eric Smith is a Florida native and graduate of the University of Florida College of Agriculture and Life Sciences. Eric's has 17 years of 'green' industry experience including in nursery production and sales, landscape/irrigation distributor sales, and chemical manufacturer sales. An avid outdoorsman who enjoys fishing, camping and hunting, Eric and his wife, Rachel, share two sons, Sterling and Saylor and reside in Tampa.



**Secretary-Treasurer** Phil Buck has been a very active member and leader in FNGLA's Royal Palm Chapter serving three years as its President. Currently, he is the Chapter's State Representative. Phil is an ISA Board Certified Master Arborist and an FNGLA Certified Horticulture Professional. As a Consulting Arborist, Phil sits on the Collier County Landscape Board, the City of Bonita Springs Tree Board and the Lee County Transportation Advisory Board for Landscape Review. Phil has also served two terms on the FNGLA Budget Committee. Phil enjoys playing a lot of tennis and any sport Clemson University plays!



**Immediate Past President** President Martin Hackney is currently in a regional sales position for Hackney Nursery. Growing up in a family of nurserymen, Martin is the son of George and Juliane Hackney. He stands to be FNGLA's very first, second-generation FNGLA state officer as his father, George, is one of FNGLA's Past Presidents. Martin has spent time in sales with Windmill Nursery and managed Windmill Landscape Supply. He has a BS in Marketing from Wingate University and was a member of the Kappa Alpha Order. Martin is a leader in FNGLA's Big Bend Chapter and was its representative to FNGLA's Board of Directors. He also served on Louisiana Nursery and Landscape Associate Board of Directors in 2014-2015. He served as President of Southeast Louisiana Nursery and Landscape Association (SELNA) 2013-2014 and was voted Young Professional of the Year in 2014 by Louisiana Nursery and Landscape Association.

# **FNGLA STATEWIDE OFFICERS' RESPONSIBILITIES**

## **PRESIDENT**

The President shall serve as Chairman of the Board of Directors. The President shall also serve as a member ex-officio, with right to vote, on all committees except the Nominating Committee. The President shall make all required appointments of standing and special committees with the approval of the Board of Directors. The President should consider industry segment, geography, individual talent and anticipated expenses when making committee appointments.

At the annual meeting of the Association and at such times as deemed proper, the President shall communicate to the members such matters and make such suggestions as may, in the President's opinion, tend to promote the welfare and increase the usefulness of the Association. The President shall perform such other duties as are necessarily incident to the Office of President or as may be prescribed by the Board of Directors.

## **PRESIDENT-ELECT**

**President-elect:** The President-elect shall perform the duties of the President in the event the President is unable to serve.

## **SECRETARY-TREASURER**

**Secretary-Treasurer:** The Secretary-Treasurer shall be in charge of the Association's funds and records. This includes advance approval of all checks issued by the Association. The Treasurer shall: collect all member dues and/or assessments; ensure proper accounting procedures are utilized for the handling of the Association's funds; and, be responsible for the keeping of the funds in such banks, trust companies and/or investments as are approved by the Board of Directors. The Secretary-Treasurer shall report on the financial condition of the Association at all meetings of the Board of Directors and at other times when called upon by the President.

At the end of each fiscal year, the Secretary-Treasurer shall be responsible for the preparation of an Annual Report. At the expiration of the term of office, the Secretary-Treasurer shall deliver to the successor Treasurer all books, monies, and other properties, or, in the absence of a successor, shall deliver such properties to the President. The Secretary-Treasurer shall be responsible for the proper and legal mailing of notices to members. The Secretary-Treasurer shall see to the proper recording of proceedings of meetings of the Association, Board of Directors and all committees; and, carry into execution all orders, votes and resolutions.

The Secretary-Treasurer shall see that accurate records are kept of all members and shall keep the seal of the Association. Duties of the Secretary-Treasurer, as may be specified by the Board of Directors, may be delegated to the Executive Vice President or a designated member of the Association staff.

The Secretary-Treasurer chairs the Budget and Finance Committee.

## **IMMEDIATE PAST PRESIDENT**

The Immediate Past President chairs the Nomination Committee and is the "master of ceremonies" at the FNGLA Past President Reception during FNGLA's Convention. The Immediate Past President also chairs the annual performance review of the Association's chief executive officer.

# BOARD RESPONSIBILITIES

The Board can protect itself, and govern the organization, by understanding what is required of it:

- 1. Determine the Organization's Mission and Purposes**  
A statement of mission and purposes should articulate the organization's goals, means, and primary constituents served. It is the Board of Directors' responsibility to create the mission statement and review it periodically for accuracy and validity. Each individual Board member should fully understand and support it.
- 2. Select the Chief Executive**  
Boards must reach consensus on the chief executive officer's job description and undertake a careful search process to find the most qualified individual for the position.
- 3. Support the Chief Executive**  
The Board should ensure the chief executive officer has the moral and professional support needed to further the goals of the organization.
- 4. Ensure Effective Organizational Planning**  
As stewards of an organization, boards must actively participate with the staff in an overall planning process and assist in implementing the plan's goals.
- 5. Ensure Adequate Resources**  
One of the Board's foremost responsibilities is to provide adequate resources for the organization to fulfill its mission. The Board should work in partnership with the chief executive officer and development staff, if any, to raise funds from the community.
- 6. Manage Resources Effectively**  
The Board, in order to remain accountable to its donors, the public, and to safeguard its tax-exempt status, must assist in developing the annual budget and ensuring proper financial controls are in place.
- 7. Determine, Monitor and Strengthen Programs And Services**  
The Board's role in this area is to determine which programs are the most consistent with an organization's mission and to monitor their effectiveness.
- 8. Enhance the Organization's Public Image**  
An organization's primary link to the community, including constituents, the public, and the media, is the Board. Clearly articulating the organization's mission, accomplishments, and goals to the public, as well as garnering support from important members of the industry, are important elements of a comprehensive public relations strategy.
- 9. Ensure Legal and Ethical Integrity and Maintain Accountability**  
The Board is ultimately responsible for ensuring adherence to legal standards and ethical norms. A clear delegation to the chief executive officer for hiring and managing employees will help ensure proper decorum in this area. The Board must establish pertinent policies and adhere to provisions of the organization's Bylaws and Articles of Incorporation.
- 10. Recruit and Orient New Board Members; Assess Board Performance**  
All boards have a responsibility to articulate and make known their needs in terms of

member experience, skills, and many other considerations that define a “balanced” board composition. Boards must also orient new board members to their responsibilities and the organization’s history, needs, and challenges. By evaluating its performance in fulfilling its responsibilities, the Board can recognize its achievement and reach consensus on which areas need to be improved.

# # #

From Ten Basic Responsibilities of Nonprofit Boards. Washington, DC: BoardSource, formerly the National Center for Nonprofit Boards, Adaptation.

## **ASSOCIATION INSURANCE COVERAGE**

### **General Liability Coverage**

This is typically the “core” coverage for a nonprofit. The most common occurrence covered by the policy is “slip and fall.” Depending on the extent of the general liability coverage purchased, commercial general liability insurance may provide coverage for a wide range of negligent acts, which result in bodily injury, personal injury, advertising injury or property damage to a third party. It does not cover damage to property under your control.

### **Directors and Officers Liability Coverage**

The key distinction with directors’ and officers’ liability is it is intended to cover wrongful acts which are “intentional” as opposed to “negligent.” This is because directors’ and officers’ insurance is designed to cover actions and decisions of the Board of Directors. These actions may be in error and wrong, but they are, nonetheless, “intentional” acts. Most other types of insurance do not cover “intentional” acts. Among the items a good directors’ and officers’ policy should include is broad coverage for all types of employment-related actions, including wrongful termination, harassment, discrimination, failure to hire, etc. It should also pay defense costs as they are incurred, not on a reimbursement basis.

### **Employee Dishonesty – Fidelity Bond**

This covers loss resulting directly from one or more fraudulent or dishonest acts committed by an employee whether acting alone or in collusion with others. Losses due to employee dishonesty are different from other losses making it difficult to determine the amount of insurance to carry. Loss of unrecorded assets could result from the following activities: theft from a cash register; pocketing money for which a receipt has not been given; padding of expense accounts; overcharging of fees for services; and, walking off with assets.

### **Liquor Liability Coverage**

Depending on the extent of the liquor liability coverage form, this insurance may apply to claims resulting from selling, serving, or furnishing alcoholic beverages. “Host liquor liability” coverage is provided in most commercial general liability coverage forms, and some nonprofits buy stand-alone liquor liability coverage when the argument can be made they are in the business of selling, serving, or furnishing alcoholic beverages. The need for liquor liability coverage is frequently misunderstood and an insurance broker can be of assistance to determine if the coverage is needed or not.

### **Meeting Cancellation Coverage**

Covers the loss of revenue or expenses due to a cancellation, curtailment, postponement or abandonment of an event due to civil disturbance, strike, weather or fire, for example. It may cover moving to an alternative premises, postponing or abandoning an event. Policy may cover the extra expense of the normal costs to conduct the event in order to continue the normal operations of the show or meeting.



# **ASSOCIATION ANTITRUST COMPLIANCE POLICIES & PROCEDURES**

It shall be the policy of the Association to be in strict compliance with all Federal and State Antitrust laws, rules and regulations.

Therefore:

These policies and procedures apply to all membership, board, committee and other meetings of the Association, and all meetings attended by representatives of the Association. Discussions of prices or price levels is prohibited. In addition, no discussion is permitted of any elements of a company's operations which might influence price such as:

- Cost of operations, supplies, labor or services;
- Allowance for discounts;
- Terms of sale including credit arrangements; and,
- Profit margins and mark ups, provided this limitation shall not extend to discussions of methods of operation, maintenance, and similar matters in which cost or efficiency is merely incidental.

It is a violation of Antitrust laws to agree not to compete, therefore, discussions of division of territories or customers or limitations on the nature of business carried on or products sold are not permitted.

Boycotts in any form are unlawful. Discussion relating to boycotts is prohibited, including discussions about blacklisting or unfavorable reports about particular companies including their financial situation.

It is the Association's policy that all meetings attended by representatives of the Association where discussion can border on an area of antitrust sensitivity, the Association's representative request that the discussion be stopped and ask that the request be made a part of the minutes of the meeting being attended. If others continue such discussion, the Association's representative should excuse himself from the meeting and request that the minutes show that he left the meeting at that point and why he left. Any such instances should be reported immediately to the President and staff of the Association.

It is the Association's policy that a copy of these Antitrust Compliance Policies and Procedures be given to each officer, director, committee member, official representative of member companies and Association employees annually and that the same be read or understood at all meetings of the membership of the Association.

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If you have questions please e-mail [info@nonprofitcenter.com](mailto:info@nonprofitcenter.com).  
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# FNGLA Division Leaders

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**Allied Division:** (Providers of products and supplies to growers, landscape professionals and retail)

**Board Representative:** Mike Agate , SiteOne Landscape Supplies, 904-449-0984, [magate@siteone.com](mailto:magate@siteone.com)

**Mission Statement:** The mission of FNGLA's Allied Division is to promote and represent the business

interests of the Allied members within Florida's environmental horticulture industry and enhance partnerships among its allied and horticultural segments by organizing industry fundraising events for the benefit of education and research

**Citrus Nursery Division:Board Representative:** Clay Pederson, Agromillora Florida, Inc., 863-494-4939,

[cpederson@agromillora.com](mailto:cpederson@agromillora.com) **Mission Statement:** The mission of FNGLA's Citrus Nursery Division is to promote and represent the business interests of the Citrus Nursery members within Florida's environmental horticulture industry.

**Floriculture Division:** (Producers of bedding plants, including annuals, perennials and flowering crops)

**Board Representitave:** Laura Corrigan, Brandon Balch Landscapes, 330-418-8479, [gardenparty67@gmail.com](mailto:gardenparty67@gmail.com)

**Mission Statement:** The mission of FNGLA's Floriculture Division is to promote and educate floriculture professionals and enhance the success of Florida's environmental horticulture industry.

**Foliage Division:** (Producers of foliage, tropicals and other indoor plants)

**Board Representative:** Victor Gonzalez, Kekkliva BVB-USA, 321-277-7162, [vicgonjr@gmail.com](mailto:vicgonjr@gmail.com)

**Mission Statement:** The mission of the FNGLA Foliage Division is to represent the foliage growers and to promote the best Florida foliage varieties through education to consumers and the trade.

**Garden Center Division:** (Representing the retail segment of the industry)

**Board Representative: Vacant**

**Mission Statement:** The mission of FNGLA's Garden Center Division is to focus on giving garden centers tools to succeed.

