

**2019 National FFA Parliamentary Procedure LDE (#SuperBowlLDE)
Minutes Practicum Meeting Script**

**ROBERTSTOWN FFA CHAPTER
MINUTES OF REGULAR MEETING
September 30, 2019
6:30 p.m. Regular Business Meeting**

The regular meeting of the Robertstown FFA Chapter was called to order at 6:30 p.m. on Monday, September 30th, 2019, in the cafeteria of Robertstown High School. The president and the secretary were in attendance. Following the reading of the minutes of the last regularly scheduled meeting (August), a motion to approve the minutes as read was made by BRIAN JONES and seconded by JANET STANFORD – motion passed.

SAMANTHA WRIGHT provided the treasurer's report. It was reported that there was a balance of \$6,552 in the chapter's activity account. She also presented a budget for the 2019-2020 school year modified as requested at the previous meeting. A motion to accept the budget was made by SAMANTHA WRIGHT, was seconded by the committee co-chair, ERIC JONES, and was approved. The report was filed with the secretary.

ADAM BOSTICK orally presented the chapter activities report which included a detailed proposal of the chapter program of activities. A motion to approve the proposed program of activities was made by ADAM BOSTICK, seconded by GEORGE ROMERO, and was approved.

The report of the membership committee was received and placed on file with the secretary. The report was for information only.

The chair of the special committee on FFA Jacket purchasing, DALE JOHNSON, provided their informational report on the best ways to purchase chapter FFA jackets following some recent changes in purchasing procedures. No action was required and the report was filed.

DAWN WILLIAMS made a motion to establish a memorial scholarship in the name of Wayne Lloyd, a longtime supporter of Robertstown FFA. MICHAEL TURNER called for the ORDERS OF THE DAY. Permission was requested to withdraw the motion recognizing there was a special order. Permission was granted by the chair.

The special order of the day was a motion to Purchase FFA jackets for all members of the Robertstown FFA Chapter using a local donation. After discussion, the resolution was adopted (and debated by numerous members) as follows: "*Resolved*, That the FFA chapter purchase FFA jackets for all members using a local donation."

The first order of the day was to consider building and installing three community welcome signs to be placed along the three major entrances to the city. This motion was made by ALLEN RORK and seconded by JESSICA COMBS. After discussion, DERRICK FRANKS moved to amend the main motion by adding "to not exceed \$500." The amendment was seconded by ALLEN RORK and seconded by GEORGIA LONG and adopted via a voice vote. Division of the assembly was called and the counted vote confirmed adoption. The resolution was adopted as

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follows: “*Resolved*, That the chapter build and install three community welcome signs to be placed along the three major entrances to the city to not exceed \$500.”

The second order of business was a resolution related to hosting a local farmers market to showcase student SAE projects proposed by DOUG JACKSON and seconded by LUIZ ORTEGA. On motion of GARY DAVIS (and second by CLAIRE JONES), the resolution to “host a local farmers market on October 30th, 2019 at the local fairgrounds” was referred to a committee of three to be appointed by the chair with instructions to report at the next meeting. The chair appointed Sarah, Mark, and Claire to the committee.

The president introduced Mr. Adam Thompson, the guest speaker, whose subject was food insecurity in local high schools.

During the comments, DESIREE JENKINS rose to a question of privilege affecting the assembly. Due to a faulty microphone it was requested that a new microphone be secured so everyone could hear. The chair declined the request stating that Mr. Thompson would simply speak louder. DESIREE JENKINS appealed the decision of the chair, which was seconded by REBEKAH EVANS. The decision of the chair was upheld.

Following the speaker, a motion put forth by DARREL MAXWELL and seconded by DON STUART to “start a backpack buddies program for the local school district to provide meals to students in need was approved (it was amended by SARIA JONES to strike elementary school and insert school district).

SHARYL SMITH gave notice of her intent to rescind the resolution adopted on July 31, 2019 relating to hosting the regional judging field days at the next regularly scheduled meeting. This was in reaction to the local fairgrounds storm related damage. JACK BILLINGSLEY rose to a point of order stating that this type of notice was out of order. The point was not well taken by the chair and notice was provided.

WYATT RENSHAW moved to *Fix the Time to Which to Adjourn* to 4:00 p.m. tomorrow, October 1st, in the agricultural education classroom due to the late hour. The motion was adopted.

The meeting adjourned at 9:05 p.m. and will remain adjourned until tomorrow (10/1/19) at 4:00 p.m.



