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**CHAPTER 5**

**TAB DIVIDER**



# CHAPTER 5:

## Conducting Chapter Meetings

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## Conducting Chapter Meetings

*There are a variety of meetings that members can attend as a result of being a part of FCCLA. These include chapter and region meetings as well as the Annual State Leadership and National Leadership Conferences. Of these, chapter meetings are the most important in developing the interest and involvement of members in the FCCLA organization. By understanding how effective meetings are conducted, members will be prepared to participate not only in FCCLA meetings, but also those of other organizations, agencies, and various levels of government.*

*The number of chapter meetings per month varies with the activities of a local chapter. Each chapter holds at least one scheduled meeting per month during the school year. Chapters often conduct summer activities, program planning, and/or leadership training workshops for the officers.*

*This Chapter Guide provides officers and advisors with information to plan and conduct effective chapter meetings and activities.*

### Chapter Meetings

There are four basic elements to a successful business meeting: (1) the business to be transacted, (2) the program itself, (3) refreshments and (4) recreation. The well planned chapter meeting can be reflected graphically as:



Routine chapter meetings can be more interesting and worthwhile when they include demonstrations, presentations, or programs of interest to the group as a whole. Various career speakers also add to the effectiveness of any program. Good entertainment, recreation and refreshments should also be offered after the business sessions. Don't overlook member talent because everyone should have an opportunity to participate in some way at the meeting.

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Be sure to provide enough time to take care of chapter business satisfactorily, so that all issues are fully discussed. Quite often, hurried motions cause difficulties at a later date. The official opening and closing ceremonies should be used at all regular FCCLA meetings. Both officers and members should be familiar with their roles and duties at chapter meetings.

Ideally, meetings should be conducted in such a manner that every member wants to attend on a regular basis. If this isn't the case with your chapter members, examine your meetings and compare their structure with "Planning A Good Chapter Meeting" that follows.

## Planning a Good Chapter Meeting

When planning chapter meetings, the Chapter Executive Council and chapter advisor may want to review the following questions to make sure that the meeting will be a successful one.

1. Is the meeting planned and publicized in advance by the chapter officers?
2. Does each officer know his/her duties and responsibilities so they are well prepared for the meeting?
3. Does the agenda include all of the elements of an effective meeting?
4. Is official equipment (including gavel, secretary's notebook and treasurer's notebook) used in official FCCLA meetings?
5. Is the meeting opened and closed on time with the opening and closing ceremonies?
6. Does the presiding officer proceed according to the order of business?
7. Are committee reports well prepared?
8. Will the meeting command the attention and interest of all present through varied presentations using slides, posters, photographs, guest speakers, etc.?
9. Will the meeting proceed with assistance by the chapter advisor(s) when needed?
10. Are business and entertainment included whenever possible and appropriate?
11. Are all members given ample opportunities to contribute to the meeting and to participate fully?
12. Will the meeting move along at a pace that prevents boredom or wasted time?
13. Is parliamentary procedure used at all meetings?
14. Do chapter members have the opportunity to provide feedback on the meeting for future planning?

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## Equipment, Supplies, and Places for Chapter Meetings

Successful meetings require advanced planning, necessary equipment and an appropriate setting. Necessary items for conducting a successful business meeting includes but is not limited to table and chairs, gavel and sounding block, emblem, an American flag, notepads for the officers and motion cards. In other words, try to make sure meetings are held under pleasant conditions with appropriate equipment.

## Suggestions for the First Chapter Meeting of the Year

The first chapter meeting of the year is your opportunity to create interest in FCCLA as well as the Family and Consumer Sciences program at your school. The following ideas can be used for that important first meeting.

1. Have FCCLA chapter officers welcome new members to the chapter and explain its relationship in the Home Economics Careers and Technology program. Past chapter activities manuals, competitive recognition events projects, and awards should be shared.
2. Have FCCLA chapter officers organize introductions and a “get acquainted” activity for current and new members.
3. Have FCCLA officers present the proposed program of work and activities for the year.
  - Officers will need to review all materials before the meeting.
  - Officers will need to meet and decide on an effective way to present the program of work.
4. Let the chapter members discuss the program of work and make necessary revisions.
  - New members identify interest areas and are assigned to committees.
  - Turn in a copy of the revised program of work to your administration and set dates on the school calendar.
5. Have the Treasurer present the budget and act as chairperson of the Finance Committee. This committee works with the Program of Work Committee to determine the amount of money needed to carry out each project or activity included in the program of work.
  - The Finance Committee checks the possibilities of money-making projects available, gets approval from administration for the projects and knows the goal for each fund raising project.
  - Projects of the Finance Committee can be incorporated into the program of work and placed on the calendar of activities.
6. Serve refreshments. Schedule recreation/entertainment, if applicable, at the conclusion of the meeting.

## Conducting a Meeting

The correct order of business for a chapter business meeting includes the following:

1. Rap gavel twice - for meeting to come to order. The presiding officer says, "The meeting will come to order."
2. Rap gavel three times - to signal officers and members to stand for the opening ceremony.
3. Rap gavel once - signals officers and members to sit after the opening ceremony.
4. Flag Salute.
5. Roll call.
6. Reading of the minutes by the Chapter Secretary. The presiding officer says, "The Secretary will read the minutes of the last meeting."
7. Officer reports.
8. Committee reports.
9. A discussion of unfinished business. The presiding officer reads list of unfinished business.
10. A discussion of new business. The presiding officer reads list of new business.
11. Presentation of the program. The presiding officer says, "The program for the meeting will be presented by (name)." (The program may be presented before or after unfinished and new business and committee reports).
12. Rap gavel three times - signals members to stand for the closing ceremony.
13. The presiding officer says, "The meeting is now adjourned." Rap gavel once.
14. Recreation and refreshments may follow after adjournment.

*In the Appendix following this chapter, there is a sample script for a demonstration meeting and sample reports for officers and committee chairs. These are effective resources to use in training officers and members to conduct and participate in chapter meetings.*

# Chapter Meeting Evaluation

Chapter meetings should be conducted on a regular basis using parliamentary procedure. Periodically, meetings should be evaluated to ensure they are fulfilling the needs of the members. Following is a guide to use in evaluating chapter meetings.

## GENERAL:

- \_\_\_\_\_ Was the meeting planned and publicized in advance of meeting date?
- \_\_\_\_\_ Did the meeting move along effectively to keep members interested?
- \_\_\_\_\_ Was parliamentary procedure used?
- \_\_\_\_\_ Was the meeting conducted by the officers who know their duties and responsibilities?

