




INTRODUCTION

As an FCCLA member, you will be required to attend meetings to discuss chapter business. In order to be able to participate in these meetings, it is necessary for you to know the procedures for conducting a proper meeting.

FOCUS ASSIGNMENTS

FOCUS ASSIGNMENTS		
1.	Read Student Supplement 1, "The Meeting." As you read, think about why the members were having problems and your experiences at meetings.	
2.	Write a paragraph of five or more sentences about what was wrong with this meeting. What could Don have done to make the meeting run more smoothly?	
		
	Reading	Writing
		
		Critical Thinking

UNIT OBJECTIVE

After completing this unit, you will show the following competencies by mastering the activities on the Assignment Sheet and by scoring at least 85% on the Written Test.

SPECIFIC OBJECTIVES

1. Select guidelines for conducting a successful meeting.
2. Identify sources of parliamentary procedure.
3. Select the purposes of parliamentary procedure.
4. Arrange in order the parts of an order of business.
5. Arrange in order the steps in the progression of a motion (Rule of Eight).
6. Identify the purpose of a motion to amend.
7. Use correct order to process a motion (Rule of Eight). (Assignment Sheet)

OBJECTIVE 1

Required Activities/
Resources
— Discussion

Optional Activities/
Resources in Instructor's
Guide

Select guidelines for conducting a successful meeting.



Discuss points for conducting meetings.

WORDS YOU SHOULD KNOW	
agenda	organized order of business for the meeting
parliamentary procedure	set of rules for conducting a meeting in an organized and efficient manner

- Reserve the meeting room, get the room ready, and arrange for clean up.
- Have the leaders plan an agenda prior to the meeting.
- Confirm the date and time of the meeting with the guest speaker one or two days prior to the meeting.
- Give the guest speaker an indication of the topics desired and the length of the speech or program.
- Have an official greeter at the door to make everyone feel welcome and to prevent serious interruptions of the meeting.

EXAMPLE: The greeter may ask members who enter late to wait until after the devotional and flag salute to be seated.

- Proceed according to the order of business using parliamentary procedure.
- Begin and end on time.
- Move the meeting along to prevent boredom and to cover all of the items of business in the allotted time.
- Have all members express their appreciation to guests for their attendance.



OBJECTIVE 2

Required Activities/
Resources
— Display

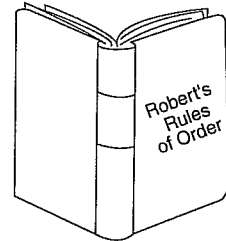
Optional Activities/
Resources in Instructor's
Guide

Identify sources of parliamentary procedure.



Your instructor will show you resources.

- **Robert's Rules of Order** — Present day parliamentary procedures came originally from the English Parliament. When the British came to set up colonies in the early years of the United States, the leaders of the new colonies each had their own version of how a meeting was to be properly conducted. In the 1860's a Major of Army Engineers, Henry Robert, began the study of parliamentary procedure. In 1876 the original Robert's Rules of Order was published. Even though several editions of the book have been printed, the original still serves as the basic manual for parliamentary procedure.



- **Encyclopedias** — The history of parliamentary procedure and basic rules are available in general encyclopedias.
- **Internet** — Several web sites give tips to using parliamentary procedures, holding meetings, and resolving conflicts. Most have links to *Robert's Rules of Order*.
 - The Parliamentary Procedure Newsletter is found at <<http://www.parli.com/newsletter/news1112.htm>>.
 - The National Association of Parliamentarians is found at <<http://www.parliamentarians.org/parlipro.htm>>.

OBJECTIVE 3

Required Activities/
Resources
— Discussion

Optional Activities/
Resources in Instructor's
Guide

Select the purposes of parliamentary procedure.



Discuss the need for parliamentary procedure.

✓ **NOTE:** Henry Robert began his study of parliamentary procedure because he saw the need to organize and provide structure to meetings. The following purposes of parliamentary procedure served as a basis for Henry Robert's research.