Secretary, Robertstown FFA



President, Robertstown FFA

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Individual Minutes Practicum

2019 National FFA Parliamentary Procedure LDE Minutes Practicum

Directions: Place your name and chapter on this exam. Using the minutes of the Robertstown FFA regular meeting, identify the best answer for each of the 20 questions. The practicum is worth 50 points. You will be recording all answers ***on the scantron sheet***, but feel free to write on this exam.

1. *The name of the member that seconded the motion was recorded in the minutes provided. Is that necessary?*
 - a. Yes – the member seconding the motion should always be considered.
 - b. Yes – unless the assembly requests to exclude the member seconding the motion.
 - c. No – you do not record the seconder unless ordered by the assembly.
 - d. No – you should never record the seconder of the motion.
2. *If the president was not in attendance, what must be included in the minutes?*
 - a. The name of the individual serving as the chair must be recorded.
 - b. Nothing needs to be noted in the minutes.
 - c. A statement that a chair filled the position must be recorded.
 - d. It is implied that the Vice-President fills the vacancy and that should be noted.
3. *Lines 12 and 13 record the treasurer's report. Should this report have been accepted by the assembly?*
 - a. Yes, the treasurer's report should always be approved by the assembly.
 - b. No, the treasurer's report is information only and should never be approved.
 - c. Only quarterly financial reports should be voted upon.
 - d. No, unless the report was of sufficient importance to be referred to auditors.
4. *ADAM BOSTICK presented the chapter activities committee report orally (Line 18) and did not include a written report. Was that acceptable?*
 - a. No, all committee reports must be provided in writing.
 - b. No, this specific report does not meet the requirements for an orally presented report.
 - c. Yes, an oral committee report is always acceptable.
 - d. Yes, so long as the oral presentation is audio recorded and transcribed.
5. *DAWN WILLIAMS made a motion and requested that it be withdrawn. Did that withdrawn motion need to be noted in the minutes?*
 - a. Yes, all actions must be recorded in the minutes.
 - b. No, withdrawn motions are never included in the minutes.
 - c. No, this instance does not fit the specific situations where a withdrawn motion is recorded.
 - d. Yes, this unique situation requires the withdrawn motion to be included in the minutes.

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6. *In lines 35 – 38, what should have been recorded in the minutes about the debate on the motion?*
 - a. Recording that debate occurred, as done in these minutes, is adequate.
 - b. Details of each debate should have been included in the minutes.
 - c. Debate should never have been mentioned in these minutes.
 - d. The number of debates for and against should have been included in parentheses.
7. *In lines 44 – 45, a division was called for. Is this correctly recorded in the minutes?*
 - a. Yes, it was correct to simply record the division since it did not change the outcome.
 - b. No, divisions should not be included in the minutes.
 - c. No, the person who called for the division was not named.
 - d. No, the counted vote results should have been recorded in the minutes.
8. *Once these minutes are read and approved at the next regular meeting, what can be done if a mistake is found two years later?*
 - a. Nothing can be done since the one-year review period has ended.
 - b. Minutes can be corrected at any time with a motion to Amend Something Previously Adopted.
 - c. If the organization meets more than quarterly, minutes can be corrected for up to four meetings.
 - d. Minutes can never be amended after adopted by the assembly.
9. *Was it required by parliamentary law to include the Call for Orders of the Day in the minutes (lines 31 – 32)?*
 - a. Since clarity is not necessary, the minutes could have simply included “as ordered.”
 - b. Yes, inclusion of all secondary motions is required.
 - c. Yes, but the name of the proposer was not required
 - d. No, secondary motions like Call for Orders of the Day are never included.
10. *If the assembly did not want to spend the time reading these minutes at the meeting, what would be their options to forego the reading of the minutes?*
 - a. Send a draft of the minutes prior to the next meeting to members and go straight to approval of the minutes.
 - b. Move to dispense with the reading of the minutes and with a majority vote postpones reading and approval. (RONR, pg. 474, line 8)
 - c. You cannot forego the reading of the minutes.
 - d. Either A or B would accomplish the goal of not reading the minutes.