## BUSINESS:

- \_\_\_\_\_ Was the correct order of business being followed?
- \_\_\_\_\_ Were motions being made and presented properly?
- \_\_\_\_\_ Were committee reports complete but brief?
- \_\_\_\_\_ Were the minutes well written and inclusive?
- \_\_\_\_\_ Were the officers' reports complete but brief?
- \_\_\_\_\_ Did all officers report to the members at each meeting?
- \_\_\_\_\_ Did the meeting start and finish on time?

## PROGRAM:

- \_\_\_\_\_ Was the program well balanced, with a variety of activities?
- \_\_\_\_\_ Was the program designed to capture and hold members' interests?
- \_\_\_\_\_ Was the topic selected of interest to all the members?
- \_\_\_\_\_ Were social/recreation activities included?

## CEREMONIES:

- \_\_\_\_\_ Were official opening and closing ceremonies used?
- \_\_\_\_\_ Was the proper equipment used?

## MEMBER PARTICIPATION:

- \_\_\_\_\_ Were a majority of members present?
- \_\_\_\_\_ Did all or most of the members participate in the meeting?
- \_\_\_\_\_ Were the members interested, attentive and enthusiastic?
- \_\_\_\_\_ Were the members courteous to guest(s), advisor(s) and officers?

## Checklist For a Good Meeting

### MAKE SURE CHAPTER MEETINGS:

- ✓ Are planned and publicized well in advance of meeting date  
\_\_\_\_\_
- ✓ Move along with enthusiasm to keep members interested  
\_\_\_\_\_
- ✓ Follow an appropriate order of business as stated in this handbook  
\_\_\_\_\_
- ✓ Use parliamentary procedure  
\_\_\_\_\_
- ✓ Begin and end officially with the Opening and Closing Ceremonies  
\_\_\_\_\_
- ✓ Have well-prepared committee reports  
\_\_\_\_\_
- ✓ Are conducted by officers who know their duties and responsibilities  
\_\_\_\_\_
- ✓ Give all members a chance to participate  
\_\_\_\_\_
- ✓ Follow business with social/recreation activities  
\_\_\_\_\_

# Using Parliamentary Procedure for Effective Meetings

## Why Use Parliamentary Procedure

FCCLA members throughout California use Parliamentary Procedure in conducting and participating in chapter, region, state, and national association meetings. All major civic and professional organizations, and local, state and national governments utilize basic Parliamentary Procedure in conducting business affairs we well. Therefore, the Parliamentary Procedure knowledge and skills learned through participation in FCCLA activities will not only be useful now, but also throughout a member's future civic and professional career.

## Elements of a Business Meeting

Planning is the key to a successful chapter meeting. The first step in planning any meeting is to establish an order of business prior to the meeting. This is generally done by the chapter Executive Council, which is composed of chapter officers, advisor, and those who chair major committees. The President presides over the Executive Council. Following the Executive Council meeting the President should prepare a written agenda and distribute or post it for members to review. An accepted order of business for a regular chapter meeting is presented below.

Most business meetings are not considered highly interesting. Therefore, many chapters include special features, such as speakers, media presentation, demonstrations, entertainment, recreation, and refreshments to encourage members to attend and promote fellowship among its membership.

### ORDER OF BUSINESS

- |   |   |
|---|---|
| 1. Call to order                                | 9. Unfinished business                        |
| 2. Opening ceremony                             | 10. New business                              |
| 3. Flag salute                                  | 11. Initiation and/or installation ceremonies |
| 4. Roll call                                    | 12. Closing ceremony/adjournment              |
| 5. Minutes of the previous meeting              | 13. Entertainment, recreation, refreshments   |
| 6. Program*                                     |   |
| 7. Officer reports                              |   |
| 8. Committee reports                            |   |
| a. Standing                                     |   |
| b. Ad hoc<br>(appointed for a specific purpose) |   |

*\*The program may be scheduled before or after reports and business.*

## Requirements for a Meeting

Once the meeting agenda has been developed and the members have been appropriately notified you are ready to conduct your chapter meeting. There are three major requirements in conducting a meeting:

1. A presiding officer must be present.
2. Someone must keep a record of business transacted.
3. Enough members must be present (quorum, generally 50% of the membership) to present motions and take part in the proceedings.

Although the duties of the FCCLA officers are discussed later in this guide, the President and Secretary are highly involved in each meeting.

The President's role is always one of presiding over the meeting rather than directing. Generally, the President votes only in the case of a tie and may not enter into the discussions unless one of the other officers is asked to assume the role of the chair. In addition, it should be noted that the President does not introduce new items of business, once the meeting has begun, only other officers and members may do so.

The Secretary maintains a complete membership roster and keeps an accurate record of transactions (minutes) by the group as well as a list of who attends the meeting.

## Use of the Gavel

The gavel represents a symbol of authority, and when used effectively, brings dignity to chapter meetings and maintains order. It is traditional that presiding officers at FHA-HERO meetings utilize the gavel during business meetings to enable them to conduct business in an orderly manner.

### REMEMBER:

- \_\_\_ Two taps of the gavel calls the meeting to order.
- \_\_\_ Three taps of the gavel is the signal for all members to stand during opening and closing ceremonies.
- \_\_\_ One tap of the gavel then signals members to be seated.
- \_\_\_ When a motion has been passed or failed, one tap of the gavel should follow the announcement of the result.
- \_\_\_ One tap of the gavel should immediately follow the announcement that the meeting is adjourned.
- \_\_\_ A series of taps or one sharp tap of the gavel is used by the president to restore order and dignity in a meeting.

## Voting During a Chapter Meeting

In most chapter meetings, three methods of voting will be used:

1. Voice vote, by saying “aye” or “no”;
2. Rising vote, either by standing or by a show of hands;
3. Secret ballot, a written vote.

A quorum of members must be present to conduct official business. Unless otherwise stated in the chapter constitution, half or more of the active membership constitutes a quorum.

During a business meeting most votes will require a simple majority, which means more than half of the members present vote in favor of the motion. In the event of a tie, the president shall cast the deciding vote.

When a motion limits the rights of a member or members, a two-thirds majority is required, e.g. if 60 members were voting, 40 would need to vote in the affirmative to have a two-thirds majority. To verify a two-thirds vote, the president will ask for a “standing vote.” An easy method of determining if you have two-thirds vote is as follows: Double the number of negative votes and if the sum is greater than the affirmative votes, a two-thirds vote has not been obtained.

