

Section 5 - SPECIAL COMMITTEE Guidelines

Special Committees are created for specific need of the club, a limited time to address a particular issue or project (short-term purpose). and are dissolved once their work is complete. There a number of special committees regularly formed for the GCSP: Green Thumb Flower Show, Bylaws & Guidelines, and Nominating Committee. Guidelines for these regularly formed special committees are in this section.

BYLAWS & GUIDELINES Special Committee Guidelines

The Bylaws set forth the basic structure and governing rules for The Garden Club of St. Petersburg, Inc. As an organization, we also have written Guidelines to give details, answer questions, provide best practices, and offer direction for Officers, Committee Chairs, and members. Changes over time in the club dynamics and practices make it imperative that the Bylaws and Guidelines are periodically reviewed and updated, if needed. A Bylaws & Guidelines Special Committee is formed when changes are needed.

1. The Chair is appointed by the President. The Chair selects other members to serve on the Committee, preferably those having writing skills. The Club Parliamentarian may serve as advisor, especially when Bylaws changes are being proposed.
2. The Master Copy of the Bylaws & Guidelines Manual will be maintained the Recording Secretary who holds the thumb-drive master. One hard copy version will be available at BoD and General Meetings.
 - a. The current Bylaws & Guidelines Manual will be available electronically (pdf) to all members on the Website (members only section)
 - b. The hard copy will be printed for use at BoD or General Meetings; this hard copy will also contain the signed acknowledgment of receipt of Guidelines from Chairs and Officers.
 - c. Forms may be requested digitally from the Recording Secretary or the Treasurer. (Post hurricane recovery, a location for storing extra printed forms needs to be reevaluated.)
3. The Bylaws may only be amended by following the procedure set forth in Article XVI of the Bylaws.
 - a. The Chair is responsible for preparing any amendments to the Bylaws that have been proposed by the Committee. After presentation to the Executive Committee for approval, printed or e-mailed copies must be provided to the Board of Directors at least **one month** before they vote to recommend that the revised amendments be presented to the members for approval. Then the general membership must be provided copies (printed or e-mailed) of the recommended changes **four weeks** before they vote at the next General Meeting.
 - b. Amendments to the bylaws are documented and retained per Retention Guidelines.
4. When changes become necessary in the Guidelines, the Chair of the guideline area will submit the suggested changes to the Bylaws & Guidelines Committee. It is

recommended that at a minimum the individual Chairs reviews guidelines yearly to determine if best practices have been updated.

- a. After Chair submission, the areas that need to be changed shall be reviewed (to confirm alignment with ByLaws, if needed), and, if approved, copies presented to the Executive Committee for approval, to become effective immediately.
- b. The B&G Chair will make the changes in the Master Manual to reflect the approved revisions, update the website copy, and notify the members of the changes, if deemed needed.

Green Thumb Festival and Flower Show

Special Committee Guidelines

The Flower Show at the city of St. Petersburg's Green Thumb Festival at Walter Fuller Park is our largest community service project of the Garden Club. The festival includes over 150 vendors of plants and gardening items, coordinated by the city Parks Department, as well as a Standard Flower Show staged by the Garden Club of St. Petersburg. The festival attracts upwards to 30,000 people and over 1000 attend the flower show.

1. There can be either one chair for these two positions or the duties can be separated. One or both are appointed by the President.
 - a. The Green Thumb Chair attends meetings with the City for all club areas of participation – Flower Show, Youth Area, membership tent
 - b. The Flower Show Chair is responsible for organizing the show committee to choose a show theme, write the schedule, and generally produce the flower show in coordination with the Green Thumb chair
2. All members are encouraged to both volunteer and attend the Festival/Flower Show
 - a. Volunteers are needed in multiple areas such as the Flower Show and Membership booths.
3. Flower Show date and time is based on Green Thumb Festival Date which is set by the City of St Petersburg (usually the last weekend of April)
 - a. Chair(s) attends Green Thumb meetings and orders City Staging
 - b. Chair(s) communicate back to BoD any changes of event.

Flower Show Chair Responsibilities:

1. Flower show kick-off
 - a. Prepares a Flower Show budget and submits to 3rd Vice President for inclusion in yearly budget
 - b. Dates to be listed in yearbook for intake of Horticulture, Designs, and Botanical arts, including photography
 - c. Summer time - key committee members (usually Schedule Editors) create a theme and begin work on both design and horticulture to create a schedule. Working schedule to be completed in December.
2. The Chair identifies committee members by January - Design, Horticulture, Judges and Staging Coordinators plus other key positions.
 - a. It is suggested to have at least one judge on the committee because they are taught how to write a schedule.

- b. Chair conducts committee meetings to monitor progress, help eliminate road blocks, and meet time lines
 - c. Request any final reports and holds wrap up meeting with committee after event
3. Key Program Dates;
- a. Reviews final schedule for printer by March.
 - b. Supervises creation of City-printed program in March.
4. During the event – is onsite to
- Assist in the order of staging for the show.
 - Involved in the people’s choice selection for award at event.
 - Presents awards to Flower Show winners of design, horticulture, botanical arts, youth and education and people’s choice.
5. Post Event Reporting
- a. Collects all bills and submits to Club Treasurer in May.
 - b. Submits letter with all bills at end of show to the City for possible reimbursement in May.
 - c. Submits reports to the President and Board of Directors.
 - d. If applying for a NGC Flower Show Achievement Award, appoint someone to compile the Book of Evidence and work with Awards & Grants Chair.

