

Chapter 31

Miscellaneous

Adopting an Order of Business

It is sometimes customary to adopt a program, or order of business, especially in conventions or sessions lasting more than one day. No change may be made in this order of business except by a two-thirds vote.

A motion to adopt a certain order of business is treated as a main motion. Adopting an order of business may be done by unanimous (general) consent. A majority vote is required for adoption when the question is put to the chapter.

If it is desired to transact business out of the adopted order, when an order of business has been adopted, it is necessary to suspend the rules, which requires a two-thirds vote.

Another method of transacting business out of the adopted order is to lay on the table each item as it arises until the desired item of business is reached.

If, at the previous meeting, an item of business was on the floor and the motion to adjourn passed before the pending business was voted upon, this item of business becomes unfinished business, and should be conducted in the part of the next meeting that deals with unfinished business.

An order of business will vary among chapters but in general the following items will be included in an inclusive order of business:

1. Opening ceremony
2. Minutes of previous meeting
3. Orders of the day
4. Officer reports (including the treasurer's report)
5. Report on chapter program of activities
6. Special features (such as guest speakers and other activities not specified elsewhere in the order of business)
7. Committee reports:
 - a. Standing

- b. Special
8. Unfinished business
9. New business (In a chapter conducting event, parliamentary problems would be included here.)
10. Degree and installation ceremonies
11. Closing ceremony
12. Entertainment, recreation, refreshments

When engaged in a chapter conducting event, those items in the order of business that are not essential to the event format may be omitted.

Committees

Committees are usually either classified as *standing* or *special*.

The chair of a committee is usually responsible for calling committee meetings, but any two of a committee's members may call a meeting.

The rules for conducting business in committees differ somewhat from those of conducting business in a chapter meeting, unless the committee is a very large one. For example, it is not necessary for a member to rise and address the chair before making a motion or speaking. The chair does not rise to put the question or leave the chair to speak or present motions. In committee meetings, it is not necessary to second motions. These formalities are not essential because of the small size of most committees.

Committee Reports

When committees have been charged with responsibility for investigating or reporting on a matter, their reports should close with a formal resolution pertaining to their recommendation(s). The chapter may then adopt or reject the recommendation(s).

If a report contains only information for the chapter members, there is no necessity for adopting the report. If this motion passes, the chapter assumes responsibility for the committee report. A copy of each committee report should be filed with the secretary.

Treasurer's Report

A financial report from the treasurer is not acted upon by the chapter. Such a report is for information only. It will later be checked by an auditing committee that will present a report on which the chapter will act. For this reason, the chapter should not vote to accept the treasurer's report.

Following a report from the treasurer, the president should remark that it is for information of the members and will be referred to the auditing committee. A copy of the report should be filed with the auditing committee and with the secretary for their information.

A treasurer's report may be structured as follows:

Treasurer's Report (Date)	
Balance on hand at date of last report:	\$ _____
Receipts since last report:	
FFA Christmas card sale	\$ _____
FFA Dues	\$ _____
Total:	\$ _____
Disbursements since last report:	
FFA Banners from National FFA Organization	\$ _____
FFA Dues to State Office	\$ _____
Total:	\$ _____
Present balance:	\$ _____
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Signature of Treasurer: _____	

Minutes of the Previous Meeting

The reading of the minutes is usually requested by the president stating, "We will now have the minutes of the previous meeting."

After the secretary has read the minutes, the president may ask, "Are there corrections or additions to the minutes?" After a pause, "If not, they stand approved as read." (One tap of gavel follows this announcement.)

Following approval of the minutes, the president should then sign them. It is proper for the secretary to take the minutes to the president's station for signing.

Minutes may be corrected at any time without reconsidering the vote approving them. They may also be corrected whenever an error is noticed regardless of the length of time that has elapsed.

Corrections are usually made informally by the chair directing the correction to be made. If an objection is made, a formal motion in the form of an amendment may be offered and voted on by the chapter.

Minutes of a meeting may be structured as follows:

Minutes

Minutes of a Regular Meeting of the _____ FFA Chapter
 City _____, State _____ (Date)

Call to order: The meeting was called to order at 7:00 p.m. by
 the president, _____.

Roll: Thirty-three members were present.

Minutes: Minutes of the previous meeting were read and
 approved.