## Using the Main Motion

To conduct a business meeting, members must understand the general types of motions used, their intent and general procedure to be followed. The “main motion” is the first motion that is made to get the chapter to take certain action. All new business is presented in terms of a general topic and then stated by a member as a main motion. The procedure used is as follows:

1. Member rises and addresses the chair: “Madam President,” “Mr. President,” etc.
2. Gain recognition from the chair: The chair/President will recognize you by calling your name, nodding, etc. In a large delegate body, you will be asked to identify yourself, so people know who is making the motion.
3. State the main motion: The proper form used is “I move that...,” do not state “I make a motion,” “I wish to make a motion” or “I so move.”
4. Second the motion: There is no need to be recognized when seconding the motion except in large formal meetings. The correct statement used is, “Mr./Madam President, I second the motion,” or “Second.”
5. President restates motion: The President restates the motion and any essential characteristics, i.e., amendable, debatable, type of vote. Example - “It has been moved and seconded to purchase a new computer. The floor is now open for debate (discussion).”
6. Members gain recognition from the chair for debate: Generally, the maker of the motion has priority for first debate. Following the maker of the motion’s debate, the chair considers the following rationale in selecting the next speaker:
  - a. First person to request the floor by being recognized from the chair;

- b. Member who has not yet spoken is given priority over one who has already spoken;
  - c. Discussion should be alternated between speakers who represent pro and con sides of the motion;
  - d. No person has the right to speak more than twice on an issue if another person who wishes to speak has not yet spoken.
7. Ending debate: After it is evident that discussion has ended the chair generally states, "Is there further debate" or "Are you ready for the question?" If the chair obtains no response, the motion is then restated for the group prior to voting.
  8. Voting on the motion: Following the restatement of the motion the chair will state, "All in favor of the motion signify by saying aye, all opposed say no." Since main motions require a majority vote, only a voice vote is needed. If the chair is not able to determine which way to rule, a hand vote can be taken.
  9. Ruling on the vote: The presiding officer must decide if the motion "passed or failed" and should indicate the effect it has. The presiding officer will generally state, "motion passed" or "motion failed" and then indicate any effect on the organization. Following the presiding officer's announcement of the ruling, one tap of the gavel will be used to seal the action.

## Subsidiary Motions

In the previous section, it was emphasized that all new business is introduced by the use of the "main motion." However, many times the main motion needs to be modified, action postponed, referred to a committee for study, etc. These types of motions are called "subsidiary motions." Subsidiary motions are motions that can be applied to other motions for the purpose of appropriately disposing of them. The seven subsidiary motions from highest to lowest rank in precedence and the basic characteristic(s) of each are shown in Figure 1.1.

**Figure 1.1 SUBSIDIARY MOTIONS**

NAME	SECOND REQUIRED	DEBATABLE	AMEND	VOTE REQUIRED	PURPOSE
Lay on the table	Yes	No	No	M	To set business aside temporarily
Previous question	Yes	No	No	2/3	To close debate and vote
Limited or extend debate	Yes	No	Yes	2/3	To limit time for debate (extend)
Postpone to a certain time	Yes	Yes	Yes	M	To delay action
Commit or refer to a committee	Yes	Yes	Yes	M	To place business in the hands of a committee
Amend motion	Yes	Yes	Once	M	To modify or alter
Postpone indefinitely	Yes	Yes	No	M	To kill motion without vote

## PRECEDENCE OF MOTIONS

The term “precedence” may be new to you. Precedence is the order in which motions or items rank; it is the order by which they will be brought before the group. In parliamentary procedure, each motion has a definite rank or order in which it can be legally handled. Precedence or “rank” does not indicate importance of a motion. Remember that it is possible to have several subsidiary motions pending at the same time. At the end of this chapter, a summary of the major motions is presented.

In the diagram on page 5-20, note that the highest ranking motions are at the top of the list. Therefore, a motion lower on the pyramid is out of order, if a motion above it is being considered. For example, if a main motion is being debated and someone moves to amend the motion, it is in order for someone to move the previous question according to the order of precedence.

## POSTPONE INDEFINITELY

The motion to postpone indefinitely is the lowest ranking subsidiary motion (see Figure 1.1). This motion is used if you feel the main motion is not worth considering now or in the future. The motion is stated, “I move to postpone action on this motion.” If the motion is seconded and carried, it would require a motion to be reconsidered in order to be brought back to the floor.

## AMEND MOTION

If a member favors the main motion, in general, but feels that it could be improved, there are three common ways to amend the motion:

1. By striking out;
2. by inserting or adding;
3. by substituting.

Example:

Main motion: “I move that our chapter go roller skating.” After a member gains recognition from the President, he may amend as follows.

“I move to amend the motion by adding... or inserting” ...on May 24,” or substituting... “...July 14 for May 24,” or striking out... “...May 24.”

After an amendment has been presented, it requires a second. It is also permissible to offer an amendment to the amendment, but never is it in order to amend the amendment to the amendment. In any case, the amendments and motions are voted on in reverse order to which they are presented. It is important to remember that an amendment can only be used to modify a main motion, not to change its entire meaning. If you wish to change the motion completely, then vote against it and make a new motion after it is defeated.

## COMMIT OR REFER TO A COMMITTEE

Often it is difficult to make a logical decision about how to vote on some main motions due to a lack of information. If this situation arises, the motion to refer to committee may be appropriate. The motion is stated, “I move that we refer this question (or main motion) to (state the committee or person to which it is being referred).” If it is not clear to whom the motion is to be referred, the President should make that clarification. Generally, the committee reports to the assembly at the next meeting unless otherwise specified in the motion.

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## POSTPONE TO A CERTAIN TIME

If you, as a member of your chapter, feel that the main motion under consideration is appropriate, but you think that the chapter is not ready to vote on it, you may want to try to postpone it to a definite time when the matter can be discussed further. The member would state, "I move that we postpone consideration of this motion until the next meeting (or until the January meeting, etc.)."

If seconded and carried, this motion must appear in its debatable form under unfinished business at your next meeting or the meeting specified in its debatable form.

