

Voting Delegate Guide



Orientation Session

April 19, 2026

4:30 – 5:30 pm

Hektner Student Center

Plains Room

Voting Session

April 20, 2026

5:00- 6:00 pm

Hektner Student Center

Plains Room



What are the duties of a Voting Delegate?

SkillsUSA ND is a student run organization where student members are charged with the responsibility of governing the affairs associated with the student constitution. Delegates will be responsible for electing new officers, hold annual business meeting and vote on any By-Law changes, if necessary.

How many delegates is my school allowed?

Our SkillsUSA ND Constitution states:

- 2 - Delegates for each High School Attending
- 10 - Delegates for each College Attending

What will be required of me as a Voting Delegate?

Delegates are to be present and on time for all sessions, must be in official dress during delegate sessions and have knowledge of parliamentary procedures.

How to make a Motion

1. Raise your hand. When you are called upon, stand.
2. State your name and the chapter you represent. Be sure that you speak slowly and clearly so that the secretary can capture the information in the minutes.
3. State the motion by saying: "I move that" or "I move to"
4. Someone else from a different chapter must second your motion in order for the motion to be considered.
5. Once a motion is properly moved and seconded, the chairperson will call for discussion.
6. The person who made the motion has the first right to discuss the motion and will be called on by the chairperson to do so.
7. If you choose to discuss, which means speaking for or against the motion, you must raise your hand and wait your turn to be recognized by the chairperson. Always begin your debate with your name and chapter.
8. At the end of debate, the chair will call for a vote.
9. Once the vote is taken, the presiding officer will rule on the motion.

Voting Delegate Orientation Session Agenda

1. Call to Order
2. Roll Call
3. Explanation of Session Procedures
4. Old Business
5. New Business
6. State Officer Candidate Introductions
7. Adjourn

Voting Delegate Session Agenda

1. Call to Order
2. Roll Call
3. Minutes from Last Meeting
4. Amendments to Constitution
5. State Officer Candidate Speeches
6. State Officer Election
7. Adjourn