

## **Maple Ridge FFA Chapter**

**President:** The July meeting of the Maple Ridge FFA Chapter will come to order.

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

### **Maple Ridge FFA Chapter June 10, 2022, Draft Minutes**

The June 10, 2022, meeting of the Maple Ridge FFA Chapter was called to order at 2:30 PM in the agriculture classroom at the Maple Ridge High School. Secretary Carrie Mullen, was present.

The minutes of the May meeting were read and approved.

Treasurer Alesha Jones reported a current balance of \$8942.86. There were no outstanding bills.

Sara Ellis moved to sponsor a spring cleanup event to be held at the town park on June 26, 2022, from 10:00 AM until 2:00 PM.

Jackson Reed moved to amend the main motion by deleting "June 26" and inserting "July 10."

The main motion as amended was carried.

Guest speaker, John Edwards, conducted a presentation on FFA camp opportunities.

Macie Collins moved to adjourn the meeting. The motion was carried.

President Seth Morris adjourned the meeting at 3:30 PM.

Respectively Submitted,

Carrie Mullen, Secretary

**President:** Are there any corrections to the minutes? Hearing none, the minutes stand approved as read.

Alesha Jones will present the Financial Report.

**Treasurer:** The current account balance is \$8792.86. One bill was paid to Herman's Trophy Shop for \$150.00 for county fair trophies, Mr. President.

**President:** Thank you, Alesha. The financial report is filed for audit.

**Member A:** Mr. President

**President:** Member A

**Member A:** I move that the FFA conduct a leadership training workshop for our middle school FFA members.

**Member B:** I second the motion.

**President:** It is moved and seconded that the FFA conduct a leadership training workshop for our middle school FFA members. Is there any debate?

**Member A:** Mr. President

**President:** Member A

**Member A:** Thank you, Mr. President. I support this motion for many reasons. Our middle school FFA members are just learning about FFA, and they are very enthusiastic about finding ways to get involved in the organization. By providing a leadership training workshop, the members can learn about becoming an officer, develop valuable communication skills, and learn ways to positively impact their peers.

**Member C:** Mr. President

**President:** Member C

Thank you, Mr. President. I agree this would be a valuable program for our middle school members. Sometimes, middle school members are intimidated by so many high school members, and they often do not get involved in activities. This would provide an activity specific for their age group and would also give them a chance to interact with many of the high school members. This event would foster positive relationships between all members.

**Member D:** Mr. President

**President:** Member D

**Member D:** I move to postpone the matter of conducting a leadership workshop for middle school members until our next monthly meeting.

**Member E:** I second the motion.

**President:** It is moved and seconded to postpone this matter until our next monthly meeting. All those in favor say aye...

**Member C:** I rise to a point of order.

**President:** State your point.

**Member C:** The motion to Postpone to a definite time is a debatable motion.

**President:** The point of order is well taken. Is there any debate?

**Member D:** Mr. President

**President:** Member D

**Member D:** A leadership workshop for middle school students is an excellent idea and will provide needed training for our newest members. We should wait to discuss this motion next month when our new middle school co-advisor is present for the meeting.

**Member F:** Mr. President

**President:** Member F

**Member F:** I move the Previous Question.

**Member G:** I second the motion.

**President:** The previous question is moved. All those in favor of ordering the previous question, rise. Be seated. Those opposed, rise. Be seated.

There are two-thirds in the affirmative and the previous question is ordered.

**President:** We will proceed to vote on the motion which states, "that we postpone the matter of conducting a leadership workshop for middle school members until our next monthly meeting." All those in favor, say aye. Those opposed, say no.

The ayes have it, and we will postpone this matter until our next monthly meeting.

**Member F:** Request for Information

**President:** Member F

**Member F:** What is the date of our next monthly meeting?

**President:** Our next meeting date is August 12, 2022.

**Member D:** Mr. President

**President:** Member D

**Member D:** I move to adjourn this meeting.

**Member B:** I second the motion.

**President:** It has been moved and seconded to adjourn this meeting. All those in favor, say aye. Those opposed, say no.

The ayes have it, and the meeting is adjourned.

1. In the June meeting presented, were the minutes approved in accordance with *Roberts Rules of Order Newly Revised*, 12<sup>th</sup> edition?
  - a. Yes. The minutes can be approved without a formal motion or vote.
  - b. No. A formal motion and a majority vote are required to approve the minutes.
  - c. No. A formal motion and a two-thirds vote are required to approve the minutes.
  - d. No. A formal motion is not required, but a voice vote must be taken to approve the minutes.
2. If the secretary was not in attendance at the meeting, what must be included in the minutes?
  - a. The reason why the secretary was not in attendance.
  - b. The vice president fills the vacancy, so it does not need to be noted in the minutes.
  - c. Nothing needs to be recorded in the minutes.
  - d. The name of the individual filling the vacancy must be noted in the minutes.
3. According to *Robert's Rules of Order Newly Revised*, the duties of the secretary include all the following except
  - a. To keep a record of all proceedings of the assembly.
  - b. To keep the official membership roll.
  - c. Be responsible for items of value that belong to the organization.
  - d. To prepare an order of business to be used by the presiding officer.
4. The only proper way for a member to object to the approval of the secretary's draft of minutes, is
  - a. To offer to reconsider the approval of the minutes.
  - b. To offer to rescind the approval of the minutes.
  - c. To offer a correction to the minutes.
  - d. To offer an amendment to the minutes.
5. If a member objects to a proposed correction to the minutes, how should the presiding officer handle the objection?
  - a. The correction is effectively the motion to *reconsider*, and rules governing *reconsider* are applicable.
  - b. The correction is effectively the motion to *amend* and rules governing *amend* are applicable.
  - c. The correction is effectively the motion to *rescind* and rules governing *rescind* are applicable.
  - d. The correction is effectively the motion to *suspend the rules* and rules governing *suspend the rules* are applicable.
6. All of the following items should be found in the first paragraph of the minutes except
  - a. The name of the assembly.
  - b. The date and time of the meeting, and place of the meeting if the location changes.
  - c. The names of all officers in attendance.
  - d. Whether the minutes of the previous meeting were approved.