## LIMIT OR EXTEND TIME FOR DEBATE

This motion has two purposes: (a) to limit or stop unnecessary debate and lengthy discussion or (b) to add debate time. In limiting debate, you may limit either the number of speakers or the amount of time allowed. For example, "I move we limit debate on this motion to five minutes," or "I move to limit debate to one more speaker on each side of the motion." The motion to "extend time for debate" is commonly used after debate has been stopped due to the previous motion to limit debate. For example, "I move to extend time for debate for ten more minutes." In using these motions, the member should be aware that a second is required, it is amendable as to the time or length of speaking, it is not debatable since this would defeat the purpose of the motion. A two-thirds vote is required since it could take away the individuals right to speak.

## PREVIOUS QUESTION

The effect of the motion, "I move the previous question on the pending questions (motion)," is to close debate. Many times debate on an issue drags on for some time and no new points are made. This motion, if carried, causes the motion before the assembly to be voted on at once. The characteristics of the motion are as follows:

1. Requires a second;
2. not debatable or amendable;
3. requires a 2/3 vote, since it limits the rights of the members to debate;
4. a rising vote is used by the chair.

## LAY ON THE TABLE

The motion to "lay on the table" is similar to the motion "postpone indefinitely." The major difference is that this motion is not debatable and, once tabled, requires a motion to "take from the table" at the same meeting or next regularly scheduled meeting or it fails to continue to exist. "I move that we table the main motion" or "I move that we take from the table the motion to (state the motion that was tabled)."

This motion takes precedence over all other subsidiary motions and cannot have a subsidiary motion applied to it.



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## POINT OF ORDER

Although the appeal is used to correct errors on the chair's part, the more common procedure is to use the incidental motion, "Mr./Madam Chairman, I rise to a point of order." This phrase may even interrupt another member who has the floor and is speaking. The chair would say, "State your point of order." After the member states the point of order, the chair decides, "Your point is not well taken," and then proceeds with business before the assembly, or he decides, "Your point is well taken," and then proceeds with business under the reversed ruling.

## WITHDRAW A MOTION

A main motion may be withdrawn (by the maker of the motion) at any time before a final vote is taken, provided no one objects. The member states, "I request to withdraw this motion." The 7YLPLU asks if anyone objects. If not, the motion is withdrawn. If objection is made, a motion can be made by another member. The motion requires a majority vote, does not require a second and is not debatable.

Other incidental motions do exist beyond those discussed. A list of references is available at the end of this chapter for further study.

## PARLIAMENTARY INQUIRY

If a member is unsure of the correct 7arliamentary 7rocedure that should take place, he or she should rise and state, "Mr./Madam chairman, I rise to a parliamentary inquiry."

Chair: "State your inquiry."

Member: "Is it in order to offer an amendment now?"

Members should remember to address all requests for information to the chair even though aimed at another member.

## Privileged Motions

Privileged motions are unlike subsidiary and incidental motions in that they do not relate to any pending item of business. However, they are of great importance and take precedence over all other motions. They are not debatable. The five common privileged motions in order of precedence and the characteristics of each are presented in Figure 1.3.

**Figure 1.3 PRIVILEGED MOTIONS**

MOTION	SECOND REQUIRED	DEBATABLE	AMEND	VOTE REQUIRED	PURPOSE
Fix time to which to adjourn	Yes	No	Yes	M	To set time for next meeting
Adjourn	Yes	No	No	M	To end meeting
Take a recess	Yes	No	Yes	M	Provide an intermission to interrupt a meeting
Raise a question of privilege	No	No	No	None	To obtain action immediately in an emergency
Orders of the day	No	No	No	None	To force chairman to conduct business in correct order

### ORDER OF THE DAY

A call for the order of the day is a demand that the group follow its program or order of business. A call for the order of the day requires no second, may be made when another speaker has the floor without recognition, and yields to the other privileged questions. It cannot be debated or amended.

A member states, "Mr./Madam President, I call for the order of the day."

The President states, "Will the assembly proceed to the order of the day?" If the assembly does not wish to, a two-thirds negative vote is needed to prevent following the order.

### RAISE A QUESTION OF PRIVILEGE

Questions of privilege may relate to privileges of the group or of a single member. Questions of privilege affecting the group take precedence over those relating to the individual. If the question of privilege requires immediate attention, a member may interrupt a speech in raising the question. The member states, "Mr./Madam President, I rise to a question of personal privilege."

The president asks, "What is your question?"

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The member states, “We cannot see the figures on the overhead” or “we cannot hear in the rear of the room.” Generally, the President decides these kinds of questions, but may ask the assembly for input before announcing the decision.

### **TAKE A RECESS**

Recesses are needed for a number of reasons during business meetings. One of the major reasons is to provide for an informal discussion of the issues and better organize both sides of the issue. If the motion to recess is made when other business is pending, it is privileged and not debatable. However, no subsidiary motions can be applied to it except a motion to amend, and it can only include length of time to recess.

In making the motion, a member may state, “I move that we take a ten minute recess” or “I move that we recess until 1:00 p.m. today.” The motion requires a second and a majority vote.

### **TO ADJOURN**

A motion to adjourn is always a privileged motion unless the effect would be to disband the organization permanently. As a privileged motion, the motion to adjourn takes precedence over all motions except the motion to fix a time to adjourn. To make the motion, you must obtain the floor, it requires a second, cannot be amended, debated, cannot have subsidiary motions applied and cannot be reconsidered. A majority vote is needed for passage.

The form used is: “I move to adjourn” or “I move that we adjourn.”

## **Unclassified Motions**

Several motions that cannot be readily classified, and the main motions to rescind and to ratify are discussed briefly in the following paragraphs. Motions included in this group are:

1. To take from the table;
2. to reconsider;
3. to rescind;
4. to ratify.

### **TO TAKE FROM THE TABLE**

The purpose of this motion is to bring up for discussion a question that had been laid on the table previously. It is not debatable, amendable and no subsidiary motions can be applied. The maker of the motion should remember that it does not take precedence over any pending questions and yields to privileged and incidental motions, but not subsidiary motions.

The motion is stated: “I move to take from the table the motion that we send two delegates to the leadership training conference.”

## TO RECONSIDER

A motion to reconsider an action can be made only in the same meeting or the meeting following the vote on the question taken, and then only by one who voted on the winning side.

The motion is stated: "I move to reconsider the motion concerning..."