**Landscape Division:** (Representing maintenance, architects, designers and contractors)

**Board Representative:** Phillip Hisey, On Top of the World Communities, Inc, 352-307-7360, [phillip\\_hisey@colenbuilt.net](mailto:phillip_hisey@colenbuilt.net)

**Mission Statement:** The mission of FNGLA's Landscape Division is to promote, market, and educate the landscape industry to the highest levels of professionalism.

**Woody Division:** (Representing the growers of woody ornamental plants and trees)

**Board Representative:** Joe Shook, Joe's Nursery, Inc., [joe@joesnurseryinc.com](mailto:joe@joesnurseryinc.com)

**Mission Statement:** to promote and represent the business interests of those growing and using woody plant materials and enhance the industry through education and research in cooperation with FNGLA's other divisions.

# FNGLA Standing Committees

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**Certification Committee:** Oversees all FNGLA's certification programs - **Staff Liasons:** Merry Mott, [mmott@fn gla.org](mailto:mmott@fn gla.org) and Gary Weitemann, [gweitemann@fn gla.org](mailto:gweitemann@fn gla.org)

**FNGLA Apprenticeship Committee:** Oversees FNGLA's Apprenticeship program - **Chair:** Brandon Whaley, Mainscape, [bwhaley@mainscape.com](mailto:bwhaley@mainscape.com), **Staff Liasons:** Merry Mott, [mmott@fn gla.org](mailto:mmott@fn gla.org) and Gary Weitemann, [gweitemann@fn gla.org](mailto:gweitemann@fn gla.org)

**Tradeshow Committees:** **TPIE Chair:** Marcella Lucio-Chinchilla, Silver Vase, [mlucio@silvervase.com](mailto:mlucio@silvervase.com)  
**The Landscape Show Chair:** JB Toorish, Arborjet, Inc., [jbtoorish@arborjet.com](mailto:jbtoorish@arborjet.com), **Staff:** Linda Adams, Sabrina Haines, and Billy Deal

**FNGLA Political Action Committee:** FNG LAPAC evaluates candidates for their positions on industry issues and provides campaign contributions to Florida House and Senate races. **Chair:** Paul Polomsky, 239-287-1643, [treesource@aol.com](mailto:treesource@aol.com) **Staff:** Ben Bolusky

**Marketing/Membership Committee:** **Chair:** Melissa Hunt, FDACS/Fresh From Florida, , 850-841-0086, [Melissa.Hunt@FDACS.gov](mailto:Melissa.Hunt@FDACS.gov) **Staff:** Kate Clary, [kclary@fn gla.org](mailto:kclary@fn gla.org) and Sandra Pellerin, [spellerin@fn gla.org](mailto:spellerin@fn gla.org)

**National Horticulture Foundation:** The primary objective is to fund research projects and provide scholarships **President:** George Hackney, Hackney Nursery Co., [george@hackneynursery.com](mailto:george@hackneynursery.com) Ph: 850-442-6115 **Staff:** Linda Reindl

**Knowledge College:** Develops workshops at the Landscape Show **Chair:** Tom Yeager, Ph.D., [tyeager@mail.ifas.ufl.edu](mailto:tyeager@mail.ifas.ufl.edu) **Staff:** Linda Reindl

**FNGLA Landscape Irrigation Committee:** Uses advocacy, education and public relations for Florida's industry to maximize landscape irrigation efficiencies and achieve water savings. **Chair:** Phillip Hisey, On Top of the World Communities, Inc., **Staff:** Ben Bolusky, Merry Mott.

**FNGLA/FDOT Liaison Committee:** Assists the Florida Department of Transportation to improve its highway landscaping policies and contractual procedures; and, seeks ways to broaden access for more nursery growers, landscape installation and maintenance contractors to participate in FDOT projects. **Staff:** Ben Bolusky

## DIVISION LEADER GUIDELINES

### How are Division Leaders chosen?

**Nomination:** Each Division Leadership submits a list of industry professionals for nomination to that Division. Anyone interested in serving as a Division Leader should contact the Division chairperson or the FNGLA. **Staff:** Ben Bolusky

## STANDING COMMITTEE MEMBER GUIDELINES

**Appointment:** Appointed by the FNGLA President with approval of the Board of Directors

### What is required of a Division Leader or Standing Committee member?

**Membership:** To be a committee member, one must be a FNGLA member. One may be Active, Affiliate, Associate, Supportive or Student members.

**Attendance:** Committee members must attend at least two meetings a year. Committees can hold as many as four meetings per year.

**Representation:** Committee members guide FNGLA's programs and may be called to represent that committee at meetings, events, etc.

### Terms of service:

**Length of Term:** Members typically serve at least one three-year term.

**Number of Terms:** Members can serve a maximum of two consecutive three-year terms.

**Partial Terms:** If a member is elected to fill the remaining years of an unfulfilled term, such member may complete that term and be eligible for election to two three-year terms.

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## COMMITTEE CHAIR RESPONSIBILITIES

- Develop action plans with staff allowing the committee to effectively and efficiently discharge its responsibilities
- Develop agendas with staff and conduct committee meetings
- Approve draft reports/minutes of committee meetings
- Coordinate with staff to ensure the committee's work is carried out between meetings
- Report to committee on Board of Directors' decisions affecting the committee's work or activities
- Approve reports on committee activities, including requests to the Board of Directors for action

## COMMITTEE MEMBER RESPONSIBILITIES

- Be prepared to discuss relevant issues, programs and projects
- Regularly attend committee meetings
- Carry out assignments as directed by the chair
- Work as part of a team to provide beneficial member services and activities
- Represent the committee in meetings with other Association groups

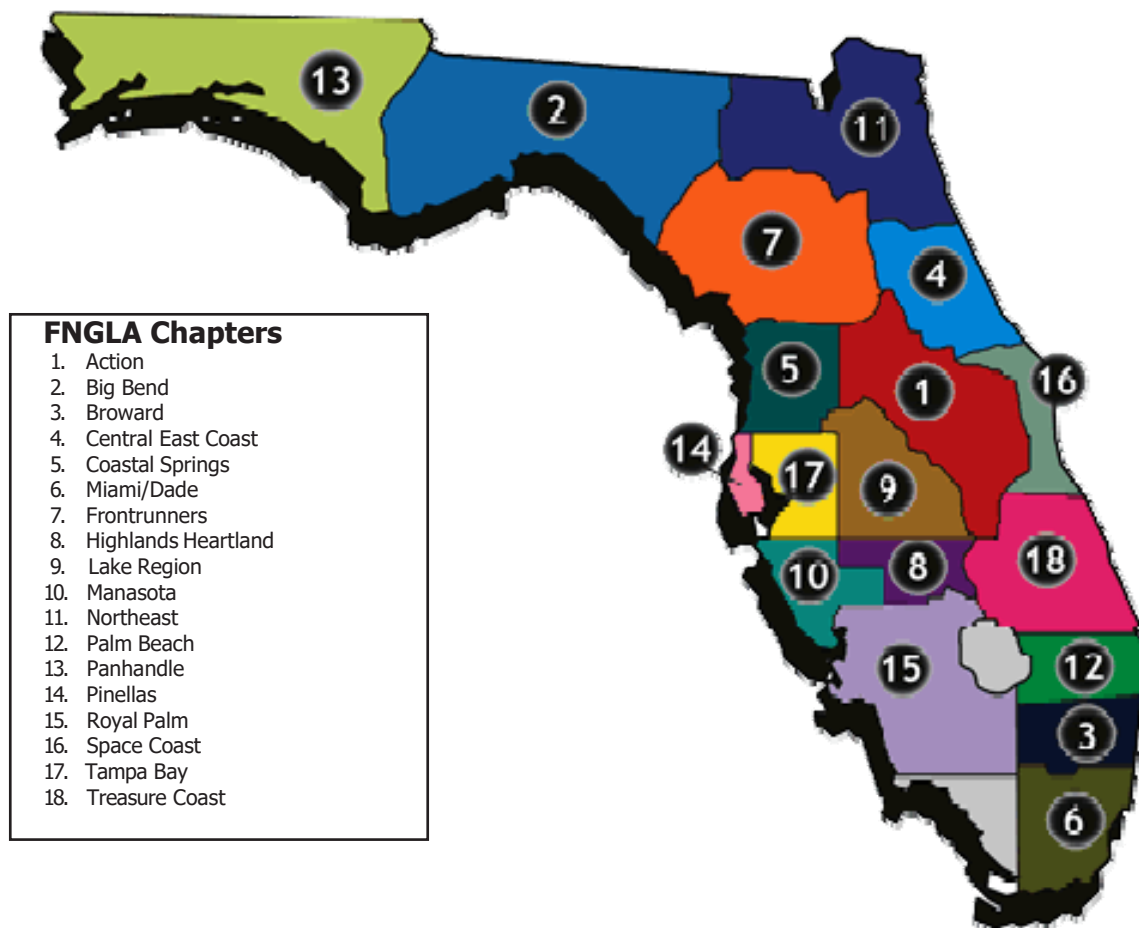
# FNGLA Chapters

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## CHAPTER ORGANIZATION

FNGLA Chapters are established geographically and are represented on FNGLA's Board of Directors. FNGLA Chapter Presidents are elected by their respective Chapter members to preside over Chapter meetings.

A Chapter must maintain a minimum of fifteen (15) Active and Affiliate members to continue active status and representation on the Board of Directors. The Chapter may elect officers, establish Bylaws, hold meetings and conduct activities, yet at no time shall any of the aforementioned conflict with the existing FNGLA Articles of Incorporation, Bylaws, policies or activities, without specific approval by FNGLA's Board of Directors.





# Electing Chapter Representatives & Designated Alternates to the state FNGLA Board of Directors

Each active Chapter is entitled to elect a Chapter Representative and a Designated Alternate for joint two-year terms on FNGLA's Board of Directors. They must be Active or Affiliate members. The Chapter Representative is the voting member on FNGLA's Board of Directors. The Chapter Representative may or may not be the Chapter President, since most Chapter Presidents are elected for one-year terms.

The Designated Alternate serves as that Chapter's voting member on FNGLA's Board of Directors only when the Chapter Representative cannot attend. According to FNGLA's Bylaws, any Chapter Representative who is absent from two regular Board of Directors meetings during the year without reasonable notification to the President or Chief Executive Vice President automatically vacates the seat. The Designated Alternate fills any Chapter Representative's vacancy or unexpired term if and when such occurs.

Elections in Odd Calendar Years	Elections in Even Calendar Years
<b>Chapters</b>	
Action Chapter	Big Bend Chapter
Central East Coast Chapter	Broward Chapter
Frontrunners Chapter	Coastal Springs Chapter
Highlands Heartland Chapter	Miami-Dade Chapter
Lake Region Chapter	Northeast Chapter
Manasota Chapter	Palm Beach Chapter
Tampa Bay Chapter	Pinellas Chapter
Treasure Coast Chapter	Royal Palm Chapter
<b>Divisions</b>	
Allied	Citrus Nursery
Floriculture	Foliage
Garden Center	Landscape
Woody	

The Chapters and Divisions noted in the above left column conduct their respective elections for Representative and Designated Alternate in odd-numbered calendar years, while the Chapters and Divisions noted in the above right column conduct elections in even-numbered years.

The nominating committee for each local Chapter's officers makes nominations for Chapter Representative and Designated Alternate to FNGLA's Board of Directors. Chapters must notify the FNGLA office of their elected Chapter Representative and Designated Alternate to FNGLA's Board of Directors, no later than June 25 of their respective election year.

## **FNGLA CHAPTER PRESIDENT**

One of the first things the Chapter president should do is analyze the Chapter's status, strengths and weaknesses. This will help to determine the coming year's goals. These goals should be attainable, yet spur growth and commitment by the Chapter's members.

### **Being a Leader**

- Responsible for holding a Chapter together
- Ensure the Chapter is happy
- Handle disputes: Disputes are inevitable, minor differences to differences in ideology will occur. As Chapter president, the goal is to help members look at their disputes constructively, ensuring the Chapter remains focused on the welfare of the Association's goals
- Be able to stand back and look at things objectively
- Ensure there is a full team effort
- Each team leader needs to make individuals think they are working with the best people, to feel proud to be a part of the team
- Get members into this group morale and they will work harder and achieve more

### **Typical Goals:**

- Build/Maintain Chapter membership: New blood is often the difference between success and failure in volunteer groups.
- Improve Programs: Give members a reason to attend meetings and become active.
- Involve Everyone: Attendance and participation by every member is a key to overall success. Get them involved by assigning duties and responsibilities. Everyone wants to be involved in a successful effort.
- Promote Local Members/Chapter: Community publicity and public relations will make your Chapter stand out and create pride among the Chapter's members. Plant fairs, blood drives and Earth Day participation are only a few. Step out of the ordinary!
- Attend to Local Challenges: Most of us learn as we go: Don't be afraid to tackle a local industry issue because it's one place everyone needs to become more active. FNGLA staff can usually provide assistance. Give us a call!
- Attend to Statewide Issues: Always be cognizant of the issues affecting the industry state or nation-wide. Chapters are a vital link in our network of member businesses which share similar opportunities and challenges on a statewide basis. Address how your Chapter can help resolve industry issues.
- Use Resources: Don't be afraid to tap into the resources available in your fellow Chapter officers, directors, members and FNGLA.
- Listen to the concerns of your members and your board. Always respond in a constructive, professional and prompt manner.