Flower Show Committee Responsibilities

AWARDS/ RIBBONS/RECEPTION – Keeps track of necessary ribbons per schedule and classes expected; orders ribbons for the current show (confirming leftovers from previous year). Figure 400 ribbons per show. Include Best of Show & People’s Choice Award ribbons. Committee also secures monetary awards (traditionally we use gift cards valued at \$10.00) that are given at Award Reception. Coordinates for Award Ceremony held on Sunday afternoon of Flower Show - usually, water and cookies.

ENTRY CARDS – Secures entries of horticulture making sure the correct information is secured on Prepares ALL entry cards prior to event, including for design and botanical arts, youth and education. Is available during the staging/placement to assist in modifying entry cards as needed.

CLASSIFICATION ENTRY Design: Reviews all design plant material to make surer proper names are used and checks to make sure that NGC policy and schedule requirements met. On placement day, checks all designs, botanical arts, youth, and education to make sure all conforms with the schedule.

CLASSIFICATION ENTRY Horticulture: Reviews all horticulture entry cards to make sure the proper botanical name is used for particular plant and right class. Prior to show assist members with correct plant identification. On placement day, disqualifies if exhibit is not worthy or infested with insects.

CLERKS – for the Judges portion (Friday Afternoon) Coordinator works with Judges Coordinator for number of clerks needed. They assign each clerk panel (group) to assigned classes. Prior to meeting with judges, Clerk Coordinator will review clerking duties with all clerk

groups. Ex. Directs Judges to their assigned classes, attaches ribbons for awards, confirms that blue ribbons and 90+ ribbons have been signed and all other initialed, confirms section and top exhibitor awards have been signed and dated by a judge, open the cards after judging. Note: Clerks should not be assigned to a class or section they have entered. They should be reminded to step back from judges as not to hear what judges say and keep quiet, and be sure to turn in clerks badge.

HOST/HOSTESS (Saturday and Sunday Flower Show) – Should circulate around the room to make sure that no one touches any of the exhibits. There will be do not touch signs on the tables. If someone ask a question that you cannot answer, go to the Flower Show Committee Table for the answer. If a hostess takes a break, make sure you cover the area. Chairs will be placed in discreet places for anyone who needs a rest. A hostess who needs to sit should use the clicker to count the number of people attending. Possibly two people should staff the People Choice Box table as you will need to hand out the card and pencil and explain what to do. Note: remind host/hostess to wear Green Thumb T-shirt if they have one, GCSP badge if they have one, and don't forget to turn in your hostess badge before you leave.

JUDGES Coordinator – Selects the correct number of judges needed for the number of panels needed. Invites the judges at least 6 weeks prior to show. Establishes number of panels and assigns classes to the specific panels. Each panel will judge design and horticulture. Works with Judge Hospitality coordinator on menu. Advises judges of schedule revisions/corrections if needed. Reminds judges of the need to sign and date blue ribbons, 90+ and Top Exhibitor ribbons and to initial all other cards.

HOSPITALITY Coordinator – Identifies menu to be approved by Flower Show Committee. Has three (3) helpers in kitchen. Three (3) tables for luncheon.

PHOTOGRAPHY – Assign two to three persons to take photos with and without the ribbons for possible awards that the club might want to apply for.

SCHEDULE Editors: Work on theme of show and write Flower Show Schedule following NGC policies. Works with Staging on Flower Show layout. Prepares a working schedule for members 3 months prior to show. This is inclusive of horticulture, design, and botanical arts.

SIGNS – Prepares appropriate signs for the Flower Show to show different sections and classes. This is for Design, Botanical Arts, Photography, Miniature Gardens, Youth and Education.

STAGING: Works closely with schedule committee on both design, botanical arts and horticulture to develop a plan in place for the layout of the show. Discuss what properties are needed. Creates staging appropriate for theme. Staging committee sets up tables as per the layout of the show. Works with all Chairs to make sure they have everything that is needed. Staging Leader is responsible for tagging Garden Club Show staging to be moved over to Walter Fuller and to get it back to the club. Also, directs the teardown at Walter Fuller.

PLACEMENT (Horticulture) – Checks and makes sure cards are completely filled out, highlighting where issues are that need resolution. Takes specimens from placement table and positions them in the show according to the schedule, modifying placement positioning for optimum design and creating sub-classifications for judging.

TEE SHIRT Coordinator- Secures sizes of tee shirts from the different committees, conforms no duplication, and separates to the different committees for distribution.

Design, Botanical Arts, Photography, Miniature Garden, Youth and Education

Consultants – Encourage members to enter, make sure that entry cards are filled out correctly and review to make sure they conform with schedule.