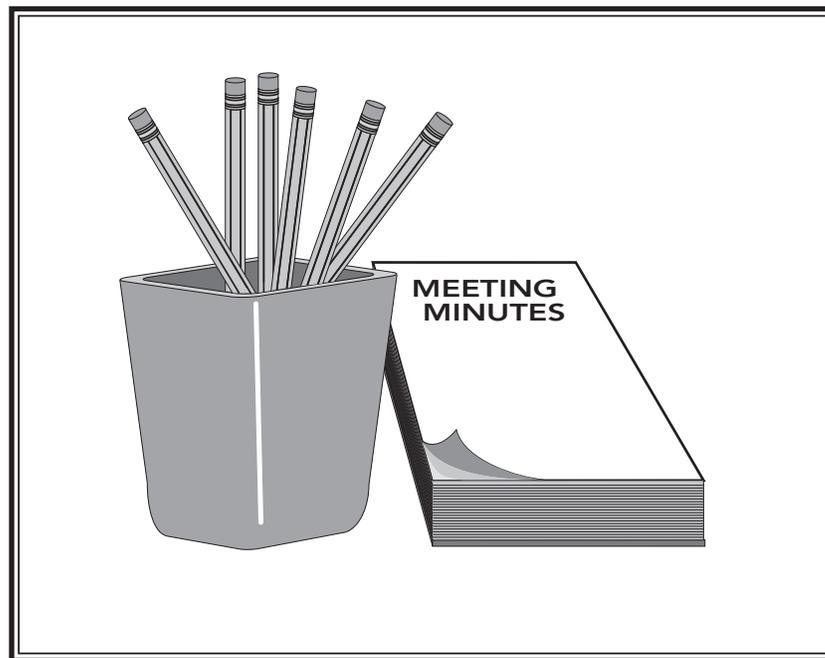
If the motion carries, the original motion is back on the floor for further discussion, if debatable, or another vote, as the case may be.

## TO RESCIND

On occasion, a chapter may take some action and later determine that they want to erase it. This may be accomplished through the motion to rescind. It is stated, "I move to rescind the action taken by..." If this is seconded and passed by two-thirds majority, the secretary is obligated to delete the action from the minutes and other records.

## TO RATIFY

A motion to approve, confirm or adopt emergency action taken at a meeting when no quorum was present.



## Parliamentary Procedure References

This chapter has presented an overview of the basic motions used in a business meeting. If questions should arise that cannot be answered by chapter members, consult any of the following references.

### Parliamentary Procedure References

- ◆ ***Parliamentary Procedure at a Glance***  
O. Garfield Jones; Hawthorn Books, Inc.
  
  - ◆ ***Roberts Rules of Order  
Newly Revised***  
Henry M. Robert III; William J. Evans,  
Daniel H. Honeman, Thomas J. Bulch;  
Perseus Publishing
-