7. Referring to the previous minutes, select the most correct statement.
- The first paragraph contains all necessary information according to *Robert's Rules of Order Newly Revised*, 12<sup>th</sup> edition.
  - The first paragraph is missing the name of the president.
  - The first paragraph is missing the total number of members attending the meeting.
  - The first paragraph is missing the names of all officers in attendance.
- 8.
- The body of the minutes should include:
- Only main motions that were made or taken up at the meeting and were adopted.
  - All secondary motions, whether adopted or withdrawn.
  - All names of the individuals who made and seconded the motions.
  - All points of order and appeals, whether sustained or lost, and reasons given by the chair for his or her ruling.
9. What vote is required to adopt a treasurer's report?
- The treasurer's report requires a majority vote by all members in attendance.
  - The treasurer's report requires a majority vote by the officers in attendance only.
  - The treasurer's report requires no action by the assembly.
  - The treasurer's report requires two-thirds vote by the assembly
10. When a count has been ordered in voting, how should it be recorded in the minutes?
- The names of those voting on each side should be recorded.
  - The name of the member demanding a recount should be recorded.
  - No count is necessary in the minutes.
  - The number of votes on each side should be recorded.
11. The secretary has received several written reports from various committees. How should these reports be handled?
- The secretary should record the date the reports were received, and any further action taken on the reports, and preserve the reports with the secretary's records.
  - The secretary should call for a vote to have the committee reports "placed on file."
  - The secretary should record the date the reports were received and enter the contents of the reports in the official minutes.
  - The secretary should record the date the reports were received and provide copies of all reports to the president and vice-president.

12. The minutes at the beginning of this problem listed the amendment as a separate line after the main motion, with another line notation that the main motion was adopted as amended. Was this correct?
- Yes. It is important to list every motion made and its disposition.
  - Yes. This provides clarity and protects Sara's property rights in her original motion.
  - No. Only the main motion as adopted needs to be included. Amendments may be mentioned parenthetically.
  - No. The amendment should be indented underneath the paragraph with the main motion since each motion should be listed in a separate paragraph.
13. Referring to the previous minutes, select the most correct statement.
- The name of the guest speaker and a summary of his remarks should be included in the minutes.
  - The name of the guest speaker and the subject of his remarks may be included in the minutes.
  - A copy of the guest speaker's transcript should be included in the minutes.
  - The name of the guest speaker and the subject of his remarks must be included in the minutes if the speaker is a member of the organization.
14. When minutes are corrected, how is the correction noted in the minutes of the previous meeting, and the minutes of the current meeting?
- Each correction is noted in the current meeting minutes, along with the name of the person offering the correction.
  - The previous meeting minutes are corrected, and the current meeting minutes list the corrections.
  - The previous meeting minutes are corrected, with the name of the person offering the correction noted, and the current meeting minutes list the corrections.
  - The previous meeting minutes are corrected, and the current meeting minutes notes that corrections were made to those minutes but does not list them.
15. Member F raises a *Request for Information*. What is the secretary's responsibility, in regard to recording this motion in the minutes?
- The secretary is required to include the *request for information* in the body of the minutes.
  - The secretary is required to include the *request for information* with all other incidental motions as an attachment to the minutes.
  - The secretary is required to include the *request for information* with all other incidental motions in the final paragraph of the minutes.
  - The secretary does not include the *request for information* in the minutes.

16. Should the *Point of order* be included in the minutes?
- a. No. Points of order are not included in the contents of the minutes.
  - b. No. The chair acknowledged the mistake, so it does not need to be included in the minutes.
  - c. Yes. It should be included in the minutes, whether sustained or lost.
  - d. Yes. It should be included in the minutes, but only if the chair does not acknowledge the mistake.
17. If a draft of the minutes is sent to the members in advance of the next meeting, they are
- a. read and approved prior to opening ceremonies.
  - b. read and approved after the opening ceremonies.
  - c. only read if requested by a member but still must be approved.
  - d. not read during the meeting but are automatically approved.
18. An error or omission in the minutes is discovered several months after being approved by the members. The minutes can be corrected by using the motion to
- a. *Amend*
  - b. *Amend Something Previously Adopted*
  - c. *Rescind the Approval*
  - d. *Suspend the Rules*
19. When following the established order of business, standing committee reports are presented
- a. before the reading and approval of the minutes.
  - b. after the special committee reports.
  - c. after the reading and approval of the minutes.
  - d. after unfinished business and before any new business is presented.
20. The last paragraph of the minutes should include
- a. All motions that were defeated
  - b. The time of adjournment
  - c. All points of order
  - d. The time for the next scheduled meeting