FLOWER SHOW TIMELINE

SUMMER - Discussion of Flower Show Title and staging. Flower Show Chair with Design, Horticulture, Judges, and Staging in discussion.

Nov. – Dec. - Preliminary Design/Botanical Arts.

1. Working Schedule prepared and given to Designers.
2. **Ribbons** - left over ribbons counted. Ordered when all sections are known.

Jan. – Feb. Flower Show meetings and committee selected.

1. Working schedule to Design/Botanical Arts members and put on website.
2. Consultants selected.

Feb. Design, Botanical Arts, Education, Photography, Dish Garden, and Horticulture Entry Forms Prepared.

Feb. 20 Design, Botanical Arts, Horticulture

1. Working schedule posted at clubhouse/available at General Meeting.
2. Printed logo selected.
3. Judge's invitations mailed or emailed.
4. Horticulture working schedule on Website.
5. Table and chair count given to GreenThumb.
6. Coordinate with the City for pick-up from the Wally Watt and delivery to the Wally Watt.

Feb./March Hostess and Clerk leaders selected and trained if needed.

March 1

1. Front and Back Cover for booklet.
2. Ribbons ordered from NGC.
3. Horticulture forms to Entry Clerk with a deadline of two or three weeks prior to Flower Show.
4. Photography due to Photo chairman by PDF 1st of March with Final to chair.

Mid March Judges notified of date to Judge

1. Final Schedule to person selected to review for spelling and accuracy.
2. Schedule to Printer and back for review.

March 15

1. Judges Assignment by Judge's Coordinator. Copy of booklet to judges one (1) month prior to the Show.
2. Signs are done on card stock (inc. Division). - Design, Horticulture, Botanical Arts, Education signs, smaller signs.
3. People's Choice ordered from Vista Print.

April 1 - Make sure risers and sign holders are painted. Prepare list of staging to inc. table linens to go to Walter Fuller.

April 15th

1. Deadline for horticulture entries to Entry clerk.
2. Small Horticulture division signs by April 17th (business card size).
3. Do not touch (business card size).
4. No Dogs (Letter Size) x2.
5. Judging in Progress (Letter size).
6. Check in sign (cardstock).
7. Placement sign (cardstock).
8. Confirms the City transportation for pick-up from the Wally Watt and delivery to the Wally Watt of all materials belonging to the GCSP.

April (Wednesday before the Flower Show)

Flower Show prep date - person at clubhouse by 7:30am for City to transport to Walter Fuller.

Thursday of Show – Staging begins 8 AM – tables placed per layout design, table clothes added, plastic table cloths on top. Horticulture drop off begins 10AM; individuals dropping plants need to affix entry cards to each plant and place on placement entry table. Placement coordinator (and placement team) will move to display tables when tables prepped. Design entries begin setup in afternoon. Thematic staging all day.

Friday – Horticulture Cuttings drop and placement, finalization designs. Judging begins 1 PM

Sunday Awards Ceremony at 3 pm. After the awards (3:30), take down all items to prepare for the City to bring to the Garden club.

Monday after flower show, staging returned to the Garden Club by the City.

Nominating Special Committee Guidelines

A Nominating Special Committee shall be selected every two (2) years in January in the year of an election per Bylaws.

1. The Nominating Committee is comprised of seven (7) members. The Chair must be a member of the BoD and is the ONLY position appointed by the President.
 - a. Three (3) members of the Board of Directors and three (3) members who are NOT part of the BoD are elected in January by the membership. The Chair may request to select members if no one is elected.

- b. This is the ONLY committee that does NOT report to the President, and the President cannot preside at a nominating meeting.
2. Referring to The Garden Club of Saint Petersburg Bylaws, Article V: Officers and guidelines (for each officer position) will assist in the determination if an individual under consideration is qualified for the position. Candidates should be aware of the duties expected in the position and agree to these responsibilities.
3. The Nominating Committee will meet two (2) times prior to the March meeting to review candidates on the slate. The Nominating Committee should try to only nominate 1 candidate for each position, however there may be circumstances where there are 2 nominations.
4. Nominations under consideration may be announced at the February General Meeting. This will inform the members of the potential candidates for the March General Meeting voting.
5. The slate will be presented at the March General Meeting in the following order:
 - a. Assistant Treasurer
 - b. Treasurer
 - c. Corresponding Secretary
 - d. Recording Secretary
 - e. 3rd Vice President
 - f. 2nd Vice President
 - g. 1st Vice President
 - h. President
6. As each position is announced by the Nominating Chair, the President asks if there are any nominees from the "floor". If NOT, the nominated Candidate is announced by the President for the position.
 - a. If there are two (2) candidates or a floor candidate (the floor candidate must be seconded), the election shall be conducted by paper ballot requiring a majority vote to elect.
 - b. Prior to the paper ballot being given, each candidate may state why they are in a better position for the officer position.
 - c. The Nominating Chair appoints a teller committee prior to the March meeting. The teller committee is three (3) members: 1 BoD and 2 members.
 - d. The President announces the new Executive Officers.
7. The Installation of Officers will take place at the General Meeting in May following the election.