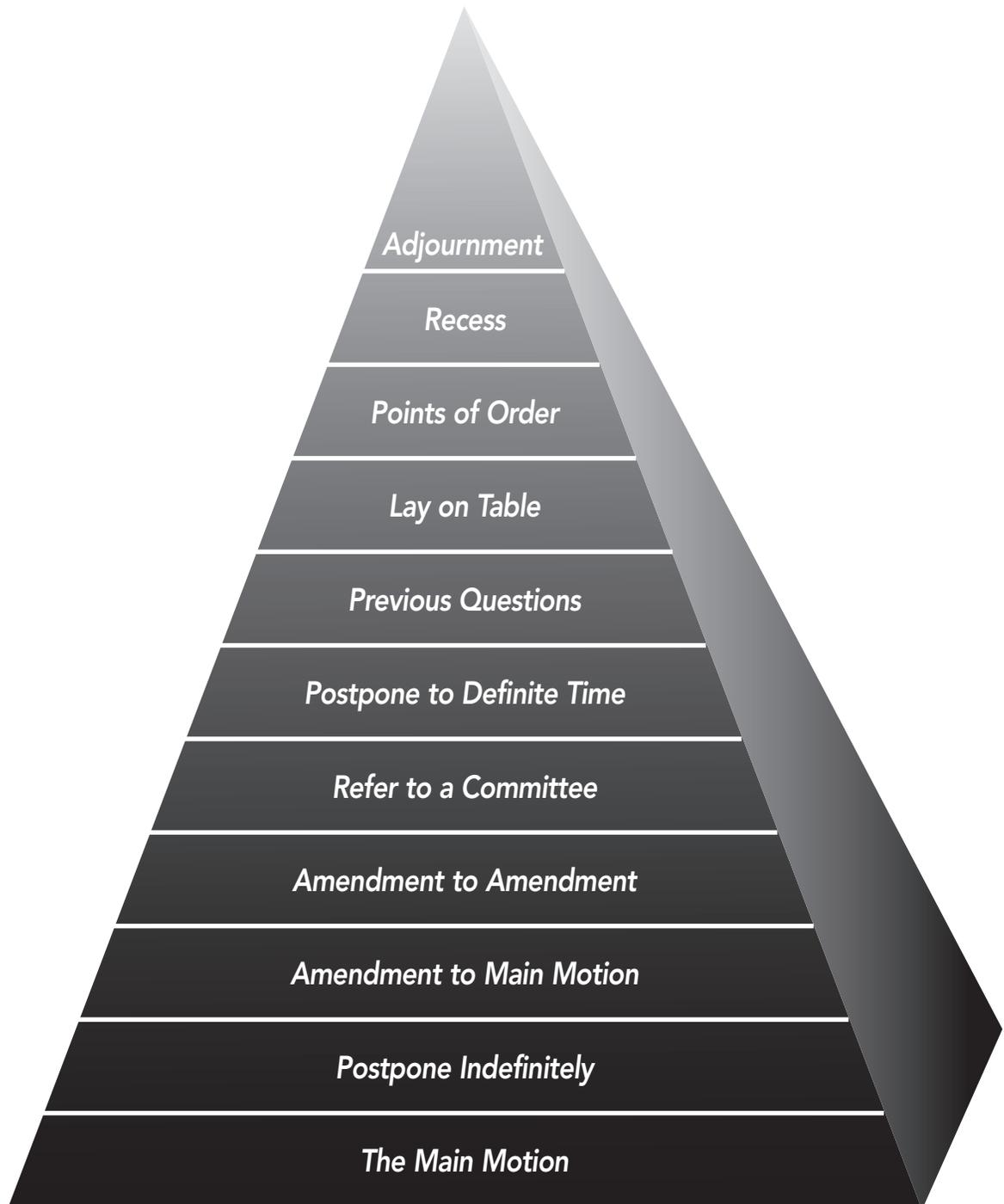
## Summary of Motions

CLASSIFICATION	KIND	SECOND REQUESTED	DEBATABLE	AMENDABLE	VOTE REQUIRED	CAN BE RECONSIDERED
PRIVILEGED	1. ADJOURN	YES	NO	NO	MAJORITY	NO
	2. QUESTION OF PRIVILEGE	NO	NO	NO	NONE	NO
INCIDENTAL	3. POINT OF ORDER	NO	NO	NO	NONE	NO
	4. APPEAL	YES	YES	NO	MAJORITY	YES
	5. SUSPEND THE RULES	YES	NO	NO	2/3	NO
	6. DIVISION OF THE HOUSE	NO	NO	NO	NONE	NO
	7. PARLIAMENTARY INQUIRY	NO	NO	NO	NONE	NO
	8. TO WITHDRAW A MOTION	NO	NO	NO	MAJORITY	YES
SUBSIDIARY	9. LAY ON THE TABLE	YES	NO	NO	MAJORITY	NO
	10. PREVIOUS QUESTION	YES	NO	NO	2/3	YES
	11. POSTPONE DEFINITELY	YES	YES	NO	MAJORITY	YES
	12. LIMIT DEBATE	YES	NO	NO	2/3	YES
	13. REFER TO COMMITTEE	YES	YES	YES	MAJORITY	YES
	14. AMEND	YES	YES	YES	MAJORITY	YES
	15. POSTPONE INDEFINITELY	YES	YES	YES	MAJORITY	YES
MAIN	16. MAIN MOTION	YES	YES	YES	MAJORITY	YES
OTHER	17. TAKE FROM THE TABLE	YES	NO	NO	MAJORITY	NO
	18. RECONSIDER	YES	YES	NO	MAJORITY	NO
	19. RESCIND	YES	YES	YES	2/3	NO

## Order of Precedence of Motions

In using the chart, a motion lower on the pyramid is out of order, if a motion above it is being considered.

Whenever a motion has been decided, it loses its precedence, as it is no longer on the floor.



# **C H A P T E R 5**

## *Appendix*



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## Demonstration FHA-HERO Chapter Meeting

**President:** (Raps the gavel twice and says:)

*"The regular (special) meeting of the \_\_\_\_\_ Name of School \_\_\_\_\_ FHA-HERO Chapter will come to order."*

### **Opening Ceremony**

**President:** (Raps the gavel twice and says:)

*"The meeting will come to order."* (Raps the gavel three times, signaling the officers and members to stand, and says:)

*"We are the members of FHA-HERO: The California Affiliate of FCCLA. Our objective is to help individuals improve personal, family, and community living."*

*"Officers, upon what do our activities focus?"*

**Officers:** *"Our activities focus on individual growth, preparation for family life, development of skills for careers, and the participation of youth in today's society."*

**President:** *"Members, as we work toward the accomplishment of our goals, what do we learn?"*

**Members:** *"As we work toward the accomplishment of our goals, we learn cooperation, take responsibility, develop leadership, and give service."*

**President:** *"The \_\_\_\_\_ Name of School \_\_\_\_\_ FHA-HERO Chapter meeting is now in session. You may be seated."* (Raps the gavel once, signaling members to sit).

*"The Vice President will lead the Pledge of Allegiance."*

**Vice President:** *"Please stand, salute, pledge."* (Pledge of Allegiance)

**Note:** The Secretary may take time to read each name and record responses as given or take a silent roll call and determine if a quorum is present.

**Secretary:** *"Mr./Madam President, a quorum is present."*

**President:** *"A quorum is present. The secretary will read the minutes of the meeting of November third."*

**Secretary:** Reads minutes (a copy is included with this material).

**President:** *"Are there corrections to the minutes?"* (Pause)

*"If none, they are approved as read."*

The next order of business is hearing reports of officers.

The treasurer will give the financial report.

**Treasurer:** Reads report (a copy is included with this material).

**President:** *"Are there questions?"* (Pause)

*"If not, the report will be filed."*

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*“Are there any bills at this time?”*

**Treasurer:** *“There are no bills at this time.”*

**Note:** If there were bills to be paid they would be read and the president could state, *“If there are no objections, the bills will be paid.”* (Pause) *“There being no objections, the bills will be paid.”*

A member would have a chance to ask a question regarding a bill or request to have the budget checked to see if the amount of the bill was within the budget for a particular time. If an objection is voiced, a motion would have to be made, seconded, and an affirmative vote would be required to pay the bills.

Correspondence requiring no action is called for at this time, however, it may be called for at other times.

The secretary reads first the date then the name of sender or organization so that everyone knows immediately who wrote the letter. The secretary, after clearly recording receipt of the letter, may destroy it unless it has further value.

**President:** *“The secretary will read the correspondence.”*

**Secretary:** Reads correspondence (a copy is included in this material).

**Note:** The secretary reads the report of the Executive Council. The minutes of the Executive Council are not read to the assembly, only to the council. The report should cover the date, time and place of the meeting, whether a quorum was present, and any recommendations. Should there be no recommendations from the Executive Council meeting, there would be no need for a report of the council to the assembly.

**President:** *“The secretary will read the Executive Council report.”*

**Secretary:** Reads report (a copy is included in this material).

**President:** *“The next business in order is the recommendation of the council that we request that the chapter officers attend the leadership training seminar in Lakeshore and present a report to the chapter when they return since none of the chapter officers can attend.”*

*“Are you ready for the question?”*

**Member:** *“Mr./Madam President.”*

**President:** (Recognize member by name).

**Member:** *“I rise to a Point of Order.”*

**President:** *“State your point.”*

**Member:** *“There was no second to the recommendation.”*

**President:** *“The Executive Council is the same as a committee and the recommendations being made were agreed on by all the council members.”*

*“Is there discussion regarding the recommendation that we request the chapter officers attending the leadership training seminar in Lakeshore and to present a report to the chapter when they return since none of the chapter officers can attend?”*

---

**Member:** *"Mr./Madam President."*

**President:** (Recognize member by name).

**Member:** *"Since we are helping send the officers to the conference being held in Lakeshore, we should know what is going on."*

**Member:** *"Mr./Madam President."*

**President:** (Recognize member by name).

**Member:** *"I think the chapter president should give the report to the chapter meeting."*

**President:** *"Are you ready for the question?"* (Pause)

*"The recommendation is that we request the chapter officers attending the leadership training seminar in Lakeshore and present a report to the chapter when they return. As many as are in favor say, 'aye'. All opposed say, 'no.'"*

*"The 'ayes' have it, the motion is carried, and we will request that the chapter officers attending the leadership training in Lakeshore present a report to the chapter when they return."*

**Note:** Standing committee reports are given in the order they are listed in the bylaws. These are the committees who have been appointed to serve during the entire term. A chairman should always be given the opportunity to report and if possible, should notify the president so that the president does not have to check on so many details before a meeting. The chairman or reporting member moves the adoption of any recommendations; no second is required unless it is a committee of one. Reports should always be in the third person. All committees will report at this meeting. Recommendations will be handled immediately.