Treasurer's report: The treasurer reported:

Balance on hand (Date) \$ _____

FFA Dues received, 5 members \$ _____

Total receipts \$ _____

Disbursements:

Refreshments \$ _____

Official FFA Manuals \$ _____

Balance on hand, (Date) \$ _____

Committee reports: (Name), chair of the Human Resources
 committee, reported that a program had been
 planned for the next meeting. (Name), chair of
 the Recruitment committee, reported that an
 FFA social would be held (Date). Further
 arrangements are being made.

Program: (Name), superintendent of schools, presented a
 very interesting presentation on the
 "Importance of Leadership Education in
 Citizenship Development."

Adjourn: The meeting adjourned at 8:30 p.m. Light
 refreshments were served following
 adjournment.

Signed: President _____

Signed: Secretary _____

(The president signs the minutes after their approval at the
 next meeting.)

Suggested Lesson Plan

Regardless of location or local situation, the instructor should teach a unit on parliamentary procedure to the students. This content is addressed in the Essential Knowledge and Skills (TEKS) for each Agriculture, Food and Natural Resources (AFNR) course. After this unit is taught, it is recommended that the teacher prepare a chapter conducting team to participate in an FFA leadership development event (LDE).

When teaching parliamentary procedure for the first time, a teacher is confronted with motivating students to become interested in parliamentary procedure. This motivation may be done by explaining and demonstrating the uses and advantages of correct parliamentary law, and by using correct parliamentary procedure in chapter meetings. To assist in this purpose, civic leaders may be invited to speak to students on the importance of effectively presiding over group meetings. These leaders may also stress the importance of effective participation by members in meetings. Moreover, FFA members who plan to work toward higher degrees in the FFA are required to possess a working knowledge of parliamentary procedure.

Following a motivational and interest-building approach, the teacher should then begin the study of parliamentary law. This may follow a plan to study in detail those abilities listed in the *Parliamentary Guide for FFA*. The length of time spent studying and practicing should be only for so long as active interest can be maintained. Spending too much time on any specific ability can cause students to become discouraged and lose interest in the subject. Teaching and learning objectives for the lesson are:

1. develop an appreciation for parliamentary procedure;
2. develop the ability to use correct parliamentary procedure;
3. develop the ability to properly conduct and actively participate in a business session; and
4. develop the ability and desire to participate in an FFA parliamentary procedure event.

Introduction (**Engage**) and Interest Approach (**Explore & Explain**):

1. Have you ever attended a meeting where the group was trying to conduct business, yet having a difficult time doing so?
Describe the meeting. What was the major cause as to why business could not be transacted?
2. How does a working knowledge of parliamentary procedure help us to conduct a more efficient meeting? (**Elaborate**)

Possible Activities:

- a. Have the chapter president or other students speak to the class on the value and proper use of parliamentary law.
 - b. Have experienced students demonstrate the correct use of parliamentary abilities.
3. Now, we will use a sample parliamentary procedure problem to conduct a practice meeting. (**Evaluate**)

Glossary of Parliamentary Terms

Abstain – to publicly refrain from voting

Adjourn – a privileged motion to close the meeting

Adjourn Sine Die – to adjourn a meeting without setting a date for a future meeting and often used to adjourn conventions where the next convention date has not been set; pronounced “sign die,” (literally, without day)

Agenda – a list, plan, outline, or the like, of things to be done, matters to be acted or voted upon as in organized meetings

Assembly – a group of persons gathered together, usually for a particular purpose, whether religious, political, educational, or social

Aye – a positive, affirmative vote, the positive side of a voice vote; pronounced “eye”

Ballot – a method of secret voting by means of printed or written ballots or by means of voting machines

Budget – an estimate, often itemized, of expected income and expense for a given period in the future

Business – (as it pertains to parliamentary law) the items that are listed on a group’s posted agenda or the items that are entertained by a group in an official meeting

Bylaws – specific rules that an organization adopts for itself that are extensions of the group’s constitution

Candidate – one who seeks an office

Carried / Carries – term that describes the passage of a motion

Charter – authorization from a central or parent organization to establish a new branch, chapter

Classes of Motions – there are 5 classes of motions

1. Privileged
 2. Subsidiary
 3. Main
 4. Incidental, and
 5. Motions that again bring a motion before the assembly.
- The first three classes are listed in order of importance or precedence (pronounced pres-i-duhns)

