

2018 National FFA Parliamentary Procedure LDE Minutes Practicum Meeting Script

Indianapolis FFA Alumni Association

President The October meeting of the Indianapolis FFA Alumni Association will come to order.

The first item on our agenda is the reading of the minutes from the September meeting. Madam Secretary would you please read the minutes.

Secretary:

Indianapolis FFA Alumni Association September 11, 2018, Draft Minutes

The September 11, 2018, meeting of the Indianapolis FFA Alumni Association was called to order by President Mark Wahlberg at 6:30 pm in the meeting room of the East Washington Branch of the Indianapolis Public Library.

The minutes of the August 2018 meeting were read and approved.

Treasurer Emma Stone reported that the current account balance was \$11,256.25. There were no outstanding bills.

Ariana Grande presented the report of the National FFA Support Committee. The committee recommends that each member volunteer at least ten hours to support the National FFA Convention. Following the committee report, Ariana moved to fine any member that does not volunteer at least ten hours to support the National FFA Convention \$250 and that any funds collected be donated to the Give the Gift of Blue program. The motion was adopted on a majority vote.

We then heard from the guest speaker, Mark Poeschl.

Taylor Swift moved to adjourn the meeting. The motion carried.

The meeting adjourned at 7:45 pm.

Selena Gomez, Secretary

Member A: I move to approve the minutes as read

President: It has been moved to approve the minutes as read, is there a second?

Member B: Second

President: It has been moved approve the minutes as read. Is there any discussion or corrections to the minutes?

President: All those in favor of approving the minutes say "Aye". All those Opposed say "No." The Ayes have it and the minutes are approved as read

President: Emma Stone will present the Financial Report.

Treasurer: The current account balance is \$13,623.71. We have no outstanding bills or accounts receivable.

President: Thank you Emma.

Member C: Mr. Chairman

President: Member C

Member C: I move to rescind the motion adopted at the September meeting related to a \$250 fine for members who do not volunteer at the National FFA convention.

Member D: Second

President: It is moved and seconded to Rescind the motion adopted at the September meeting to fine any member that does not volunteer at least ten hours to support the National FFA Convention be fined \$250 and that any funds collected be donated to the Give the Gift of Blue program. Let me remind the delegation that previous notice was given. Is there any debate?

Member C: Mr. President

President: Member C

Member C: Like many members of this Alumni Association I want to be able to support the National FFA Convention as much as possible. I work for Crop Science, a Division of Beyer. We have many agriculture students that tour our facility during the National FFA Convention. For that reason I am unable to volunteer for National FFA during the convention. I do not think that it is fair for me to be fined.

Member E: Mr. President

President: Member E

Member E: I voted for the motion that created the fine for those who did not volunteer during the National FFA convention. It was not my intention to fine people who need to work during the convention that actually are supporting the event. I could see any member who works for National FFA not being able to volunteer that week. I support the motion to rescind.

Member A: Parliamentary Inquiry

President: State your Inquiry

Member A: What is the vote required to rescind this motion?

President: Since prior notice was given of the intent to rescind this motion a majority vote is required to rescind the motion.

Member A: Thank you.

President: Is there any further debate on the motion to Rescind? Debate? Debate? We will proceed to a vote. All those in favor of rescinding the motion to fine any member that does not volunteer at least ten hours to support the National FFA Convention \$250 and that any funds collected be donated to the Give the Gift of Blue program say Aye? All opposed say No? With a majority in the affirmative the motion is rescinded. Is there any further business?

Member D: Mr. Chairman

President: Member D

Thank you. I move that we donate \$1,000 to the Give the Gift of Blue program.

Member C: Second

President: It is moved and seconded that our Association donate \$1,000 to the Give the Gift of Blue program. Is there any debate.

Member D: Mr. Chairman

President: Member D

Member D: A reason that I had supported the motion that we just rescinded was to generate funds for the Give the Gift of Blue Program. We have a significant balance in our treasury. I think that we should support this valuable program for FFA members.

Member C: Mr. President

President: Member C

Member C: Thank you Mr. President. I agree that this is a valuable program. In fact I have made a personal donation to the Give the Gift of Blue program. I agree that this would be a good use of some of our funds and support the donation.

Member B: I disagree with the donation. I think we should keep our funds to use to support our alumni programs.

Member F: Mr. President

President: Member F

Member F: I move the Previous Question.

Member E: Second

President: The previous question has been moved and seconded. All those in favor of the Previous Question say "Aye". All those Opposed say "No." The Previous Question is adopted.

President: We will proceed to vote on the motion which states "that our Association donate \$1,000 to the Give the Gift of Blue program."

All those in favor say "AYE"? All those opposed say "NO"?

The "Ayes" have it and we will donate \$1,000 to the Give the Gift of Blue program.

Member B: Point of Information

President: The member will state their question.

Member B: When and where is our November meeting?

President: Our next meeting is scheduled November 14th at 6:30 p.m. in the meeting room of the East Washington Branch of the Indianapolis Public Library.

Member E: I move to adjourn.