- Courtesy and justice to all
- Pursuing only one item of business at a time
- Rights of individual members
- Rights of absentee members
- Rights of the minority
- Rights of the majority

- The minority must be heard
- The majority must prevail

OBJECTIVE 4

Required Activities/
Resources
— Discussion

Optional Activities/
Resources in Instructor's
Guide

Arrange in order the parts of an order of business.

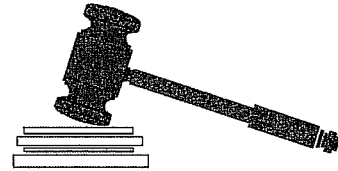


Discuss the parts of an order of business.

WORDS YOU SHOULD KNOW

adjournment	official close of the meeting
minutes	records of the proceedings of a meeting

1. Opening ceremony
2. Call to order
3. Reading and approving of minutes
4. Reports from officers and standing committees
5. Reports from special committees
6. Unfinished business
7. New business
8. Program
9. Adjournment
10. Closing ceremony



OBJECTIVE 5

Required Activities/
Resources
— Transparency Master

Optional Activities/
Resources in Instructor's
Guide

Arrange in order the steps in the progression of a motion (Rule of Eight).



Your instructor will display a transparency of the Rule of Eight.

WORDS YOU SHOULD KNOW

amend	to change the wording of a motion by adding to or taking from, by striking out or inserting, by both striking out and inserting, or by substituting
debate	formal discussion of a motion
motion	proposal that something be done; method of bringing a question before the meeting for consideration
second	another member's agreement that the motion should come before the assembly

1. A member rises and addresses the presiding officer.
EXAMPLE: "Mr./Madame President..."
2. The member is recognized.
3. The member proposes the motion.
EXAMPLE: "I move that..."
4. Another member seconds the motion without rising or addressing the chair.
EXAMPLE: "Second"
5. The presiding officer states the motion.
EXAMPLE: "It is moved and seconded that..."
6. The assembly debates and/or amends the motion.
7. The presiding officer takes the vote.
EXAMPLE: "All those in favor say *aye*. Those opposed say *no*."
8. The result of the vote is announced.
EXAMPLE: "The ayes have it, the motion is adopted, and the chapter will..."

OBJECTIVE 6

Required Activities/
Resources
— Discussion

Optional Activities/
Resources in Instructor's
Guide

Identify the purpose of a motion to amend.



You will be given the opportunity to amend a motion.

WORDS YOU SHOULD KNOW

assembly

official gathering of members in order to
transact business

- The purpose of a motion to amend is to modify the wording and, within certain limits, the meaning of a pending motion before the pending motion is acted upon.

✓ **NOTE:** A motion to amend is needed when a member of the assembly does not approve of a motion that has been made and seconded. After the presiding officer states the motion, the member may present a motion to amend.

OBJECTIVE 7

Complete the Assignment Sheet.

Name _____ Score _____

OBJECTIVE 7

Use correct order to process a motion (Rule of Eight).

BASIC SKILLS



Writing



Critical Thinking

INTRODUCTION

Knowing and using the Rule of Eight will help you contribute to orderly, productive meetings in all your club work.

EQUIPMENT AND SUPPLIES

- Pencil or pen
- Paper

INSTRUCTIONS

Using the information in objective 5, write the steps necessary to process the motion. The motion is, "The chapter should have a party on Friday, September 7, at 6:30 P.M."

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____



THE MEETING

A local FHA chapter is having a meeting to decide when and where to have the chapter party. All of the elected officers are new and have never led a meeting like this before. Today is their first opportunity to lead the group on this very important decision.

The meeting is scheduled for seven o'clock and Don, the newly-elected president, arrives about seven fifteen. The group fills Don in on the dates and places they have already talked about. They have many good ideas but can't seem to agree on anything. They try to remember what they talked about at the previous meeting, but no one brought notes from it.

They go on to other business about the party concerning decorations, type of music, and what the dress should be. Then they start talking about other parties they have attended and what those parties were like. Much to their surprise, the meeting has lasted two hours and no decisions have been made. Don decides that they should come back again the next evening to try again. Everyone goes home frustrated for having wasted so much time and having made no decisions.

Video Review

1. Write two main points from the video.

2. Write one interesting point you learned from the video.

3. What is one idea that you will remember from the video?