Con – to be on the negative side of an issue

Constitution – a set of rules in which a parent organization governs itself and all sub-groups of that organization

Convention – a group of delegates chosen to serve a body in a series of meetings for a single purpose

Debate – (as it applies to parliamentary law) the deliberation or consideration, either positive or negative, of an issue properly brought before a deliberative assembly

Decorum – the dignified propriety of behavior, speech, and dress

Delegate – a member of a group who represents that group as a representative or voting entity for that group

Deliberative Assembly – an organization composed of members who use parliamentary procedure to make decisions

Dilatory – tending to cause delay

Dispose of – (as it applies to parliamentary law) the removal of a motion from consideration by the assembly by voting to adopt, reject, postpone, refer, or to lay the motion on the table

Election – the selection of an individual or group by vote of the majority

Executive Board – the body of elected or appointed members who jointly oversee the activities of a company or organization

Floor – the term denoting the recognition of a member to speak: after a member has been recognized by the presiding officer, that member is said to have the *floor*, and retains the floor until he/she relinquishes the floor by sitting down; only the member who has the floor is entitled to make a motion or to speak (the exception is if the member is officially interrupted by another member in the proper manner)

Gavel – the symbol of authority in an official meeting that uses parliamentary law to govern its transaction of business

Germane – (as it applies to parliamentary law) a debate that is closely or significantly related, relevant, or pertinent to the motion on the floor at the time

Incidental Motions – motions that relate to the business of the group, or to past or future actions of the group

Majority Vote – at least one more than half the legal votes cast on an item of business in an official business meeting

Mass Meeting – a meeting that is held for a special reason by a group of people having a common interest

Minutes – the official record of the items of business that are transacted at any official meeting

Motion – an idea or proposal at a meeting that is presented to the group for their debate and then voted upon

Nay/No – a vote in the negative on any voice vote taken in an official meeting

Negative Vote – any vote that is against the motion being voted upon

Nominate – to present the name of a person or group to fill an office or position to the official body

Notice – the official posting that informs an assembly or group of an item of business that will be conducted at a meeting that will take place sometimes in the near future

Null and Void – no longer valid or enforceable

Order of Business – the adopted scheduled agenda that is presented to a group for their consideration

Parliamentarian – any person, appointed or elected, whose purpose is to advise the group on items dealing with the proper running of a meeting that uses parliamentary law as its rule base

Parliamentary procedure – a body of rules, ethics, and customs governing meetings and other operations of clubs, organizations, legislative bodies, and other deliberative assemblies

Plurality Vote – a type of vote that is used only when dealing with an election where there are multiple candidates and one candidate does not receive a majority, but has more votes than the other candidates

Precedence – (as it applies to parliamentary law) the rules of rank of the classes of motion and the priority of order that governs the order in which motions are proposed, considered, and disposed of

Presiding Officer – the officer or person conducting a meeting

Prevailing Side – the winning side of an outcome of a vote; may be either the positive or the negative side

Privileged Motions – motions that relate to special matters of overarching or immediate importance, and are allowed to interrupt items of business or discussion without debate

Quorum – the minimum number of members required to be present at a meeting to officially conduct business

Resignation – a formal notice, usually written, relinquishing an office or position

Speaker – (as it applies to parliamentary law) the person who has officially been given the floor

Special Committees – committees that are appointed for a particular purpose and that are dissolved once the committee has presented its final report with or without recommendations and the group has officially accepted or rejected those recommendations (no action is required by the group for this dissolution)

Standing Committees – permanent committees that should be listed in the by-laws of the group or entity, along with the length of committee members' terms (generally one year for FFA standing committees)

Standing Rules – rules that affect the governing of the everyday running of a group rather than parliamentary law, usually dealing with time, date and place of meetings, amount of annual dues, etc.

Subsidiary Motions – motions offered to assist a group with the process of disposing of main motions

Sustain – to uphold the ruling of the presiding officer

Unanimous General Consent – the adoption (passage) of a motion or referendum without any dissent, negative comment, or vote; usually by voice request: "Shall we, by unanimous general consent accept the motion as presented? There being no objection, the motion carries (passes)."

Unfinished Business – business that was on the agenda but was not completed at the last meeting, unless it was made a special order; generally taken care of at the next meeting before opening the current meeting's new business (most groups have a line item labeled old or unfinished business in the order of business)

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