### **President's Duties**

- Preside over all Chapter meetings
- Become familiar with FNGLA and Chapter bylaws
- Schedule board meetings

- Appoint members to Chapter committees and serve as ex-officio member on each (Ex-officio allows President to make motions and vote at any committee meeting)
- Encourage good committee reports and allow sufficient time for preparation
- Make certain all Chapter officers and committees function
- Submit annual report of Chapter progress to members at the end of your term and provide advice to the incoming President
- Ensure each Chapter meeting is interesting, informative and beneficial to your members. Time is money!
- Represent your Chapter at FNGLA functions such as the Annual Convention
- Represent your Chapter at local civic and community affairs and speak on behalf of your Chapter when authorized by your board.

### **President May Appoint:**

#### Parliamentarian:

- Advise presiding officer on matters of procedure at Chapter board or regular meetings.
- Arrange for proper conduct of elections according to Chapter bylaws.
- Assist all members' understanding of parliamentary procedures.

#### Audit Committee:

- Review Treasurer's annual report.
- Prepare report for Board of Directors.

#### Sergeant-At-Arms:

- Welcome members, visitors and guests at door.
- Introduce visitors and guests to members.
- Make new members feel they are part of the group.
- Carry out special assignments from the president.
- Remain seated near the door to welcome late arrivals, prevent interruptions, and take phone calls.
- Take custody of Chapter property and ensure the gavel, lectern, etc. are in place at the start of the meeting.
- Sell tickets, collect for meals, etc. as requested.

#### Telephone Hotline Committee:

- Phone to remind members of meetings and verify attendance.
- Inform in case of emergencies via the Chapter's telephone or email networks.

## **FNGLA CHAPTER VICE PRESIDENT**

### **Vice President's Duties:**

- Preside over meetings in the absence of the president and keep informed of all Chapter functions in case you must preside over meetings on short notice.
- Serve as Membership Chair, securing new members and welcoming them.
- Contact members to spur Chapter meeting attendance.
- Work closely with all Chapter committees to help accomplish their goals.

- Present plans to continually improve the Chapter.
- Act as Program Chairman unless the president appoints such a chairperson.
- Listen to the concerns of your members and your board. Always respond in a constructive, professional and prompt manner.

## **FNGLA CHAPTER SECRETARY**

### **Secretary's Duties**

- Keep all Chapter records up to date
- Maintain copies of all chapter letters-correspondence for the records
- Maintain mailing list containing FNGLA officers, other Chapters, trade magazines, media list, Extension Service personnel, etc.
- Send notices of Chapter meetings to members at least one week in advance of meeting date.
- Notify each Director of each Chapter board meeting.
- Draft and send minutes of Chapter board meetings to board members and officers as soon as possible.
- Send meeting notices to local media outlets which cover your Chapter area. Be aware of publishing deadlines (e.g. newspapers generally need calendar items two weeks in advance)
- Prepare meeting summaries and send to FNGLA office so Chapter functions can be publicized in FNGLA's Greenline.
- Listen to the concerns of your members and your board. Always respond in a constructive, professional and prompt manner.

## **FNGLA CHAPTER TREASURER**

### **Treasurer's Duties:**

- Maintain and have custody of Chapter funds and disburse such as authorized.
- Upon assuming office, forward new signature cards to banks where Chapter has accounts. New signature cards also must be filed for saving accounts.
- Present financial reports at Chapter board and membership meetings.
- At term's end, have books audited by a committee or designated person and prepare a written financial statement for the permanent records.
- At term's end, transfer all documents to successor and confer regarding duties and activities
- Ensure Chapter annual tax filings are made in a timely manner.

## **ALL CHAPTER OFFICERS**

### **How to get members to volunteer to serve in leadership positions**

Members get involved for two reasons: One, they are looking for recognition; and, two, they get satisfaction out of helping the industry.

- Observe new members to see what their strengths and interests are.
- Ask them to serve in Chapter roles (greeter, program organizers, cheerleaders)
- Volunteers need to understand what is expected of them. Be good stewards of volunteers' time.
- Volunteers need to be recognized for the jobs they do. One of the main reasons for volunteering is the sense of satisfaction received when helping their association or industry.

# Chapter Liability & Financial Information

## **FNGLA CHAPTER INSURANCE**

Each FNGLA Chapter in the State of Florida is provided general liability protection through FNGLA's liability policy. FNGLA pays an additional insurance premium fee for the inclusion of each Chapter.

FNGLA's general liability policy is intended to provide protection strictly for FNGLA Chapter activities such as the monthly Chapter meetings and small Chapter events.

However, the following are **not** covered under FNGLA's general liability policy. Each Chapter should contact our insurance counselors well in advance of the following events or conditions in order for a Chapter to obtain the necessary insurance:

- 1) Sports or athletic contests or exhibitions sponsored or conducted by person(s) or Chapter(s)
- 2) Any fireworks display or musical concert conducted or sponsored in whole or in part.
- 3) The ownership, operation, maintenance, use or entrustment to others of any aircraft (balloons), automobiles, mechanically operated amusement devices, or watercraft
- 4) Any activity sponsored by Chapter(s) other than meetings of members and guests, to which the public is admitted for an admission charge.
- 5) Any shooting sports events or events on or in water.

These are only representations of general exclusions. FNGLA's general liability policy should be consulted for specific coverages and exclusions. If there are any questions regarding your chapter events, please contact:

**John DeStefano**, Brown & Brown of Florida, Inc.  
2290 Lake Lucien Dr., Suite #400  
Maitland, FL 32751-7234  
407-660-8282 or 800-393-3600.  
jdestefano@bborlando.com

Any events not covered under FNGLA's policies, a Chapter must purchase additional insurance. All requests for certificates of insurance should be directed to:

**Kristen Missler or Liz Hotopp**, Brown & Brown at 321-214-2366 or kmissler@bborlando.com, or lhotopp@bborlando.com.

### **Chapter Directors' and Officers' Liability Insurance**

Despite laws in most states limiting the liability of not-for-profit directors and officers, associations are not immune from lawsuits. As a result, FNGLA provides an expansion of its Directors' and Officers' Liability Insurance to cover FNGLA Chapter officers and directors. This insurance covers Chapter directors and officers for negligent acts or omissions in the performance of their duties and for misleading statements which may result in lawsuits. These negligent acts and omissions relate to the legal Fiduciary Duties - the duty of care, the duty of loyalty and the duty of obedience - which each Chapter director and officer has.

For additional information about this policy and what it covers, contact Liz Hotopp with Brown & Brown Insurance at 407-660-8282, lhotopp@bborlando.com.



## FLORIDA STATE SALES TAX

FNGLA is a not-for-profit 501(C) (6) organization and is not exempt from paying sales tax. This means FNGLA Chapters must also pay sales tax on all applicable sales.

If your Chapter is purchasing items for resale, you need your own sales tax exemption number. For example, your Chapter orders plant books which it resells. You do not pay sales tax when the books are purchased, but you do collect sales tax when the books are sold. The tax is remitted to the State of Florida.

To get a sales tax number, contact your local Florida Department of Revenue office for the appropriate form.

A couple of Chapters have trade shows where booths are sold. If the Chapter pays sales tax on the facility it is leasing, no further sales tax collection is necessary. If, however, sales tax is not paid on the leasing of the facility, exhibitors must pay sales tax on the leasing of their booths.

Sales tax must be collected on admission tickets to a trade show. Sales tax is not paid on seminars or educational activities. This includes regular Chapter meetings.

At plant auctions where the buyers are wholesalers and the purchasers are going to resell the plants, no sales tax needs to be collected. You must have the buyer's sales tax number on file. If the buyers are the public, sales tax must be collected.

Any profits from Chapter fundraisers such as golf tournaments, fishing tournaments, casino nights, etc. are exempt from sales tax.

Barbecues, fish fries and similar dinners are taxable.

## IRS FORMS AND FEDERAL TAXES

In most instances, FNGLA or its Chapters are not liable for federal income taxes. However, certain reports must be filed under certain conditions. **As a service to its Chapters, FNGLA pays its Certified Public Accountant to file your Chapter's annual tax forms provided the necessary financial information is submitted to the CPA.**

If a Chapter has gross annual revenue of more than \$50,000, it must file a 990 Form with the IRS no later than the 15<sup>th</sup> of the 5<sup>th</sup> month after the Chapter's accounting period ends. This would be November 15 for the year ending the preceding June 30. Send a copy of this report to the FNGLA office so it can be maintained in a permanent file.

If a Chapter has gross annual revenue of more than \$1,000 of unrelated income (advertising, for example), a Form 990T must be filed and tax is due on any net income you derive.

Whether or not a Chapter has any income, all Chapters must file a 990N Form on an annual basis. The 990N is filed electronically by accessing the IRS at <http://epostcard.form990.org>.

If a Chapter pays an individual (who is not an employee of the Chapter) more than \$600 annually for services, such as a speaker or a one-time laborer, a 1099 Form must be mailed to each such person no later than February 1 and the related 1096 Form must be filed with the IRS by March 1.

If a Chapter employs a full-time or part-time individual, the Chapter is responsible for all federal payroll taxes, including Social Security taxes and filing the appropriate reports. Unemployment taxes must also be paid and, in some cases, worker's compensation insurance will be required.

Each Chapter has a federal employer identification (FEI) number by the IRS. It is different than FNGLA's FEI number.

## CHAPTER BANKING AND FINANCIAL MANAGEMENT

Every Chapter should have a local checking account. The bank will require the FEI number and a copy of your meeting minutes when your Chapter officers were elected.

You should have at least two (2) people on the signature card: the Treasurer and another Chapter officer. It is suggested the Treasurer set up a specific date each month (the 1<sup>st</sup>, 15<sup>th</sup>, the 25<sup>th</sup>) when Chapter invoices are paid. If the Chapter is very active, invoices may be paid twice a month.

The Treasurer should have a financial report prepared for each Chapter board meeting listing all expenditures and income since the last Chapter meeting. Bank statements should be reconciled monthly as soon as they are received.

A permanent file of financial records should be maintained and passed on to each new Treasurer. Don't forget to keep bank signature cards current. Some Chapters have Treasurers serve for two years for added stability.

The intent of the Chapter should be to generate financial resources to fund industry or community projects and maintain an operating reserve fund. The general rule of thumb for a reserve fund is one year's operating costs.

Cash reserves in extraordinary amounts by not-for-profit associations can be questioned by the IRS. This should be avoided by Chapters unless the sums can be justified as endowment funds, research funds, operating reserves, etc.

When building reserve funds, monies should be moved into interest-bearing accounts, such as money market accounts or certificates of deposit. Make sure these accounts are government-guaranteed. Decisions made with Chapter funds should be handled in a conservative manner.

**For financial management or IRS requirements related to your Chapter, contact:**

Froment John Gonzalez, CPA  
Ferlita, Walsh, Gonzalez & Rodriguez, P.C.  
813-877-9609  
fgonzalez@fwgcpas.com

IRS Forms are available on-line at: [www.irs.gov](http://www.irs.gov)

### Preparation of Chapter Tax Returns

All FNGLA Chapters are required to file an annual tax form 990N. Additional forms may need to be filed based on revenue levels generated by the Chapter. To help ensure such legal obligations are fulfilled and Chapter leaders are assisted in doing so, FNGLA has arranged for FNGLA's CPA firm to file these forms on behalf of each Chapters. FNGLA covers the CPA's cost for this service. Froment John Gonzalez with Ferlita, Walsh, Gonzalez & Rodriguez, P.A., will contact each Chapter President and Treasurer with instructions for the information needed to meet the IRS filing deadlines.

## POLITICAL ADVOCACY

### FNGLA's Legislative Action Center

For more information on helping to build FNGLA's grassroots network, as well as finding contact information for key political leaders, go to FNGLA's Legislative Action Center at [www.fngla.org](http://www.fngla.org). You can locate this area by going into the Member-only section and clicking on Legislative Action Center. Remember each FNGLA member is assigned a member number at the time of joining or renewing FNGLA membership.