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11. *What happens with the minutes of this meeting since an adjourned meeting extends the transaction of business?*
- The minutes are simply picked up where left off at the adjourned meeting.
 - The minutes of the September 30th meeting are read and approved prior to starting a new set of minutes for the adjourned October 1st meeting.
 - Two sets of minutes are recorded but are approved together at the next regularly scheduled meeting.
 - Approve the minutes for both sessions in a special meeting created for this purpose.
12. *Should the remarks of the guest speaker have been summarized more fully in the minutes (lines 56 – 57)?*
- Yes, it is important to establish a record of what was discussed.
 - Yes, but the summary should be in the form of a report filed with the secretary.
 - No, there should not have been any mention of the speaker in the minutes.
 - No, it was done properly in this set of minutes.
13. *What should be done to this set of minutes once they are read and approved?*
- The signature of the president and the secretary complete the filing of the minutes.
 - The secretary should write “Approved” on the document and provide their initials and date.
 - They must be posted publicly for one month for review.
 - All officers must sign the final approved document before being filed.
14. *Did the minutes properly record the details of the Appeal made in lines 59 – 63?*
- Yes, the minutes correctly reflected the handling of the appeal.
 - No, appeals should never be included in the minutes.
 - No, the appeal should be included, but the rationale of the chair should not be included.
 - No, everything was reported correctly except noting the member who seconded the appeal – that is not required.
15. *Lines 70 – 72 include notice from SHARYL SMITH to rescind a motion at the next regular meeting. Is this oral presentation of notice in order?*
- No, previous notice must be given in writing.
 - Yes, unless the rules of the organization require written notice.
 - Oral notice can only be given orally when applied to the motion to rescind.
 - Oral notice is adequate if chapters meet monthly.

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16. *If keeping detailed minutes becomes too difficult, can a full audio recording of the minutes replace the written version?*
- Yes, but the audio recording has to be fully transcribed, signed, and voted upon.
 - Yes, the recording alone is an adequate record of the meeting.
 - No, a recording can be quite helpful, but a transcription of it should never be used as the minutes.
 - Yes, but the secretary must summarize the recording prior to voting.
17. *Was the Point of Order in line 72 properly included in the minutes?*
- No, points of order should never be included.
 - No, because the decision of the chair was upheld and it should not have been included.
 - No, the minutes should have also included the reason provided by the chair.
 - Yes, it was recorded in the minutes properly.
18. *Minutes of the meeting are normally read and approved at the beginning of the next regular meeting when:*
- The next regular business session will be held within a quarterly time interval.
 - The session does not last longer than one day.
 - There will be no change or replacement of a portion of the membership before the next session.
 - All of the above.
19. *Approval of the minutes is usually done by:*
- Unanimous consent.
 - Majority voice vote.
 - Majority roll call vote.
 - 2/3 vote of members in attendance.
20. *If a committee report meets the guidelines for an oral report in small assemblies, what must be included in the minutes?*
- A statement that the report was given and the member that orally presented.
 - Nothing. This type of report is for information only.
 - The minutes must include the full substance of the oral report.
 - Oral committee reports are never allowed.

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2019Minutes Practicum Key

1. C- No – you do not record the seconder unless ordered by the assembly. (RONR, pg. 470, line 26)
2. A - The name of the individual serving as the chair must be recorded. (RONR, pg. 468, line 33)
3. D - No, unless the report was of sufficient importance to be referred to auditors. (RONR, pg. 479, line 5)
4. B - No, this specific report does not meet the requirements for an orally presented report. (RONR, pg. 525 – 527)
5. C- No, this instance does not fit the specific situations where a withdrawn motion is recorded. (RONR, pg. 469, line 15)
6. A- Recording that debate occurred, as done in these minutes, is adequate (RONR, pg. 469, line 17).
7. D- No, the counted vote results should have been recorded in the minutes. (RONR, pg. 470, line 26)
8. B- Minutes can be corrected at any time with a motion to Amend Something Previously Adopted. (RONR, pg. 475, line 18)
9. A- Since clarity is not necessary, the minutes could have simply included “as ordered.” (RONR, pg. 470, line 7)
10. D- Either A or B would accomplish the goal of not reading the minutes. (RONR, pg. 474, line 8 & 19)
11. B- The minutes of the September 30th meeting are read and approved prior to starting a new set of minutes for the adjourned October 1st meeting. (RONR, pg. 473, line 31)
12. D-No, it was done properly in this set of minutes. (RONR, pg. 471, line 18)
13. B-The secretary should write “Approved” on the document and provide their initials and date. (RONR, pg. 475, line 15)
14. D-No, everything was reported correctly except noting the member who seconded the appeal – that is not required. (RONR, pg. 470, line 15)
15. B- Yes, unless the rules of the organization require written notice. (RONR, pg. 122, line 19)
16. C- No, a recording can be quite helpful, but a transcription of it should never be used as the minutes. (RONR, pg. 471, line 26)
17. C- No, the minutes should have also included the reason provided by the chair. (RONR, pg. 470, line 15)
18. D. All of the above. (RONR, pg. 473, line 20)
19. A. Unanimous consent. (RONR, pg. 474, line 3)
20. C. The minutes must include the full substance of the oral report. (RONR, pg. 470, line 11)