

STRENGTH IN NUMBERS

DELEGATE QUICK TIPS

Order of Business

- Refer to the table of contents (green pages) for the Dec. 2 and 3 delegate session schedule.
- Proposed bylaw amendments will be taken up as the first item of business at the opening delegate session on December 2. Scheduled policies (yellow pages) will be discussed at the identified delegate sessions, followed by American Farm Bureau Federation (AFBF) recommendations, then state and Michigan Farm Bureau (MFB) policies.
- State and MFB policies (both amended and reaffirmed) will be voted on by title only, five at a time. This excludes the scheduled policies. Like the reaffirmation process, delegates may request to withdraw a policy from the group, to be discussed and voted on separately.

New Policy Ideas

- Delegates can submit new policy ideas on a paper form at the district meetings, or online by 3 p.m. on Nov. 24 at <https://bit.ly/MFBamendment>. New policy ideas include issues or changes to policy if they are new and have surfaced since your county annual meeting or were not covered or discussed at your county annual meeting. Additionally, members wanting to present a new resolution on a topic not included in the *Proposed Resolutions* book may share ideas for consideration by the Committee.
- The MFB Policy Development Committee shall review each such resolution to determine whether it will recommend the resolution to the delegates, and copies of any resolution recommended by the Committee shall be distributed to each delegate by 1:00 p.m. on Dec. 2. Any such resolution not recommended by the Committee shall be returned to the delegate and to the Chairperson of the delegation offering the resolution, who may present it from the floor after all resolutions recommended by the Policy Development Committee have been considered. The person presenting the resolution from the floor shall be responsible for providing a copy of such resolution to each delegate.

Amendments to Existing Policy

Amendments to an existing policy will be accepted until the close of delegate session on Dec. 3. Delegates can submit an amendment by:

- Filling out a paper form (available at the district meetings and delegate sessions) and giving it to an MFB staff member, or
- Filling out an online form at: <https://bit.ly/MFBamendment>

Amendments at the State Annual Meeting Delegate Sessions

Any delegate offering an amendment adding more than five words to a main motion will submit the amendment in writing by filling out a paper form and giving it to an MFB staff member or filling out an online form at <https://bit.ly/MFBamendment>. Please provide the amendment in advance to allow the staff sufficient time to provide your language on the screen.

Any person offering an amendment or substitute motion from the floor that affects more than 10 lines of text in the preprinted *Proposed Resolutions* book (the amount of text that can be shown at one time on the screen in the meeting room) is responsible for providing a copy of the amendment or substitute motion to each delegate.

During consideration of the blocks of five policies, please submit amendments at least three blocks in advance.

Voting

- Voting for the State Annual Meeting will take place via voice vote unless determined otherwise by the chair. A standing vote will be conducted by CloudVOTE at my.cloudvote.com. CloudVOTE enables each delegate to vote utilizing their smartphone, tablet, or laptop.
- Please refer to the end of your delegate book for further instruction on using CloudVOTE and Parliamentary Procedure.

Delegate Substitution Process

- Delegate chairs are responsible for providing their delegates with credentials for logging into CloudVOTE.
- If you are a voting delegate and are exiting the delegate session, please remember to close out of your web browser in order to allow another delegate from your county to replace you.