The FNGLA Political Action Committee is FNGLA's political action arm. It is among the Florida nursery and landscape industry's most important advocacy tools. FNGLA-PAC enables politically active FNGLA members to pool their voluntary financial contributions and strengthen FNGLA's voice in Tallahassee.

FNGLA constantly monitors developments in the Florida Legislature and state regulatory agencies whose actions affect you, your business and your bottom-line.

### CONSULTING: EMPLOYMENT LAW, IMMIGRATION ISSUES AND CORONAVIRUS

A free "hotline" for employment law and HR information such as wage and hour, OSHA, I-9 issues and Workers' Compensation retaliation claims.

FNGLA has also established a new Coronavirus Employment Law hotline exclusively for FNGLA members! It's up and running to help you navigate through some of the unfamiliar challenges presented by the recent coronavirus-related employment laws and regulations.

The law firm of Ogletree Deakins will answer simple questions at no cost and, should research be required, will honor a special FNGLA member rate. Contact Peter Zinobar at 813-610-3294 or email [pete.zinobar@Ogletree.com](mailto:pete.zinobar@Ogletree.com) for assistance. Members will be asked to sign a very short disclaimer form. And, a new hotline has been added for Immigration issues: 888-605-3077.

#### **Ogletree Deakins**

**Contact: Peter W. Zinobar**

Phone:

Employment Law: 813-221-7234

Immigration Issues: 888-605-3077

Email: [pete.zinobar@Ogletree.com](mailto:pete.zinobar@Ogletree.com)

FNGLA members will be asked to sign a very short disclaimer form.

# FNGLA Marketing

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## ASSOCIATION MARKETING

FNGLA takes its marketing and public relations very seriously and is involved in an array of programs bringing positive exposure and benefit to our industry.

### Partnership with the Florida Department of Agriculture & Consumer Services (FDACS & the Fresh From Florida

**Campaign** FNGLA's Florida-based grower, garden center retailer & landscape member firms are enrolled by FNGLA in the Fresh From Florida campaign promoting Florida's plants throughout Florida and the Southeast. You have access to Fresh From Florida's member benefits. See more details on the program at:

<https://www.fdacs.gov/Agriculture-Industry/Fresh-From-Florida-Industry-Membership>. FNGLA & Fresh From Florida also collaborate on: (1) targeting out-of-state consumer print and digital ADVERTISING promoting Florida plants: (2) a nationwide independent garden center outreach promotion, and (3) extending the Home Depot Pilot Program to all of its Florida stores.



### Economic Impact Study

Very little is more effective than just cold, hard facts. This is why FNGLA's Board of Directors is committed to funding Economic Impact Studies every five years to analyze economic data and trends of Florida's nursery and landscape industry.

## CONSUMER MARKETING

### Building Relations with the Nation's Garden Writers

FNGLA has built a strong relationship with the GardenComm (formerly Garden Writers of America), and many of their key members. FNGLA participates in GWA's annual symposium and provides garden writers and communicators with details, photos and grower contacts for many of Florida's unique plants. Garden writers have more direct contact with the nation's gardening consumers than any other group.

### Florida Gardening Website

FNGLA promotes [www.floridagardening.org](http://www.floridagardening.org) as a resource for consumer gardening information. Through this site, FNGLA portals Florida's consumers to gardening information, resources, inspirational images and, perhaps most significantly, garden centers and residential landscape firms.

### Social Media

Pinterest and Facebook are social media outlets FNGLA utilizes to reach gardening consumers. On Pinterest, look for "Florida Gardening" and on Facebook "Florida Gardeners on Facebook."



# FNGLA Communications

## GREENLINE

FNGLA's membership e-newsletter *Greenline* reaches FNGLA members and thousands of other industry professionals during the first week of each month. Delivered via email, *Greenline* covers FNGLA happenings and programs in-depth and offers a quick-reference calendar of events.

## CERTIFICATION NEWS

FNGLA's monthly e-newsletter for industry professionals to keep up on FNGLA certification news, exam dates and CEU opportunities.

## PRESS RELEASES & MEMBER ALERTS

Press Releases and Member Alerts are issued when needed to keep members, industry media, and targeted industry segments up-to-date on news and issues impacting the nursery/landscape industry.

## FNGLA WEBSITE

The ultimate and virtual member resource! FNGLA maintains a website [www.fn gla.org](http://www.fn gla.org) full of information, FNGLA's shows and conferences, professional certifications, research, news, programs. The website also offers a host of other essential tools such as the Legislative Action Center and Member Alerts/Updates. FNGLA's website is a key online place to turn for industry news coverage and catch up on the latest FNGLA happenings.

## SOCIAL MEDIA

FNGLA actively engages in Facebook, Twitter, Instagram and LinkedIn to promote FNGLA events, Industry News and member happenings.

## FNGLA JOB BOARD

FNGLA's Job Board offers a means for members to post industry-specific jobs. It is located on FNGLA's website under: <https://fn gla.boxwoodgo.com/jobs>

## ADDITIONAL RESOURCES

FNGLA brochures are very useful resources to share with prospective members. They are substantive examples of FNGLA's efforts in support of its vision to be the recognized leader of Florida's nursery & landscape industry. FNGLA has a variety of items available for your use: Think Green, Live Green brochures; Florida Gardening "Daisy" promotion; Economic Impact Summary Reports; the Benefits of Plants promotional piece; Fact or Fiction About Trees; and, Are You Hiring the Best Landscape Professional. For copies of these brochures, contact the FNGLA office, 800-375-3642.

# FNGLA Chapter Communications

## Text Alerts

Have an upcoming chapter event? FNGLA's Kate Clary can send text alerts to chapter members across the state. Simply email or call Kate at: [kclary@fn gla.org](mailto:kclary@fn gla.org) or 800-375-3642.

## Social Media

Each of FNGLA's Chapter's have a dedicated Facebook page, and in some cases, other social media pages. Please contact FNGLA's Kate Clary if you would like to assign privileges to a chapter member. [kclary@fn gla.org](mailto:kclary@fn gla.org) or 800-375-3642.



# Tradeshows

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## **Tropical Plant International Expo (TPIE):**

800 booths attract an international audience to Tampa in January for the nation's premier tropical and plant show. With 200,000 sq. ft. of living and vibrant plants, TPIE is a virtual indoor garden of show-stopper displays. It offers commercial buyers the widest array of resources for indoor foliage and tropical plants in the country, appealing to all types of foliage, plant & cut flower buyers, such as garden centers, supermarkets, chain retailers, wholesale and retail florists, interiorscape companies, rewholesalers, buying cooperatives, plant brokers, landscape firms, public gardens and more.

**Upcoming TPIE Show Dates:  
January 19-21, 2022**



## **The Landscape Show:**

This show's exhibit area also uses 200,000 sq. ft. of space in Orlando each September to showcase 400 industry companies and 800 booths. The Landscape Show is widely recognized as one of the premier nursery and landscape trade shows in the country. Since the 1950's, The Landscape Show has a long history of bringing thousands of nursery and landscape industry professionals together.

Horticulture product lines vary from trees, plants, shrubs, liners, annuals, perennials, foliage and more. Hard good supplies include soils, mulches, equipment, nursery and greenhouse supplies, pavers, stones, statuary and much more. Buyers attending the show include landscape contractors, landscape maintenance professionals, landscape architects and designers, resort developers, golf course superintendents, garden center and retail professionals, plant brokers and government agency officials.

**Upcoming The Landscape Show Dates:  
August 25-27, 2021**

**FNGLA's trade shows are not only important marketplaces for FNGLA members and Florida's nursery and landscape industry, they are also significant revenue sources for FNGLA, providing about 60% of the Association's revenue. These funds support many of the programs and services FNGLA creates and delivers for members and the industry-at-large.**

# Educational Programs

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## **TPIE Road Show**

TPIE is known for delivering strong and well-attended tours. FNGLA's TPIE Road Show Series has educational components as part of its renowned tours.

**Audience:** Interiorscape professionals, independent garden centers and off-shore landscape professionals.

## **Knowledge College Workshops at The Landscape Show**

FNGLA's Knowledge College committee develops and delivers targeted educational workshops during The Landscape Show. Each workshop is no longer than three hours and is offered either in the morning and/or afternoon.

**Audience:** Landscape designers/architects, landscape professionals, growers and independent garden centers.

## **Florida Flower Trials**

Florida Flower Trials are hosted at Walt Disney World's Nursery | Harry P. Leu Gardens | UF-IFAS Orange County Extension. All three locations showcase the newest flowering plant releases and the greatest innovations in the floriculture industry for Florida landscapes.

Held in conjunction with the Epcot® International Flower & Garden Festival, this conference is a blend of educational sessions from top-notch speakers and classroom instruction with glimpses into how leading breeders' new varieties perform in Florida's tough growing conditions. Breeder representatives interact with attendees and provide individualized information on their plants & products. Attendees also have the opportunity to tour the Epcot® International Flower and Garden Festival on their own and absorb all of the magic created by Disney's Horticulture team throughout the festival.

**Audience:** Landscape designers/architects, landscape professionals, floriculture growers and independent garden centers.

## **Education On the Go**

A series of one-day educational programs tailored to specific segments of the industry. These programs are held in the North, Central and South regions of Florida.



## **Professional Certification Programs**

### **FNGLA CERTIFICATION**

FNGLA's professional industry certification provides Florida's nursery and landscape industry the opportunity to earn a professional designation to distinguish themselves. With the first certification program taking root in 1984, FNGLA's certifications are a true mark of distinction. Certification is a set of standards developed, maintained and administered by industry linked directly to actual job requirements. These standards establish a minimum level of competency for professional industry members and focus on best management practices.

### **FCHP**

FNGLA's Certified Horticulture Professional is the industry's only standard for measuring horticulture knowledge on everything from plant and pest identification to landscape management. FCHP promotes professionalism among nursery, greenhouse, retail garden center and landscape employees. FCHP serves as the core of FNGLA's advanced landscape certifications for contractors and designers. It is a written exam that covers the horticulture industry from plant propagation and growth through plant selection, planting and maintenance. FCHP is open to current professionals in Florida's nursery and landscape industry as well as those studying to enter the industry.

### **FCLT**

FNGLA's Certified Landscape Technician is designed to measure the skills of practicing landscape installation technicians. This program serves as a means to train employees, recognize their achievement and raise the standards of working technicians within Florida's landscape contracting industry. FCLT, designed for the true technician, is a hands-on approach to certification. This exam requires the applicant to demonstrate skills in areas of landscape installation including tree planting and staking, equipment operation and irrigation repair.

### **FCLMT**

FNGLA's Certified Landscape Maintenance Technician is designed for Florida's landscape maintenance professionals.

Best management practices and Florida-Friendly Landscaping™ principles are at the core of the exam. FCLMT is modeled after the FCLT exam as a hands-on, practical exam with limited written exams. Applicants must demonstrate skills in equipment, fertilization, irrigation, pruning and more.

### **FCLC**

FNGLA's Certified Landscape Contractor is designed for owners, managers, supervisors and foremen of landscape contracting and design/build firms as well as government agencies. This written exam requires applicants to complete both the FCHP and FCLT certifications, and covers accounting, estimating, construction documents and landscape law. Three years' experience is required.

### **FCLD**

FNGLA's Certified Landscape Designer offers a professional designation for practicing landscape designers. This certification program requires applicants to first complete the FCHP certification. FCLD written exams include design principles, plant selection, site design and landscape law. Applicants must also submit a plan they have drawn which has been installed. Two years' experience is required.

### **FCLIST**

FNGLA's newest certification is its Certified Landscape Irrigation Service Technician. This program combines written and field exams to measure the skills and knowledge of irrigation service technicians working in the landscape.

Contact FNGLA's Merry Mott or Gary Weitermann for more information at 407-295-7994.

## **Workforce Development**

### **APPRENTICESHIP**

FNGLA's Nursery & Landscape Apprenticeship program is a structured training program in which the apprentice works full-time for a sponsoring employer, learning the skills of the trade through on-the-job training. It includes specialization as a Horticulture Technician, Landscape Technician or Irrigation Technician. Apprenticeship programs have a long history of providing a solution for recruiting, training and retaining top-tier talent. Employers who enroll in FNGLA's Nursery & Landscape Apprenticeship program can attract and retain more highly qualified employees through on-the-job training, classroom instruction, and guaranteed wage structures. This builds employee loyalty, reduces training costs, and improves productivity.

Contact FNGLA's Merry Mott or Gary Weitermann for more information at 407-295-7994.