Member B: Second

President: It has been moved to adjourn the meeting. Are there any announcements?
All those in favor of adjourning the meeting say "AYE"? All opposed say "NO"? The Ayes have it and the meeting is adjourned.

Individual Minutes Practicum

- 1. Which of the following items should not be contained in the first paragraph of the minutes?**
 - a. The fact that the regular chairman is present.
 - b. The number of members present.
 - c. The name of the society or assembly.
 - d. Whether the minutes of the previous meeting were read.
- 2. Which of the following should be included in the minutes?**
 - a. A summary of the guest speaker's remarks.
 - b. The name of those who second motions.
 - c. The count of all votes.
 - d. The hour of adjournment.
- 3. The only proper way to object to the approval of the secretary's minutes is:**
 - a. to object to the consideration of the minutes.
 - b. to offer an amendment to the minutes.
 - c. to offer a correction to the minutes.
 - d. to move to reject the minutes.
- 4. For the motion to Rescind, what must be included in the minutes in addition to who moved to rescind, that the motion was seconded and if the motion was adopted or lost.**
 - a. What the vote count was.
 - b. if prior notice was given.
 - c. If the maker of the motion to Rescind had voted on the prevailing side.
 - d. What the impact of rescinding the motion will be.
- 5. Should the Point of Information be included in the minutes?**
 - a. Yes, both the question stated by the member and the response by the chair.
 - b. No, the Point of Information should not be included in the minutes.
 - c. Yes just that a member rose to the Point of Information.
 - d. It is not necessary to include in the minutes.
- 6. A main motion was adopted to make a donation to the Give the Gift of Blue program. How much money was approved to be donated?**
 - a. \$250
 - b. \$500
 - c. \$1,000
 - d. \$2,000

- 7. What is the name of the organization that was featured in the video you viewed?**
- The Indiana FFA Alumni Association
 - The Indianapolis FFA Alumni Association
 - The Indianapolis Library Association
 - The National FFA Alumni Association
- 8. Who moved to Rescind the motion from the September meeting requiring each member to volunteer at least ten hours during the National FFA Convention?**
- Mark
 - Selena
 - Jason
 - Emma
- 9. Who moved the previous question?**
- Dr. Foster
 - Dr. Kirby
 - Taylor Swift
 - Mark Wahlberg
- 10. Can the minutes be approved without reading them during a meeting?**
- Yes if you move to dispense with the reading of the minutes.
 - Yes if approved by a majority vote.
 - Yes if approved by a two-thirds vote.
 - Yes if the minutes were sent the membership for review prior to the meeting.
- 11. Who presented the financial report?**
- Taylor Swift
 - Selena Gomez
 - Emma Stone
 - Ariana Grande
- 12. Who must sign the minutes?**
- All the officers present
 - The President and the secretary
 - The President
 - The Secretary
- 13. Is it necessary that the minutes include the fact that previous notice was given?**
- Yes because it determines the vote that is required for adoption.
 - No
 - Only if the original motion was adopted by a two-thirds vote.
 - Only if requested by the maker of the motion.
- 14. Must there be a counted vote to approve the minutes.**
- Yes
 - Only if corrections were made.
 - Only if no corrections were made.

- d. Approval of the minutes are normally done by unanimous consent.

15. At meetings where there is a guest speaker, what should be included in the minutes?

- a. The name and subject of the speaker.
- b. The name of the speaker and a brief summary of their remarks.
- c. The cost to have the guest speaker.
- d. The name of the speaker scheduled for the next meeting.

16. If the president is not in attendance what should the minutes reflect?

- a. Why the president is not in attendance.
- b. The number of meeting that the president has missed.
- c. The name of the person who substituted for them.
- d. The process used to select the person to lead the meeting.

17. Where should the minutes of the organization be kept?

- a. In the advisors desk.
- b. In a substantial book or binder.
- c. Locked in a safe.
- d. The secretary should keep them in a convenient place.

18. What is the vote required to adopt a treasurer's report.

- a. A majority vote
- b. A two-thirds vote
- c. Unanimous Consent
- d. No action of acceptance by the assembly is required or proper.

19. In a purely deliberative assembly, which officers must make reports at regular meetings?

- a. In a purely deliberative assembly, the officers make no reports.
- b. The secretary and the treasurer.
- c. The vice president reports on progress of committees.
- d. All elected officers should give reports.

20. If it is discovered that an error or material omission exists in approved minutes how can they be corrected?

- a. Once approved minutes can't be changed.
- b. Minutes can be revised by amending the minutes of the previous meeting.
- c. Minutes can be revised by reconsidering the vote on the approval of the minutes.
- d. The minutes can be corrected by means of the motion to Amend Something Previously Adopted.

Minutes Practicum Key

	Answer	Robert's citation
1	B	468 23-35
2	D	470 21
3	C	355 7 – 8
4	B	
5	D	470 5 – 10
6	C	
7	B	
8	C	
9	B	
10	D	474 20 – 30
11	C	
12	D	471 30
13	A	
14	D	474 3 – 4
15	A	471 18
16	C	468 33
17	B	468 20
18	D	479 5
19	A	476 19 – 22
20	D	475 18 - 24