




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

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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)

INTRODUCTION



- R** Show students the PowerPoint® presentation over this unit's objectives.

FOCUS
ASSIGNMENTS

1. Have students read the Student Supplement, "The Meeting," and think about reasons the members are having problems. Have them recall meetings they have attended.
2. Have students write an explanation of five or more sentences of the problems with the meeting, including what Don could have done to make it run more smoothly.

OBJECTIVE 1



Select guidelines for conducting a successful meeting.

- R** Discuss the advantages of having a successful meeting.
- O** Invite an experienced officer to explain the importance of being prepared, following an agenda, and using parliamentary procedure.
- O** Have students attend a meeting that uses the parliamentary procedure and another meeting that does not use the procedure. Have them compare the two types and report their responses to the class.

OBJECTIVE 2



Identify sources of parliamentary procedure.

- R** Display a copy of *Robert's Rules of Order*; briefly explain the contents.
- O** Have students research one aspect of parliamentary procedure, such as history, development, or publications, and report to the class.
- O** Invite the FCCLA team or the local chapter parliamentary procedure team to the presentation. Have the parliamentary procedure team or chapter officers conduct a meeting for the class. Make sure that the team uses the majority of the terms during their presentation.

OBJECTIVE 3



Select the purposes of parliamentary procedure.

- R** Discuss the importance of majority rule in meetings where parliamentary procedure is used. At the same time, emphasize that opinions of the minority are heard and that minority ideas and rights are respected.
- O** Have students research one of the basic principles of parliamentary law. Have them give a report to the class why that particular law is important.
- O** Explain that some of the people (a majority) elect the President of the United States, but the President serves all of the people following the election.
- O** Have students write a short paper on the comparison of the U.S. presidential election and the basic principle of parliamentary law that majority must prevail.
- O** Show one or more of the videos listed in Optional Resources. Use Student Supplement 2 to discuss key points.

OBJECTIVE 4



Arrange in order the parts of an order of business.

- R** Ask students to define and discuss parts of an order of business and name the participants of each part.
- O** Develop a bulletin board "The Road to Order of Business." Use maps for the background. Use strips of colored paper to mark a highway. Cut out various shaped road signs with the parts of an order of business listed on each shape. Place each one along the highway as you present the information.
- O** Have students work with a partner to design their own poster entitled "The Road to Order of Business." Have them include all parts of an order of business and present their poster to the class.
- O** Have students divide into small groups and present a skit to the class. The students should act out the participants' parts in an order of business.

OBJECTIVE 5



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

- R** Use the Transparency Master and the Assignment Sheet to help present information.
- O** Have students practice stating motions.
- O** Have small groups of students present the steps in the progression of a motion.

OBJECTIVE 6



- Have students write a paragraph on why it is important to follow the steps in the progression of a motion. Ask them to include what would happen if the steps were not followed.

Identify the purpose of a motion to amend.

- Present sample motions to the class and allow each student the opportunity to amend a motion.
- Appoint a class member as president to initiate role-playing.
- Have students write a paragraph on why it is important to know how to make a motion to amend.
- Distribute the book series from the National Association of Parliamentarians, listed in the optional resources section, for students to review and discuss.

OBJECTIVE 7

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

- See the general instructions for all Assignment Sheets.

EVALUATION

Pretest

- Use the unit Written Test for *both* the pretest and posttest. Give the students the pretest before they begin the unit.
- You may wish to use the CIMC publication *Measuring Learning Gains with Pretest/Posttest* for instructions and suggestions on giving pretests and using the results. Information for ordering this material is included in the optional resources section.
- Use pretest results to guide individual students in progressing through the unit, doing enrichment work, or moving to the next unit.

Focus Assignment

- Use an informal evaluation of the focus assignments as a diagnostic tool for determining if any students need extra help in basic skills. Refer these students to the appropriate instructor, Learning Resource Center, or Educational Enhancement Center.

Assignment Sheet

- Evaluate students on Assignment Sheet activities. Students must repeat an Assignment Sheet until they have mastered the activity.
- Complete each student's Profile of Training Mastery.

Posttest

- After they have completed the unit, give students the Written Test again.
- Explain to the students that they will be asked to demonstrate on the Written Test actions listed in the specific objectives.
- You may wish to use the CIMC publication *Measuring Learning Gains with Pretest/Posttest* for instructions and suggestions on giving posttests and using the results. Information for ordering this material is included in the optional resources section.
- Reteach and retest as necessary to meet individual student needs and state standards for student learning and competency gains.
- Complete the appropriate sections of the Profile of Training Mastery.
- Review individual and group performance to evaluate teaching effectiveness. Adjust scope, sequence, or instructional methods for additional lessons as required.

REQUIRED RESOURCES

The items marked with an asterisk are included in the Instructor's Manual.