### **SCHOLARSHIPS**

FNGLA establishes pathways for qualified students in need of financial support and allows students to focus on successfully pursuing careers in horticulture. Below is a list of available scholarships offered through FNGLA's chapters and the National Horticulture Foundation:

Many of the FNGLA's chapter have individual scholarship offered and managed by the chapters

- FNGLA Big Bend Chapter Scholarship
- FNGLA Manasota Chapter Scholarship
- FNGLA Northeast Chapter Scholarship
- FNGLA Royal Palm Chapter's Past President Scholarship
- Living Legend Scholarship

**James H. Davis Memorial Scholarship** was established from a gift giving to the National Horticulture Foundation from the estate of James H. Davis. Davis was not a straight "A" student but believed if the student maintained a 2.0 grade point average that he/she deserved an opportunity to a good education. This scholarship is for undergraduates planning to attend a community college, college, university, or other program in Florida.

**National Horticulture Foundation** General Scholarship was created to allow graduate students, out-of-state and non-traditional students the opportunity to apply for a scholarship.

**Bob Hoskins/Sandy McDougald Horticultural Scholarship** was established by the Palm Beach Chapter of the Florida Nursery, Growers and Landscape Association (FNGLA) to commemorate the dedication, enthusiasm and many years of service contributed to the horticultural industry by Bob and Sandy. Managed by the National Horticulture Foundation, this scholarship is available to students residing in the following Florida counties: Palm Beach, Broward, Okeechobee, Martin, St. Lucie, or Indian River. Students must maintain a minimum cumulative unweighted grade point average of 2.5.

Contact FNGLA's Linda Reindl for more information on FNGLA and NHF scholarships at 407-295-7994.

## **YOUTH ACTIVITIES**

FNGLA is involved in a number of activities to attract students to consider a career in Florida's nursery and landscape industry. Each spring, FNGLA administers two Florida FFA Career Development Events: one in Floriculture and one in Nursery & Landscape. These competitions attract more than 300 students who demonstrate mastery of horticulture skills such as plant and pest identification, landscape plan reading, plant propagation and problem solving. The winning high school teams represent Florida at the National FFA Convention.

FNGLA and a number of its chapters participate in teacher workshops throughout the year to bring the scope of Florida's nursery and landscape industry to these technical education educators. In addition to career presentations, FNGLA members provide professional assistance to school nurseries and greenhouses for a true hands-on experience for the students.

Contact FNGLA's Merry Mott for more information at 407-295-7994.

## **FUTURE BUILDERS OF AMERICA**

FNGLA also supports the Future Builders of America Leadership Summit, providing landscaping activities to introduce building construction students to the potential careers in landscape construction.

## **CAREER/JOB FAIRS**

FNGLA hosts students and other interested individuals for scheduled Career and/or Job Fairs at its two trade shows: The Landscape Show and the Tropical Plant International Expo. Attendees learn about careers in Florida's nursery and landscape industry and meet employers who offer jobs, careers and apprenticeships.

Contact FNGLA's Merry Mott for more information at 407-295-7994.

# **FNGLA Articles of Incorporation & Bylaws**





# Articles of Incorporation

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## FLORIDA NURSERY, GROWERS AND LANDSCAPE ASSOCIATION, INC. ARTICLES OF INCORPORATION

### Article I

The name of the Corporation shall be the FLORIDA NURSERY, GROWERS AND LANDSCAPE ASSOCIATION, INC., and its principal office and place of business shall be located in the County of Orange, State of Florida or such other locations as may be designated by the Board of Directors.

### Article II

The general nature of the Corporation shall be as follows: To advance the environmental horticulture industry in Florida and further the intellectual, social and business interests of its members.

### Article III

To effectuate the objects of the Corporation it shall have the following powers: To buy, sell and convey and otherwise use and acquire property of every kind and nature, real, personal and mixed; and to sell and dispose of, pledge or hypothecate, such property whenever, in the judgement of the Board of Directors, there shall be necessity so to do in the furtherance of the objects and purposes hereof; to borrow money and give security therefor, and to execute deeds of conveyance, deeds of trust, mortgages and other instruments of writing on the assets of this Corporation when deemed proper by the Board of Directors to effect its aims and purposes; to employ and engage agents and representatives and/or labor when and as needed to promote and establish the aims and purposes of this association; and to do and perform each and everything by the Board of Directors deemed proper to carry out the plans and purposes thereof. The foregoing clauses shall also be construed as a statement of the objects and purposes of this Corporation, but no recitation, expression or declaration of express purposes, objects and powers herein enumerated shall be deemed exclusive but is hereby expressly declared that all other lawful powers not inconsistent therewith, are hereby included and that this Corporation shall be authorized to exercise such other powers as may be necessary or convenient to the successful performance of its business not repugnant to the statutes of the State of Florida.

### Article IV

Membership of this Corporation shall be and is hereby limited to:

- (a) All persons professionally engaged in the environmental horticulture industry or persons engaged in pursuits relating thereto are eligible to membership.
- (b) The Board of Directors may divide members into various classes, with different rights, duties and privileges as may seem to the Board of Directors in the best interest of the association.
- (c) Members shall be admitted to membership by the Board of Directors, who may delegate the power to a membership committee, who need not be members of the Board of Directors.

### Article V

The officers of the Corporation shall be an Immediate Past President, a President, a President-elect, and a Secretary-Treasurer as hereinafter provided for, and such other officers as may be provided by the Board of Directors. The Corporation shall be governed by a Board of Directors consisting of the following: The Immediate Past President, President, President-elect, Secretary-Treasurer, one Director elected from each active Division, and one Director elected from each active Chapter, as provided in the Bylaws.

## **Article VI**

The term of existence of the Corporation shall be perpetual unless sooner dissolved according to law. The Corporation's assets shall be considered as dedicated for an exempt purpose or purposes and upon dissolution no part of its assets will be distributed to its members but must be used for exempt scientific or educational purposes, or distributed to the Federal Government or a state or local exempt purpose in such manner as will, in the judgement of the court, best accomplish the purposes for which the dissolved Corporation was organized.

## **Article VII**

The limit of indebtedness of the Corporation shall be \$1,000,000.

## **Article VIII**

The names of the original subscribers and incorporators are: G. W. Pringle, Dave Stabler, Jack O. Holmes, Charles R. Wedding, Edwin Fraser and Al Dudley.

## **Article IX**

A Board of Trustees shall be established to act in cases of lease or ownership of property and as permanent trust officers of the Corporation to serve for three-year terms. One member shall be elected at the regular annual election. The first Board of Trustees shall be elected for terms of three, two, and one year each, respectively. If vacancies should occur, they shall be filled by the State Board of Directors until the next annual election at which time the vacancies shall be filled to complete the unexpired term. The qualifications for Trustees shall be the same as those for other officers and directors of this Corporation.

# FLORIDA NURSERY, GROWERS AND LANDSCAPE ASSOCIATION, INC. BY-LAWS

## Article I

### Name and Location

**Section 1.** The name of the Association shall be the Florida Nursery, Growers and Landscape Association, Inc., hereinafter “Association,” a nonprofit Association incorporated in the State of Florida.

**Section 2.** The office of the Association shall be located in Orlando, Florida or in such localities as may be determined by the Board of Directors.

## Article II

### Objective

The objective of this Association shall be: To conduct whatever activities in the opinion of the Board of Directors are necessary for the advancement, promotion, expansion and well-being of the environmental horticulture industry and pursuits relating thereto. Subject to prior approval of the Board of Directors, this Association may take a position and express an opinion on issues directly and generally affecting the environmental horticulture industry as such; provided, however, that no action shall be taken on such matters as clearly fall solely with the purview of individual members.

## Article III

### Membership

**Section 1. Qualifications:** Membership in this Association shall be composed of persons or firms engaged in the environmental horticulture industry or engaged in pursuits relating thereto, who agree to comply with this Association’s Code of Ethics as approved by the Board of Directors.

**Section 2. Voting Membership:** The following membership classes shall have voting rights in the Association and shall be eligible to hold office:

(a) Active Member: One individual from each qualified membership shall be designated as the Active Member of that membership.

(b) Affiliate Member: In addition to the Active Member, a qualified member may designate from within the qualified membership one Affiliate Member. A qualified member with recognized subsidiaries may further designate one Affiliate Member from each subsidiary. A subsidiary is an entity owned or under the control of another entity.

**Section 3. Non-Voting Membership:** The following membership classes shall have no vote nor be eligible to hold office in the Association:

(a) Associate Members: A qualified member may designate Associate Members directly affiliated with the qualified member who shall be entitled to all Association mailings and benefits and participate in all Association activities.

(b) Supportive Members: Any employee of a Governmental agency whose activities relate to the industry, a friend of the industry, or a retired industry professional may join as a Supportive Member and be entitled to all Association mailings and benefits and participate in all Association activities.

**Section 4. Honorary Membership:** Honorary Membership may be extended by the Association Board of Directors to any individual who has rendered outstanding service to the industry, and the honoree shall be recognized in an appropriate manner and shall, at the honoree’s discretion, be placed on the Association mailing list for magazine and newsletter publications.

**Section 5. Application of Membership:** All applicants for membership (other than Honorary) shall complete and sign the form of application provided by the Association and submit the application to the Association. Such application shall include an agreement by the applicant to abide by the Association’s Code of Ethics.

**Section 6. Admission of Members:** Admission of all applicants for membership shall be by procedures as established by the Board of Directors. All applicants for membership will be periodically published to all members of the

Association for review and comment. Upon publication, and the receipt of no negative comments within a specified period of time, full membership rights and privileges may be extended to the applicant. In the event a member in good standing feels there is just cause not to accept an applicant and files a written statement to that effect within the time period prescribed by the Board of Directors, final decision regarding acceptance will rest with the Board of Directors of the Chapter in which the applicant is located. In the event membership is not accepted, reasons for denial remain confidential within the Association. The applicant may appeal the decision of the Chapter's Board of Directors at a subsequent meeting of the Association Board of Directors.

**Section 7. Removal:** Members of any classification may be removed from membership by the Association Board of Directors for cause by a two-thirds vote. For any cause other than nonpayment of dues, removal shall occur only after the member complained against has been advised of the complaint lodged against the member and has been given reasonable opportunity for defense; and such member, if removed, may appeal the decision of the Board of Directors at the Annual Meeting of the Association, providing that notice of intent to appeal is provided to the Association Executive Vice President at least ten (10) days in advance of the Annual Meeting.

**Section 8. Reinstatement:** A former member desiring a continuous membership record may be reinstated upon approval as provided in Article III, Section 6, paying all dues in arrears. If, however, a continuous membership record is not desired, the former member may be reinstated upon approval as provided in Article III, Section 6, on showing proof of qualification and paying the current year's dues.

**Section 9. Resignation:** Any member may resign by filing a written resignation with the Association Executive Vice President, but such resignation shall not relieve the member so resigning of the obligation to pay any dues, or other charges heretofore accrued and unpaid.

## Article IV

### Organization Category

**Section 1. Allied Organizations:** For the advancement of the environmental horticulture industry, including furtherance of the objectives of the Association, the Board of Directors may charter groups of sustained associations as Allied Organizations of the Association. The Allied Organization shall receive such services, publications, and programs through its Executive Director as designated by the Association Board of Directors. The Board of Directors shall establish the terms and conditions for sustaining associations to qualify as an Allied Organization.

**Section 2. Student Organization:** To insure the future of the environmental horticulture industry, the Board of Directors may charter a special Student Division to be composed primarily of students actively engaged in studying or who have a vested interest in the environmental horticulture industry. These students must first be members of a recognizable club or organization (if available) relating to the industry and may form individual Chapters of the Division. Services, publications and programs of the Association will be directed only to the recognizable club or organization of student membership origin as designated by the Board of Directors.

## Article V

### Dues

**Section 1. Establishment of Dues:** Dues and admission fees, if any, for all classes of membership shall be established by the Board of Directors.

**Section 2. Delinquency and Cancellation:** Any member of the Association who shall be delinquent in the payment of dues for a period of sixty (60) days, shall be notified of such delinquency and suspended from further services. The delinquent member shall be dropped from the membership rolls and thereupon, forfeit all rights and privileges of membership unless such suspension, at the request of the member, is waived by the Board of Directors.

**Section 3. Refunds:** No dues shall be refunded to any member whose membership terminates for any reason.

## Article VI

### Meetings of Members and Voting

**Section 1. Annual Meeting:** The Annual Meeting of the Association shall be held at such place on such dates as may be determined by the Board of Directors.

**Section 2. Special Meetings:** Special Meetings of the Association may be called by the Board of Directors

at any time, or shall be called by the President upon receipt of a written request by twenty-five (25) voting members, within thirty (30) days after the filing of such request with the Executive Vice President. The business to be transacted at any Special Meeting shall be stated in the notice thereof, and no other business may be considered at that time.