**President:** *"The next business in order is standing committee reports. The Chair calls on       Name of Member       for a report of the Community Service Committee."*

**Chairman:** Reads report (a copy is included in this material).

**President:** *"It is the recommendation of the Community Service Committee that we get together and go to a nursing home to sing Christmas carols and have a party on December 20."*

*"Are you ready for the question?"*

**Member:** *"Mr./Madam President."*

**President:** (Recognize member by name).

**Member:** *"I move to amend the motion by inserting the words 'Golden Hours' before the word 'nursing.'"*

**Member:** *"Second."*

**President:** *"Are you ready for the question?"*

*"As many as are in favor of inserting the words 'Golden Hours' before 'nursing' say 'aye.' All opposed say, 'no.'"*

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**Member:** *"I call for a division."*

**President:** *"A call has been made for division. The Vice-President will count the vote. All voting in the affirmative will rise." (Count)*

*"Please be seated."*

*"Those voting in the negative will rise." (Count)*

*"Please be seated."*

*"There are 13 in the affirmative and 10 in the negative. The affirmative has it and the motion to amend is adopted."*

*"The motion as amended is, we will plan to go to the Golden Hours nursing home on December 20 to sing Christmas carols and have a party."*

*"Are you ready for the question?" (Silence)*

*"As many as are in favor of the motion as amended that we go to the Golden Hours nursing home on December 20 to sing Christmas carols and have a party say, 'aye.' All opposed say, 'no.'"*

*"The 'ayes' have it and we will plan to go to the Golden Hours nursing home on December 20 to have a party and sing Christmas carols."*

*"The Chair calls on the Program Committee for a report."*

**Member:** Reads report (a copy is included with this material).

**President:** *"Thank you. We will look forward to hearing more about this program schedule and when we may be hearing these speakers. I am sure the program committee will be glad to have suggestions from the members for other programs as well."*

*"The Chair calls on the Social Committee for a report."*

**Member:** Reads report (a copy is included in this material).

**President:** *"If there is no objection, we will consider the recommendations of the Social Committee separately." (Pause)*

*"There is no objection and we will consider the recommendations separately."*

*"It has been recommended that we have a Thanksgiving potluck on November 21st."*

*"Are you ready for the question?"*

**Member:** *"Mr./Madam President."*

**President:** (Recognizes member by name).

**Member:** *"I think it would be a good idea to have a potluck."*

**President:** (Recognizes member by name).

---

**Member:** *"I would like it better if we gave food to a needy family. We all eat good at home and some people do not have food."*

**President:** *"Are you ready for the question?"* (Silence)

*"As many as are in favor of the recommendation that we have a Thanksgiving potluck on November 21st say, 'aye.' Those opposed say, 'no.'"*

*"The 'noes' have it, the motion is lost, and we will not have a Thanksgiving potluck on November 21st."*

*"It has been recommended that we have a Christmas party on December 19th. Are you ready for the question?"*

**Member:** *"Mr./Madam President."*

**President:** (Recognizes member by name).

**Member:** *"I move to postpone this recommendation to our next regular meeting so that we may have more time for discussion."*

**Member:** *"Second."*

**President:** *"It has been moved and seconded to postpone the recommendation of the Social Committee that we have a Christmas party on December 19th until our next regular meeting."*

*"Are you ready for the question?"*

*"As many as are in favor of postponing the recommendation that we have a Christmas party on the 19th of December until the next regular meeting say, 'aye.' Those opposed say, 'no.'"*

*"The 'ayes' have it, the motion is carried, and we will postpone the recommendation of the Social Committee that we have a Christmas party on December 19th until the next regular meeting."*

**Note:** A special order should be an item of business which was postponed until a certain time. The item just taken care of will appear on the order of business for the next meeting. Many clubs lay an item on the table and this is not the proper use of that motion. When a matter is tabled it must be Taken from the Table by another motion to do so. The motion to Lay a Motion on the Table should be used only for an emergency situation (a recess is also useful for this kind of situation).

**President:** *"The Chair calls on \_\_\_\_\_ Name of Member \_\_\_\_\_ for a report of the Ways and Means project."*

**Member:** Reads report (a copy is included in this material).

**President:** *"The request of the Ways and Means project committee will be referred to the chapter advisor for approval or rejection. The recommendation of the advisor will be given at the next regular meeting."*

**Note:** If you do not need to have school approval for a project it would be in order to debate and vote on the proposal with no further delay.

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Unfinished business refers to questions that have come over from the previous meeting as a result of that meeting having adjourned without completing its order of business. The Chair does not ask if there is unfinished business. It is his/her business to know if there is unfinished business. This can be determined by checking the minutes before the meeting and with the secretary. If he/she knows of unfinished business he/she could say, *“Under unfinished business there is the question of \_\_\_\_\_.”* This puts the business back before the assembly for discussion and for a vote.

It is also good to state, *“There is no item of unfinished business.”* This at least alerts the membership in case the presiding officer has overlooked an item.

**President:** *“There is no unfinished business.”*

*“Is there any new business?”*

**Note:** Until this time the business has all come from either the officers or a committee report. Now is the time for any other member to make a recommendation for consideration.