- Transparency Master, "Steps to Process a Main Motion."*

OPTIONAL RESOURCES

Online Resources

✓ **NOTE:** Web site addresses were accurate and all content on referenced web sites was appropriate during development and production of this product. However, web sites sometimes change; the CIMC takes no responsibility for a site's content. The inclusion of a web site does not constitute an endorsement of that site's other pages, products, or owners. You are encouraged to verify all web sites prior to use.

- The Official Robert's Rules of Order Web Site

<http://www.robertsrules.com/>

- The National Association of Parliamentarians Web Site

<http://www.parliamentarians.org/parlipro.htm>

✓ **NOTE:** If you do not have Internet access in the classroom, Internet tools/software are available which allow you to copy and download sites to use from a hard drive. They offer a simulated Internet environment. Two sites offer software you can download free of charge:

- Site Snagger

<http://www8.zdnet.com/pcmag/pctech/content/17/04/ut1704.001.html>

- Web Copier

<http://www.maximumsoft.com/>

Other programs may be available as well. The site listed below provides an extensive list of free software which can be downloaded from the Internet.

- Completely Free Software

http://www.completelyfreesoftware.com/index_all.html

Publications

- *Measuring Learning Gains with Pretest/Posttest*. Stillwater, OK: Oklahoma Department of Career and Technology Education, Curriculum and Instructional Materials Center, 1998. For ordering information call 800-654-4502.
- *Robert's Rules of Order Newly Revised*, Tenth Edition.
- *Pointers on Parliamentary Procedures*, 1990.
- The *SPOTLIGHT Series of Leadership Handbooks*
 - ❑ *SPOTLIGHT on You the President*
 - ❑ *SPOTLIGHT on You the Vice-president or president-elect*
 - ❑ *SPOTLIGHT on You the Secretary*
 - ❑ *SPOTLIGHT on You the Treasurer*
 - ❑ *SPOTLIGHT on You the Member*
 - ❑ *SPOTLIGHT on You the Parliamentarian*
 - ❑ *SPOTLIGHT on You the Board of Directors*
 - ❑ *SPOTLIGHT on You the Delegate*

- SPOTLIGHT on Committees*
- SPOTLIGHT on Effective Communication*
- SPOTLIGHT on Meeting Management*
- SPOTLIGHT on Program Planning*
- SPOTLIGHT on Protocol*
- SPOTLIGHT on Public Relations*
- SPOTLIGHT on Bylaws*
- SPOTLIGHT on Teaching Techniques*
- SPOTLIGHT on Workshops That Work*
- SPOTLIGHT on Voting*
- SPOTLIGHT on Parliamentary Terminology*
- SPOTLIGHT on Conventions*
- SPOTLIGHT on Meeting Planning*
- SPOTLIGHT on YOU the Historian*
- SPOTLIGHT on Timekeeper*
- SPOTLIGHT on Nominations and Elections*

✓ **NOTE:** The above publications may be ordered from the National Association of Parliamentarians, 213 South Main Street, Independence, Missouri 64050-3850. (816) 833-3892 FAX (816) 833-3893 <<http://www.parliamentarians.org>>

Videos

- *Fundamental Parliamentary Procedures*
- *The Meeting Will Come To Order Series* by The National Association of Parliamentarians.
 - Video 1 — *The Main Motion*
 - Video 2 — *Amending A Main Motion*
 - Video 3 — *Order of Precedence*
 - Video 4 — *Incidental Motions*
 - Video 5 — *Bylaws, Voting, and Elections*

UNIT REFERENCES

- ❑ Video 6 — *Organizing*
- ❑ *Point of Order* — NAP Audio-video cassette

✓ **NOTE:** The videos listed above may be ordered from National Association of Parliamentarians, 213 South Main Street, Independence, MO 64050-3850. Phone: 816-833-3892, FAX 816- 833-3893.

- ❑ *Parliamentary Procedure I*
- ❑ *Parliamentary Procedure II*

✓ **NOTE:** The videos listed above may be ordered from CIMC Customer Service, 1500 W. Seventh, Stillwater, OK 74074. Phone 800-654-4502.

Publications

- *FCCLA Chapter Handbook*, Family, Career and Community Leaders of America, Inc., 1910 Association Drive, Reston, VA, 20191-1584 <<http://www.fcclainc.org>> Phone: 703-476-4900.
- *FHA/HERO: Learn, Grow, Become*. Stillwater, Oklahoma: Oklahoma Department of Vocational and Technical Education, Curriculum and Instructional Materials Center, 1995.
- *Foundations for Living I*. Stillwater, OK: Oklahoma Department of Vocational and Technical Education, Curriculum and Instructional Materials Center, 1989.
- Robert, Henry. *Robert's Rules of Order*, rev. ed. Kansas City, Missouri: National Association of Parliamentarians, 1990.