**Section 3. Notice of Meeting:** Written notice of any meeting of the Association shall be published in an official Association publication or mailed to the last known address of each voting member not less than ten (10) or more than sixty (60) days before the date of the meeting.

**Section 4. Voting and Absentee Ballots:** At all meetings of the Association, each Active and Affiliate Member shall have one (1) vote each. Unless otherwise specifically provided by these Bylaws, a majority vote of those Active and Affiliate Members voting shall govern. A voting member may vote by absentee ballot for the election of Association Officers and adoption of amendments to the Bylaws or Articles of Incorporation. Absentee ballots will be available at least thirty (30) days prior to the Annual Meeting and must be requested by the voting member in writing, by mail or facsimile, from the state executive office. Original absentee ballots must be received by the state executive office at least seven (7) days prior to the Annual Meeting to be counted. Absentee ballots will not be tabulated until the Annual Meeting.

**Section 5. Voting by Mail:** Proposals to be offered to the members for a mail vote shall first be approved by the Board of Directors unless the proposal is endorsed by fifty (50) voting members in which case Board of Directors approval shall not be necessary. On any mail vote, a majority of Active and Affiliate Members voting shall decide the proposal or questions presented and such mail vote shall constitute a valid action with the exception of proposed amendments to the Bylaws or Articles of Incorporation as provided in Article XV.

**Section 6. Quorum of Members:** At an Annual or Special Meeting of members, a quorum shall consist of a majority of those Active or Affiliate Members registered for said meeting.

**Section 7. Cancellation of Meeting:** The Board of Directors may cancel any Annual or Special Meeting for cause. In the event of cancellation of the Annual Meeting, the Secretary-Treasurer shall mail to the membership the written report of the Nominating Committee, allowing fifteen (15) days for the filing of additional nominations endorsed by ten (10) members in writing. Thirty (30) days thereafter, a mail ballot of Active and Affiliate Members shall be conducted to elect officers and the Secretary-Treasurer shall certify the election.

**Section 8. Rules of Order:** The meetings and proceedings of the Association shall be regulated and controlled according to *ROBERTS RULES OF ORDER (Revised)* for parliamentary procedure, except as may be otherwise provided by these By-laws.

## Article VII

### Officers

**Section 1. Elected Officers:** The Elected Officers of this Association shall be an Immediate Past President, President, President-elect, and a Secretary-Treasurer. Except as provided in this Article VII, Section 1, the officers shall be elected by the membership at the Annual Meeting of the Association and shall serve until their successors have been duly elected and assume office. The President shall without further election succeed to the office of Immediate Past President at the beginning of the following election year. The President-elect shall without further election succeed to the office of President at the beginning of the following election year.

**Section 2. Qualifications for Office:** Any Active or Affiliate Member in good standing shall be eligible for nomination and election as an Elected Officer of this Association, provided the member shall have served at least two years as a member of the Board of Directors, a state-level committee, or Division governing body, of this Association at any time prior to an elective term of office, and provided the member shall be deemed to be qualified by the Nominating Committee pursuant to leadership traits identified by the Board of Directors.

**Section 3. Nomination and Election of Officers:** In accordance with the procedure specified in Article X, Section 1, the Nominating Committee shall prepare and submit to the members at the Annual Meeting a nomination for each of the two (2) elective officers of the Association. Additional nominations may be made from the floor for any office. A qualified member also may be nominated as an Elected Officer by filing a petition signed by a minimum of fifteen (15) Active or Affiliate Members in good standing, five (5) of which must be members of the nominees'

Chapter and five (5) each from two (2) other Chapters. The petition must be submitted to the Association not less than forty-five (45) days before the Annual Meeting for publication. Any qualified member nominated shall give consent to the nomination prior to the Annual Meeting.

**Section 4. Term of Office:** Each Elected Officer shall take office at the beginning of the election year and shall serve for a term of one (1) year or until a successor is duly qualified and elected. Each Elected Officer shall serve Concurrently as a member of the Board of Directors.

**Section 5. Vacancies - Removals:** Vacancies in any elective office may be filled for the balance of the term thereof by the Board of Directors at any regular or Special Meeting by a majority vote of those present and voting, provided the Board of Directors is given at least thirty (30) days' notice of the vacancy. The Board of Directors, at its discretion, by a two-thirds majority vote of all its members present, may remove any officer from office for cause.

**Section 6. Election Year:** The Election Year for the Association shall commence July 1st and terminate June 30th.

## **Article VIII**

### **Duties of Officers**

**Section 1. President:** The President shall serve as Chairman of the Board of Directors. The President shall also serve as a member ex-officio, with right to vote, on all committees except the Nominating Committee. The President shall make all required appointments of standing and special committees with the approval of the Board of Directors. At the Annual Meeting of the Association and at such times as the President shall deem proper, the President shall communicate to the members such matters and make such suggestions as may in the President's opinion tend to promote the welfare and increase the usefulness of the Association. The President shall perform such other duties as are necessarily incident to the office of President or as may be prescribed by the Board of Directors.

**Section 2. President-elect:** The President-elect shall perform the duties of the President in the event the President is unable to serve.

**Section 3. Secretary-Treasurer:** The Secretary-Treasurer shall be in charge of the Association's funds and records. The Secretary-Treasurer shall collect all member dues and/or assessments; shall insure proper accounting procedures are utilized for the handling of the Association's funds; and, shall be responsible for the keeping of the funds in such banks, trust companies and/or investments as are approved by the Board of Directors. The Secretary-Treasurer shall report on the financial condition of the Association at all meetings of the Board of Directors and at other times when called upon by the President. At the end of each fiscal year, the Secretary-Treasurer shall be responsible for the preparation of an annual report. At the expiration of the term of office, the Secretary-Treasurer shall deliver to the successor Secretary-Treasurer all books, monies, and other properties, or, in the absence of a successor, shall deliver such properties to the President.

The Secretary-Treasurer shall be responsible for the proper and legal mailing of notices to members. The Secretary-Treasurer shall see to the proper recording of proceedings of meetings of the Association, Board of Directors and all committees; and carry into execution all orders, votes and resolutions. The Secretary-Treasurer shall see that accurate records are kept of all members and shall keep the seal of the Association. Duties of the Secretary-Treasurer as may be specified by the Board of Directors may be delegated to the Executive Vice President or a designated member of the Association staff.

## **Article IX**

### **Board of Directors**

**Section 1. Authority and Responsibility:** The governing body of this Association shall be the Board of Directors. The Board of Directors shall have supervision, control and direction of the affairs of the Association, its committees and elected representatives; shall determine its policies of changes therein; shall actively prosecute its objectives and supervise the disbursements of its funds. The Board of Directors may adopt such rules and regulations for the conduct of its business as shall be deemed advisable, and may, in the execution of the powers granted and by



resolution adopted by a majority of the Board of Directors, delegate certain of its authority and responsibility to the Elected Officers of the Association.

**Section 2. Composition:** The Board of Directors shall consist of the Immediate Past President, the President, the President-elect, the Secretary-Treasurer one (1) Director elected from each active Division, and one (1) Director elected from each active Chapter.

**Section 3. Manner of Election and Term:** The Directors and their alternates representing the Chapters and Divisions shall be elected by their respective members for a term of two (2) years on a staggered basis. The elected alternate shall serve at a Board of Directors meeting only when that Director cannot attend, and shall fill a Director's vacancy or unexpired term as provided in Section 9. No Director may serve more than three (3) full consecutive terms in the same office. Such terms shall coincide no later than July 1st, with the installation of Association officers and their assumption of office as outlined in Article VII, Section 3.

**Section 4. Quorum of the Board:** At any meeting of the Board of Directors, fifty percent (50%) of the Board of Directors shall constitute a quorum for the transaction of the business of the Association and any such business thus transacted shall be valid providing it is affirmatively passed by a majority of those present, unless otherwise specified in these Bylaws.

**Section 5. Meetings of the Board:** A regular meeting of the Board of Directors shall be held no less than four (4) times during each Election Year at such time and at such place as the Board of Directors may prescribe. One (1) regular meeting shall be held during the Annual Meeting as specified in Article VI, Section 1. Notice of all such meetings shall be given to the Directors not less than ten (10) days before the meeting is held. Special meetings of the Board may be called by the President or at the request of any three (3) Directors, by notice, given by telephone or facsimile to each member of the Board of Directors not less than seventy-two (72) hours before the meeting is held.

**Section 6. Voting:** Voting rights of a Director may not be exercised by proxy. At any meeting of the Board of Directors at which a Director cannot attend, the Director's elected alternate may exercise all voting rights to which that Director is entitled.

**Section 7. Weighted Vote:** A Weighted Vote will be conducted at any Board of Directors meeting if requested by at least 50 percent of the members of the Board of Directors present at such meeting. The Weighted Vote for a Director representing a Chapter is equivalent to the total number of current dues-paid members in that Chapter with voting rights as specified in Article III, Section 2. The Weighted Vote for a Director representing a Division is equivalent to the total number of current dues-paid members in that Division with voting rights as specified in Article III, Section 2.

**Section 8. Voting by Mail:** Action taken by a mail or facsimile ballot of the members of the Board of Directors, in which at least a majority of such Directors, in writing, indicate themselves in agreement, shall constitute a valid action of the Board of Directors if reported at the next regular meeting of such Board of Directors.

**Section 9. Vacancies and Removal:** Any Director or elected alternate who shall have been absent from two (2) regular meetings of the Board of Directors during each election year without reasonable notification to the President or Executive Vice President shall automatically vacate the seat on the Board of Directors. Any Chapter or Division Director vacancy occurring on the Board of Directors shall be filled by that Director's elected alternate. In the event there is no elected alternate for that Director, that Chapter's board of directors or that Division's governing body shall fill such vacancy. A Director filling a vacancy shall serve the unexpired term of the Director's predecessor. All other vacancies on the Board of Directors shall be filled as provided in Article VII, Section 5.

**Section 10. Compensation:** Members of the Board of Directors shall not receive compensation for their services but may be reimbursed for expenses as determined by the Board of Directors. For a meeting of the Board of Directors, only the voting Director, or the designated alternate acting on behalf of the voting Director, shall be reimbursed for the expense of attending such meeting.

## Article X

### Special and Standing Committees

**Section 1. Nominating Committee:** The President shall appoint a Nominating Committee which shall consist of the Immediate Past President as Chairman, two Past Presidents from within the past five (5) years, the current President-elect, and one (1) Active or Affiliate Member who is not a member of the Board of Directors or a candidate for an elected office. The Nominating Committee shall invite suggestions from the membership for those offices and trusteeships which are vacant or about to expire, allowing at least thirty (30) days for suggestions. The Nominating Committee shall then nominate candidates for the required offices and trusteeships of the Association as provided in the Bylaws, and report such nominations to the membership at least thirty (30) days before the Annual Meeting as these Bylaws prescribe.

**Section 2. Budget and Finance Committee:** The Budget and Finance Committee shall consist of the Elected Officers as provided in Article VII of these Bylaws, two (2) Chapter Directors and two (2) Division Directors as provided in Article IX of these Bylaws, and two (2) members-at-large as appointed by the President. The Secretary-Treasurer shall serve as Chairman of the Budget and Finance Committee. The Budget and Finance Committee shall counsel with the Executive Vice President on the annual budget of the Association and prepare recommendations for the Board of Directors. The Budget and Finance Committee may perform such other duties in connection with the finances of the Association as the Board of Directors may determine from time to time.

**Section 3. Special Committees:** The President with approval of the Board of Directors, shall appoint such other committees or task forces as are necessary and which are not in conflict with other provisions of these Bylaws. The duties of any such committee or task force shall be prescribed by the Board of Directors upon appointment.

**Section 4. Trusts:** Such Trusts as deemed necessary by the Board of Directors to conduct certain affairs of the Association may be designated by the Board of Directors and nominations to fill Trustee positions shall be made by the Nominating Committee.

## Article XI

### Chapters/Divisions

**Section 1. Chapters:** A Chapter may be formed within a specific geographical area with the approval of the Association Board of Directors to further the objectives of the Association. A Chapter must maintain a minimum of fifteen (15) Active and Affiliate Members to continue active status and representation on the Association Board of Directors. The Chapter may elect officers, establish Bylaws, hold meetings, and conduct activities but at no time shall any of the aforementioned conflict with the existing Association Articles of Incorporation, Bylaws, policies, or activities. In order to hold an office in a Chapter, the officeholder must be a current Active or Affiliate member of the Association.