**Member:** *“Mr./Madam President.”*

**President:** (Recognizes member by name).

**Member:** *“I move we have a Kris Kringle in school this Christmas.”*

**Member:** *“Second.”*

**President:** *“It is moved and seconded that we have a Kris Kringle in school this Christmas.”*

*“Are you ready for the question?”*

**Member:** *“Mr./Madam President.”*

**President:** (Recognizes member by name).

**Member:** *“What if we get a name of someone we do not care for? We don’t want to spend money on someone like that!”*

**Member:** *“Mr./Madam President.”*

**President:** (Recognizes member by name).

**Member:** *“Christmas is a special time of year. If you got the name of someone you did not especially care about, it would be possible for you to become friends if you took time to find something the person liked. Remember the spirit of Christmas.”*

**President:** *“Are you ready for the question?”* (Silence)

*“As many as are in favor of the motion we have a Kris Kringle in school this Christmas say, ‘aye.’ Those opposed say, ‘no.’”*

*“The ‘ayes’ have it and the motion is carried. We will have a Kris Kringle in school this Christmas. The Social Committee will be asked to work out the details of this project.”*

*“Is there further new business?”*

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*"The next meeting will be Wednesday, November 22nd."*

*"Are there any other announcements?" (Silence)*

### ***Closing Ceremony***

**President:** (Raps the gavel three times, signaling the officers and members to stand, and says:)

*"We are challenged to accept the responsibility of upholding the beliefs and purposes of our association. Let us reaffirm the value of FHA-HERO in our lives."*

**Members:** *"As members we gain a better understanding of justice, courage, integrity, cooperation, and trust. We will use these ideals to contribute to the betterment of our homes, communities, and careers."*

**President:** "The Regular/Special Meeting of the Name of School FHA-HERO: The California Affiliate of FCCLA is now adjourned."

(Raps the gavel once.)

# Demonstration Minutes and Reports

**Copy and give reports to designated officers/committee members who will present their portion of demonstration meeting.**

## MINUTES FOR DEMONSTRATION MEETING

The President called the regular meeting of the           Name of School           FHA-HERO Chapter to order at 9:00 a.m. on November 3rd. The secretary read the minutes which were approved as read.

The Treasurer reported a balance of \$325.00 as of November 3rd.

The Secretary read a letter from the State President regarding the Leadership Seminar. The President asked the officers to inform the school advisor if they would be able to attend the seminar.

Reports were given by the Community Service Committee, Program Committee, and Ways and Means Committee.

New Business moved to supply \$25.00 for grocery basket for a needy family for Thanksgiving. Motion carried.

Meeting adjourned by President at 10:00 a.m.

Secretary \_\_\_\_\_

Approved \_\_\_\_\_

Date \_\_\_\_\_

## TREASURER'S REPORT FOR DEMONSTRATION MEETING

Balance on hand, November 3rd .....	\$350.00
Receipts .....	\$ 0.00
Disbursements:	
Donation for Thanksgiving basket.....	\$ 25.00
Balance on hand, November 13th .....	\$325.00

## CORRESPONDENCE FOR DEMONSTRATION MEETING

November 5, 20XX

Dear \_\_\_\_\_ Class:

The North J.C.'s Organization wishes to express appreciation for the time given by the students in working at the Halloween Haunted House during the last week of October. We appreciate their donating their time for a worthy cause. The money they helped collect will aid our projects for needy families in our community.

Sincerely yours,

Mr. John Smith, President  
North J.C.'s

JS:lk

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## **REPORT OF EXECUTIVE COUNCIL FOR DEMONSTRATION MEETING**

The Executive Council met November 9th. A quorum was present. The members of the Executive Council offers for consideration the following: a recommendation that the chapter request the school officers attending the Leadership Training Seminar in Lakeshore to present a report to the chapter when they return since none of the chapter officers can attend.

## **REPORT OF COMMUNITY SERVICE COMMITTEE FOR DEMONSTRATION MEETING**

The Community Service Committee met November 8th. A quorum was present. The members reviewed their goal for the year to become involved in a Community Service project monthly. The October project was to help with the Haunted House. November was a donation for a needy family. The December recommendation is that the chapter members get together, go to a nursing home, and sing Christmas carols, and have a party on December 20th.

The committee recommends the motion that chapter members get together to go to a nursing home to sing Christmas carols and have a party on December 20th be adopted.

## **REPORT OF PROGRAM COMMITTEE FOR DEMONSTRATION MEETING**

The Program Committee met November 8th. A quorum was present. The chairman announced letters have been sent to the Speakers Bureau of the Chamber of Commerce to get names of speakers on planned parenthood, financial planning, preventive medicine, nutrition, and safety. A schedule will be prepared when the list is received.

## **REPORT OF SOCIAL COMMITTEE FOR DEMONSTRATION MEETING**

The Social Committee met November 8th. A quorum was present. The Social Committee recommends the motion to have a Thanksgiving potluck on November 21st and a Christmas party on December 19th be adopted.

## **REPORT OF WAYS AND MEANS COMMITTEE FOR DEMONSTRATION MEETING**

The Ways and Means Committee met November 8th. A quorum was present. After discussion of several fund-raising ideas it was decided to recommend selling personal planning calendars for the new year. The chapter would need to sell at least 500 to make this a good paying project.

## Sample Secretary Record

This form may help the chapter secretary organize his or her notes while recording the chapter meeting and reading the minutes of past meetings to the group. It is important that the minutes are complete and include important decisions made. When recording motions, the secretary needs to indicate the names of the persons who make and second the motions. In addition, the minutes must include the outcome of the vote.

The chapter meeting of the (name of school): \_\_\_\_\_.

FHA-HERO chapter was called to order on (date and time): \_\_\_\_\_  
\_\_\_\_\_ by: \_\_\_\_\_.

Minutes of the previous meeting were approved as read (or as corrected).

The treasurer's report was given. Balance on hand was: \_\_\_\_\_.

Committee reports were given as follows: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The business discussed included:\* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The program was: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The meeting was adjourned at (time): \_\_\_\_\_

\_\_\_\_\_  
Secretary's Signature

*\*Motions including the name of the members who make and second them, and the outcome of the vote should be reflected in the minutes.*

# Sample Financial Report

This format may be used by the chapter treasurer in preparing a financial report for chapter meetings. Copies of the report should be kept for chapter records.

Balance on hand (date of last report):	\$ _____
Income (list specifics)	
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>Total Income</b>	<b>\$ _____</b>
Expenditures	
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>Total Expenditures</b>	<b>\$ _____</b>
<b>Balance on hand as of: (current date)</b>	<b>\$ _____</b>
_____	
Treasurer's Signature	

# Sample Committee Meeting Report Form

This form is helpful in keeping the chapter informed of committee activities and as a record keeping device for the chapter secretary.

Date: _____	
Report from _____ Committee.	
Committee Members Present:	
_____	_____
_____	_____
_____	_____
_____	_____
Absent:	
_____	_____
_____	_____
_____	_____
Purpose of the Meeting:	
_____	
_____	
<u>Action to be taken:</u>	<u>Member(s) Responsible:</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Comments: _____	
_____	
_____	
Chairperson: _____	