**Section 2. Divisions:** The Board of Directors may designate Divisions within the Association to represent special interests and/or professional groups of members to further the objectives of the Association within a specific special interest or professional area. Upon such designation by the Board of Directors, all Association members whose primary business classification falls within that Division, shall be assigned to that Division according to the guidelines established by the Board of Directors and shall be so notified. A Division shall hold at least one meeting annually, notice of such having been sent in writing to respective Division members at least sixty (60) days before such meeting. A Division shall elect members to its governing body, plan year-long activities, and elect the Division's representative and alternate to the Association Board of Directors at such Division meeting or by Absentee Election Ballot. At no time shall any of the aforementioned conflict with existing Association Articles of Incorporation, Bylaws, policies, or activities.

## Article XII

### Executive Vice President and Staff

**Section 1. Appointment:** The Board of Directors shall employ a salaried employee who shall have the title of Executive Vice President, and whose term and condition of employment shall be specified by the Elected Officers of the Association and two Directors appointed by the Board of Directors.

**Section 2. Authority and Responsibility:** The Executive Vice President shall be the chief administrator of the Association, responsible for all management as prescribed by the Board of Directors, and shall be responsible to the Board of Directors. The Executive Vice President shall employ and may terminate the employment of members of the staff necessary to carry on the work of the Association and fix their compensation within the approved budget. The Executive Vice President shall define the duties of the staff, supervise their performance, establish their titles and delegate those responsibilities of management as shall, in the Executive Vice President's judgement, be in the best interest of the Association.

### **Article XIII**

#### **Finance**

**Section 1. Fiscal Period:** The Fiscal Period of the Association shall commence July 1<sup>st</sup> and terminate June 30<sup>th</sup> or as otherwise prescribed by the Budget and Finance Committee with the approval of the Board of Directors.

**Section 2. Bonding:** Trust or surety bonds shall be furnished by the President, Secretary-Treasurer and such other officers or employees of the Association as the Board of Directors shall direct. The amount of such bonds shall be determined by the Board of Directors and the cost paid by the Association.

**Section 3. Budget:** With recommendations of the Budget and Finance Committee, the Board of Directors shall adopt in advance of the next Fiscal Period an annual operating budget covering all activities of the Association. The Secretary-Treasurer shall furnish the Board of Directors within sixty (60) days following the end of each annual Fiscal Period a financial report for the year just completed.

### **Article XIV**

#### **Indemnification**

The Association may by a majority vote of the Board of Directors indemnify any Elected Officer, Director, committee or Division chairman, trustee or employee or any former Elected Officer, Director, committee or Division chairman, trustee or employee to the fullest extent prescribed by law.

### **Article XV**

#### **Amendments of Articles of Incorporation and Bylaws**

**Section 1.** The Articles of Incorporation and these Bylaws may be amended or repealed by two-thirds vote of the Active and Affiliate Members at any Annual Meeting of the Association duly called and regularly held, notice of such proposed changes having been sent in writing to members at least thirty (30) days before such meeting, or by a two-thirds vote of the Active and Affiliate Members voting by a thirty (30) day mail ballot.

**Section 2.** Amendments may be proposed by the Board of Directors on its own initiative or upon petition of any twenty-five (25) Active or Affiliate Members addressed to the Board of Directors. All such proposed Amendments may be presented by the Board of Directors to the membership with or without recommendation.

Amended as of February 2016

For more information about FNGLA rules of operation and policy, contact  
FNGLA Chief Executive Officer, Ben Bolusky at: [bbolusky@fngla.org](mailto:bbolusky@fngla.org)  
1533 Park Center Drive, Orlando, FL 32835 PH 407/295-7994 or 800-375-3642

# Guide for Effective Interaction with Members of the Media



## **"There's a reporter on the Phone"**

A phone call is usually your first contact with media personnel. While the caller could be from The Palm Beach Post or Florida Trend, they may also be industry media such as a features editor from GrowerTalks or a local gardening columnist looking for technical help. Listen to who they are and what they are wanting from you so you can best handle their request.



If you have your calls screened, the person answering the calls should:

1. Obtain the reporter's name, telephone number (preferably a direct line) and the news agency they represent.
2. Politely try to determine the subject the reporter is calling regarding.
3. Ask the caller if they need to speak to you immediately or if you can return the call shortly.
4. If you prefer, simply contact FNGLA's office via phone at 800-375-3642, or by email at: [info@fngla.org](mailto:info@fngla.org), and staff would be glad to handle the media request.

Regardless of who answers the call first, don't say anything until you've determined you are prepared to talk about the subject. If you are not 100% ready to talk when you receive the call, even if the reporter indicates they are on a deadline, politely tell the reporter you are not free at the moment but can call them back.

If the topic is out of your comfort zone or area of expertise, you can either arm yourself with the needed information or pass the call along to someone more suited to speak as an industry spokesperson on the matter. Just because they've called you may not mean you're the best one to speak to. Consider the options as well as their angle.



# FNGLA Guide for Conducting A Meeting

## Guide for Planning Effective Chapter Meetings & Events



*Tips for Successful Meetings*



# Chapter Meeting & Event Planning

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Every year, FNGLA Chapters conduct monthly meetings in their local area. The series of chapter meetings is another platform for FNGLA members to receive professional education, a greater understanding of important industry issues facing member businesses, and participating in industry networking. As chapter officers, you have the responsibility of creating a optimum learning environment where people gain information that will help their businesses and enrich their lives.

Each chapter should establish a program chair for planning chapter meetings. Many chapters meet 12 times per year but the chapters are not required to meet monthly.

## **FNGLA recommends the following:**

- At least eight chapter meetings/functions per year
- One to two roundtable sessions with chapter concerns/local issues, etc.
- One long-range planning (board) meeting
- One fund-raising activity to benefit scholarships, community group, etc.

A Program Chair along with a supportive Chapter Board should determine meeting topics if possible, at least 6-12 months in advance. The program chair should develop a list of topics well ahead of the deadline dates. Working in advance gives you the opportunity to promote the topic and speaker in chapter newsletters, at earlier meetings, or on FNGLA's website. It is also suggested that the chapter make sure to provide a speaker or two around the changing of the guard, i.e., new officer transition. Quality programming is maintained and no momentum is lost in the inevitable interim between the Chapter Officers leaving and the new ones starting.

Begin by building a source file of chapter programs and a rating of the best via use of evaluation forms, if possible. List the files by topic and speaker with name, firm, address, phone, etc. Rate programs/speakers with a 1,2, or 3; a +, check or – beside the names. Cross-reference speakers who can speak on other topics. Pass the file on to the new Program Chair when your term ends.

## **Possible Sources:**

- Local Extension Agents or University Faculty - <http://ics.ifas.ufl.edu/experts/>
- FNGLA guest programs on certification, membership, promotion, trade shows, website, etc.,
- Local motivational/civic leaders
- Local politicians-county commissioners, mayors, state legislators, member of Congress, etc.  
[www.leg.state.fl.us](http://www.leg.state.fl.us)  
[www.myfloridahouse.gov/Sections/Representatives/myrepresentative.aspx](http://www.myfloridahouse.gov/Sections/Representatives/myrepresentative.aspx)  
[www.flsenate.gov/Senators/Find](http://www.flsenate.gov/Senators/Find)
- Local business professionals, such as bankers, lawyers, etc.
- Suppliers for demonstrations/tours
- The UF/IFAS Center for Landscape Conservation and Ecology invites you to sign up for email updates that will include quarterly newsletters, webinar announcements, and research updates.
- See additional ideas in the resource section of the supplement

Don't be afraid to use a speaker who has a different point of view: Education is the first step toward understanding what, why and how our industry operates in Florida's increasingly regulated business environment.

Provide variety in your chapter programming: Social events are fun, but experience shows that you've got to give incentive to someone to regularly give up time away from leisure activities and families. Motivational talks are valuable. Making a positive impression on area business people and politicians is important, but it's information that is going to help members make or save money, save time, etc. These talks attract an audience every time. Coordinating the chapter programs requires hard work and a significant investment of your time so plan ahead and be organized.

# Tips for a Program Chair

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As a program chair, you have a great responsibility to offer your chapter members a worthwhile educational and networking opportunity. Here are a few key things to think about:

- Choose timely topics or industry-member driven issue of broad interest
- Define the topic so that the speaker can cover in the allotted time
- Make chapter program title enticing and intriguing
- Advertise the session as a learning opportunity
- Show chapter members the benefit..“What’s in it for me or my business?”
- Get credible speaker, experienced and interesting.

Communicate with presenters: It is always better to provide your presenter with too much information than not enough. Confirm in writing by email, fax or mail:

1. The date of the program
2. Time
3. Location
4. A brief summary of what you would like to have them discuss.

Send out speaker request forms: As part of this supplement, samples have been provide for chapters to tailor to their use. Included is a general information form, audio/visual request form, travel form, speaker evaluation form and speaker expense form, if needed. Use the forms as a guide. Provide presenters with deadline dates for the return of requested information.

## PLANNING TIMETABLE

Local industry event with 4 months lead time (minimum!) (Note: Events on regional or statewide basis require minimum six-month lead.)

- 120 days:** ORGANIZE: Planning meeting for goals, costs, etc. as noted above. Set up facility arrangements; confirm all individuals participation, especially those to be used in publicity, vendors, costs.
- 90 days:** Mail press releases; invite VIPs, offering complimentary registrations.
- 60 days:** Verify all supplies and suppliers are in place
- 45 days:** Mail or email flyer or reminder flyer if budget permits.
- 15 days:** Confirm all last minute details: scripts, meals, supplies, delivery times.
- 5 days:** Maintain the list of registrations. Conduct a last minute check of any materials for distribution. Write thank you correspondence.
- Post Event:** Mail thank you correspondence to speakers and moderators.  
Wrap-up financial report for Chapter.

# Tools for Speakers and Moderators

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## The Ten Commandments For Speaker Presentations

This simple checklist can help speaker's presentations be more effective and attendee's learning experience greater.

1. Limit words to 10-15 a slide, it's a billboard
2. Use several simple slides, not complicated slides
3. Use titles sparingly; good slides don't need them. Dark backgrounds and san serif type make reading easier
4. Use a microphone with groups larger than about 25 people or if you tend to speak softly.
5. Design slides with large type/symbols for "back row" viewers
6. Use color for emphasis not decorations
7. Don't leave slides on screen once you have cover the information.
8. Operate the presentation yourself
9. Check the remotes, slides and/or computer to make sure all is functioning correctly.
10. Rehearse, rehearse and rehearse.

## Responsibilities of Moderator/MC of the Meeting

1. As moderator/mc, you are asked to arrive at the meeting at least 15 –20 minutes before the program should begin.
2. Prepare a script with proper introductions and information about the program to share with audience so you will look organized and confident in front of the group. Review and become familiar with what you are going to say prior to the program.
3. Make sure to know where the restrooms and telephones are.
4. Seek out and introduce yourself to the speaker or any important VIP's at your meeting. If staff is available, they will make sure to introduce speakers to moderators but don't wait for their lead. Check and see if the speaker has any special requests or additional support needed in order to start their program.
5. Be conscious of the time. It is the moderator/MC's job to keep the program starting and ending on-time. If you say you are going to end at a certain time make sure to live up to your word.
6. After the session is over, please remind attendees to fill out the evaluation forms and turn them in. This is valuable information for planning future meetings or events.
7. Assign someone to manage the lights of the room and have them check them prior to the start of the meeting. Also make sure that if using a microphone, the level of volume has been checked.

# Fundraisers/Special Events

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Whether it's to raise money for the chapter scholarship fund, research fund or increase your community profile, successful plant auctions, fish fries, raffles, fairs, and mini tradeshow have one thing in common: Good Planning and Proper Publicity.

Good publicity comes from good planning:

Establish a committee and make assignments

Determine the costs of printing promotional items, postage (bulk mail permit may be a good investment if your Chapter mails to at least 200), rentals (equipment, port-o-lets, paramedics, tents, tables, chairs, etc.) event insurance (check to see if applicable), meals, guest fees (complimentary registrations), etc.

Determine your break-even attendance (be conservative) and cost per person; Then mark it up 10-20% to cover unforeseen expenses.

Determine deadlines for registration, meal guarantees, etc.

Look for a newsworthy name, cause, trend, etc. with which to piggyback to take advantage of that group's marketing and audience, (e.g. a trade show), text alerts, identify all promotion sources and their deadlines: Chapter newsletters, Extension Offices, FNGLA's Greenline (six-week lead time), local newspapers (two-week lead time), and trade magazines (six-week lead time).

Set a time table for the event. Provide for accountable follow-up.

## **CREATE CHAPTER'S YEARLY CALENDAR**

Map out your chapter meetings on a calendar. If you have specific months in which you do the same event such as a Spring Fling, Fall Festival (involve local botanical gardens or garden center) or Christmas party, mark those months on your calendar and then determine how many months you are going to have your chapter meet. Starting the process by doing this first will make the task of finding speakers seem more attainable.

# Best Practices For ZOOM Meetings

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## Prepare for the meeting

### 1. Set up your equipment

- Download the Zoom desktop app and encourage guests to do the same
- Decide whether you will use one monitor or two monitors
- Get a headset and microphone if you hold Zoom frequently, to reduce background noise
- Test your audio and video
- Review how to share your screen
- Close unnecessary tabs in your browser and turn off notifications such as Email or messaging

### 2. Look your best

- Lighting should come from in front of you or from the side, in order to best light your face
- Keep your background clear of distractions
- Look at your webcam, not at the screen
- Use gestures and mannerisms that you would typically use in person

## Participate productively

### 1. Make sure everyone can hear you

- Use a microphone when you speak.
- Identify yourself to meeting attendees - say your name the first time you begin speaking.
- Make sure the microphone is on and close enough to pick up your voice, no matter what location you are in.
- When screensharing, if you are referring to something on the screen, describe where your cursor is going or what it is that you are referring to.
- Avoid saying "here" or "this" when describing something. Instead, try using more descriptive language: "Notice the box labeled 'sign in' in the upper-left corner of the home page." or "When reviewing the spreadsheet, in column H, row 34..."
- Identifying what is happening on the screen increases access for everyone attending the meeting.

### 2. Help everyone focus

- Don't have side conversations.
- If you aren't talking, mute or turn off your microphone.
- Avoid noisy activities like typing while your microphone is on.

### 3. Reduce Distractions

- Sit or stand somewhere with a neutral background (or use a virtual background).
- Make sure your camera is on a steady surface to prevent shaking
- Turn off your camera if you need to take care of business outside of the meeting (ex. someone in-person needs your attention). Turn the camera back on when you are present in the meeting again.

## If you are the host

- Secure your Zoom meetings to prevent unwanted guests
- Review your host controls and meeting settings ahead of time
- Remind them to mute their mics when others are presenting or speaking
- Let them know how they can get your attention during the meeting
- Will you be checking the chat window?
- Should they unmute themselves to speak up?
- Let attendees know if you are recording the meeting. Start the recording or set up automatic recordings.

# Outside Meeting Tips

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The outdoors can create unique opportunities and large parks or conference facilities often provide space for grilling and organized sports. Best of all, good weather energizes people. All that said outdoor events present a whole new set of challenges, complications and logistical concerns.

Here are a few important factors you'll need to consider if organizing an outdoor event:

## **1. Make sure your event will work in an outdoor setting**

Not every event will work out-of-doors. If you're running a technology or engineering conference, for example, then you're probably better off booking a convention center. Before committing to running an event outside, consider the core function and main objectives of your event. If even one or two of your objectives can't be accomplished, don't go outside.

## **2. Ensure there's a suitable venue (and get the proper permits)**

Once you're certain your event can actually be run outside, you'll next want to track down a suitable venue. There should be plenty of parks and outdoor concert halls in your city that you can make use. Exactly as you would with an indoor facility, work with site management and understand the capacity, amenities and activities each outdoor facility can properly handle.

Once you have chosen your venue set out to acquire the proper permits. Failure to do this is a surefire way to get your event shut down.

## **3. Pay attention to the weather – and have a backup plan**

Since your event's being run outside, it's absolutely critical that you plan for inclement weather and monitor weather reports as event day approaches.

Determine well in advance your "rain day" strategy: can you easily move your event inside, will portable pavilions provide sufficient coverage, will you have tents setup rain or shine, will you postpone or cancel your event. The answers to these questions will inform many other planning decisions.

Know your cost liabilities, insurance options and contract details in the event that inclement weather leads to cancelation or damages; this relates to equipment and venue rental, catering services, security, etc.

## **4. Don't forget your equipment**

Just because you're running things outdoors doesn't necessarily mean you won't need equipment. Running things outdoors makes it a little more complicated, but it is likely you still require lighting, sound systems, other such electronics and maybe even Wi-Fi access. Your venue may have a portable generator or you might invest in one.

Hint: extension cords, duck tape and synch cords are an outdoor event planners best friend; keep paths in mind when laying down wires, and pay attention to power stations.

## **5. Ensure your guests are comfortable**

Sometimes, you might host an outdoor event at a facility specifically designed for just such an occasion. If so, that's great! One of the hardest parts of your job is taken care of! Otherwise, well... you've got a bit of work ahead of you.

You need to see to amenities such as seating and tables, lighting (if an evening event) and, most importantly, outhouses and sanitation facilities. Consider if natural shade available, or electric fans are another idea. You're also going to want to keep a steady supply of drinking water and food available. This tidbit might not cross your mind, but it's worth checking the pest control status of the area.

You don't want any mistakes made here. A lack of restroom facilities, or poor toilet facilities, can ruin your event. Make sure you have enough sanitation equipment not just for the guests but also for the crew.

**Another hint: hand wipes and sanitizer, sunscreen and bug spray, light blankets and a first aid kit may come in handy.**

# Conducting A Meeting *Using Robert's Rule of Order*

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Learn the fundamentals of parliamentary procedure to participate in and run business meetings more professionally. A quorum must be present to conduct business. It is mandatory for every meeting to have an agenda (from Latin meaning "things to be done").

## **PUTTING IDEAS BEFORE THE GROUP**

1. Only one question can be considered at a time. It must be: offered as a motion by one member and seconded by another: stated by the presiding officer; and then opened for discussion. The presiding officer calls for discussion on debatable motions and asks if the group is ready for the question (the vote) after discussion is concluded.
2. No member can make a motion or speak in debate until recognized by the presiding officer, as having the floor. One then starts by saying: "I move that," not "I move you" or "I make a motion."
3. No member can speak a second time on the same question until all who wish to speak on the question have done so.
4. No member can address remarks to another member. One's remarks must be addressed to the presiding officer. The presiding officer does not speak to a motion unless the chair is relinquished to the Vice-President. The chair is not resumed until the vote is taken.
5. When a question is before the group, it must be adopted or rejected by a vote or otherwise disposed before any other subject can be introduced, except certain privileged questions.

## **CHANGING OR CLARIFYING THE IDEA**

1. Amending the Motion: If you wish to add to, substitute, or subtract from a motion someone else has made, parliamentary procedure makes it possible for you to submit your ideas to the group by 'amending the motion.'
2. Amending the Amendment: Altering the motion can be carried one step further by another member rising to 'amend the amendment.' You must vote first on the motion to 'amend the amendment,' then the motion to amend and the original motion in that order. You may not have more than these two amendments.
3. Point of Information: If issues become obscure or confused, you can seek clarification by asking the chairman for a 'point of information.' The Chair must respond.
4. Motion to Divide the Question: It is often possible that a motion may contain two or more parts. You may ask each part be considered separately.

## **STICKING TO THE FACTS**

1. Point of Order: A possible violation in parliamentary procedure can be checked by rising to a 'point of order.' The chair must recognize you and rule on your point.
2. Appeal the Decision of the Chair: If you disagree with a decision of the Chair, you can 'appeal from the Chair' to the whole membership. When your appeal has been seconded, the Chair must state the question at issue and ask the membership to vote on whether they wish to sustain or overrule the Chair's decision.

## **CONCLUDING DISCUSSION**

1. Motion to Refer: When you think it is advisable to give further study to a motion, you can move the subject be referred to a committee for study. You may give the committee appointed power to act on the subject under study.
2. How to End Debate: If you believe an issue has been adequately discussed, you may move to end debate by saying "Mr. Chairman, I call for the previous question."

## **POSTPONING CONSIDERATION**

1. Motion to Table: To make a motion to 'lay on the table' means to temporarily put aside one motion to consider other business. After a motion has been 'laid on the table' it may be 'taken from the table' at the same meeting (after other business) or at the next meeting. Otherwise it is 'dead.' (Neither the motion to 'table' nor 'take from the table' is debatable.)

## **RECONSIDER OR RESCIND**

1. A Motion to Reconsider the vote on a previously passed motion can only be made during the same meeting or the next regular meeting. A motion to rescind can be made on a previously passed motion when a Motion to Reconsider is not proper and no action has been taken regarding the passed motion.



## **VOTING AND ADJOURNING**

1. Division of the House: If you wish a more accurate count than a 'voice vote' provides, you may call for a 'division of the house.' The vote will then be taken by a show of hands, standing or ballot. The Chair may ask for a show of hands any time there is doubt with a voice vote.
2. In the case of elections, you may not have a voice vote when your bylaws specifically state voting is by ballot.
3. It is not correct for a losing candidate to 'move the vote be made unanimous' for the winner.
4. The Secretary may be instructed to cast a unanimous ballot for a slate of officers when no competition prevails and before any vote has been taken.
5. A Motion to Adjourn does not have to be recognized by the Chair if there is business still to be transacted unless the stated time for the meeting has expired. When all business is finished, the Chair has the privilege of saying "If there is no further business (pause), the meeting stands adjourned."
6. Similarly, no vote is necessary on the Secretary's minutes when the Chair says "you have heard the reading of the minutes- are there any corrections? (pause)-hearing none, they stand approved as read."
7. The Treasurer's Report should not be voted as approved, but merely filed pending audit, or filed if no audit is made.
8. The presiding officer is allowed to vote on any ballot or roll call vote and may also vote on voice or hand votes to make a tie or break a tie unless otherwise limited by the Chapter's bylaws.

## **ADDITIONAL GUIDELINES:**

### **THE FUNDAMENTALS for Parliamentary Procedures**

#### **1. OBTAINING THE FLOOR**

- (a) Before you may address an assembly, the presiding officer must recognize you.
- (b) You must speak from a standing position; and address yourself to the Chairman.

#### **2. MAKING MOTIONS**

- (a) Before a proposal or subject matter may be discussed by the group, you must make a formal motion which requires a "second."
- (b) The purpose of the requirement of a "second" is to assure the assembly that more than one person is interested in the proposal.
- (c) If there are no objections to the consideration of this proposal, the entire assembly will discuss it and make a determination.
- (d) In making a motion, you begin by saying, "Mr. Chairman (or Madame Chair), I move that....." And then state your proposal clearly either in writing or orally.

#### **3. AMENDING THE MOTION**

- (a) This technique is used when one wishes to add to, subtract from or alter a motion that another has made.
- (b) In most instances, a "second" is required when offering an amendment.
- (c) Another may rise to amend the amendment. This technique is in order.
- (d) It should be remembered that there are only primary and seconded amendments.
- (e) A motion can be amended only to the second degree. One may offer an amendment to a pending amendment and that is all that is permissible at one time.
- (f) In other words, more than two amendments to a motion may not be pending at one time.

#### **4. AN APPEAL FROM THE DECISION OF THE CHAIR**

- (a) If you as a member of the assembly disagree with a decision of the presiding officer, you can appeal this decision when seconded.
- (b) You simply rise and move to appeal the decision of the Chair.
- (c) The presiding officer then puts the question to the assembly whether to sustain or overrule his decision.

#### **5. MOTION TO LIMIT DEBATE**

- (a) To prevent a discussion from dragging on endlessly, one can make a motion to limit each speaker's

time, or to limit the number of speakers, or the length of the debate.

- (b) A two-thirds vote of the membership is necessary to approve this motion.
- (c) The converse motion is to extend debate. The same requirements prevail.

**6. MOTION TO REFER**

- (a) When a member of the assembly believes that further study to a proposal is advisable, he moves that the pending question be referred to an appropriate committee for review.

**7. ENDING DEBATE**

- (a) Where a member of the assembly feels that the pending motion has been thoroughly discussed, he may move to terminate debate by a motion called "the previous question."
- (b) He simply rises and addresses the Chair and says, "I call for the previous question."
- (c) A second is required for this motion.
- (d) A two-thirds vote is necessary for its adoption.

**8. MOTION TO TABLE**

- (a) This motion means to temporarily put aside the pending motion to consider other business.
- (b) The member rises and addresses the chair by saying, "I move that the motion be laid on the table."
- (c) A second is required for this motion.
- (d) The converse motion is to "take from the table."
- (e) These two motions are not debatable.

**9. MOTION TO POSTPONE DEFINITELY**

- (a) A member of the assembly can propose that a pending motion, report, or resolution be postponed to a fixed future time, or until the next meeting.
- (b) A motion to postpone indefinitely is the converse motion. Such a motion generally is employed to "kill" the main motion.

**10. DIVISION OF THE HOUSE**

- (a) If a member doubts the accuracy of a "voice vote" (viva voce), he may call for a "Division of the house."
- (b) The vote is then taken by asking the members to stand or raise their hands.
- (c) Polling the House.

**11. MOTION TO ADJOURN**

- (a) This motion is used to terminate the deliberations.
- (b) This motion may be offered at any time.
- (c) The time and place of the next meeting should be specified in the motion.