

NAME: _____

Aligned to the following standards:
FFA.PL-A; FFA.PL-E; FFA.PL-F; FFA.PG-J; FFA.PG-I; FFA.CS-N; CCSS.RI.9-10.2; CCSS.RI.9-10.3;
CCSS.ELA.9-10.4; CCSS.W.9-10.2; CCSS.SL.9-10.4; CRP.02; CRP.04; CRP.08

Appendix 1: The Feed: Come to Order

Created: Spring 2021 by the National FFA Organization

Part 1

DIRECTIONS:

Read the article "The Feed: Come to Order" in the Spring 2021 issue of FFA New Horizons and answer the questions below.



Why did Dr. Daniel Foster decide to become a professionally registered parliamentarian?

In your own words, define the terms below.

Quorum:

Ex officio:

Give your own specific example of each term.

Quorum:

Ex officio:

What are the two professional organizations you could join that focus on parliamentary procedure?

1.

2.

If you compete in the National FFA Parliamentary Procedure Leadership Development Event, you gain membership through AIP for how many years?

- a. 22
- b. 25
- c. 27
- d. 30



When do you think you may use parliamentary procedure in the future? Why?

Why is parliamentary procedure used in many groups, organizations, and businesses?

NAME: _____

Part 2

DIRECTIONS:

Understanding parliamentary procedure is important as many businesses, organizations, clubs, etc. use this method to maintain order when conducting formal business. Using the FFA Handbook ([English](#), [Spanish](#)), we will look at how to set up a room for a meeting. Below you will find the FFA station markers. Cut out each marker and glue it where each officer should be stationed during an FFA meeting. (Note: This is for an FFA meeting; other groups may have variations regarding where officers should be located during the meeting). Note: If you are in a virtual learning environment, draw arrows to indicate where each station marker should go.

Reporter



President



Secretary



Vice President



Treasurer



Advisor



Sentinel



Podium

Door

NAME: _____

Part 3

DIRECTIONS:

Now that we have identified where officers are stationed during a meeting, let's look at how a meeting is conducted. Using the FFA Handbook ([English](#), [Spanish](#)), place a number (1 to 11) next to each item below in the order that you think it occurs during a meeting. Begin by placing a 1 in the "Student Order" column next to the item that you believe occurs first.

<u>Student Order</u>	<u>Order of Business</u>	<u>Official Order</u>
_____	Committee Reports	_____
_____	Entertainment, Recreation, Refreshments	_____
_____	Officer Reports	_____
_____	Unfinished (Old) Business	_____
_____	Opening Ceremonies	_____
_____	Closing Ceremonies	_____
_____	Minutes of Previous Meeting	_____
_____	New Business	_____
_____	Special Features (guest speakers, activities, etc.)	_____
_____	Degree and Installation Ceremonies	_____

After discussing the official order as a class, jot down your thoughts to the following questions.

1. What is most surprising about the official order of business?

2. What is the Program of Activities?

3. Think of a group you are passionate about (ex. FFA, 4-H, art club, foreign language club, music, etc.). What is an important order of business that would need to come before that group?

4. A motion is a statement to be brought before the group. What would your motion be based on what you wrote for Question 3 above?

I move _____

5. Now, develop discussion points for the motion you just posed.

- a. For:

- b. Against:

- c. For:

- d. Against:

NAME: _____

KEY – Appendix 1: The Feed: Come to Order

Created: Spring 2021 by the National FFA Organization

Part 1

DIRECTIONS:

Read the article “The Feed: Come to Order” in the Spring 2021 issue of *FFA New Horizons* and answer the questions below.



Why did Dr. Daniel Foster decide to become a professionally registered parliamentarian? **He was looking for a way to document and convey his parliamentary knowledge to potential clients and stakeholders.**

In your own words, define the terms below.

Quorum: **The number of members required to carry out business**

Ex officio: **Virtue of title**

Give your own specific example of each term.

Quorum: **Answers will vary.**

Ex officio: **Answers will vary.**

What are the two professional organizations you could join that focus on parliamentary procedure?

1. **American Institute of Parliamentarians**
2. **National Associations of Parliamentarians**



If you compete in the National FFA Parliamentary Procedure Leadership Development Event, you gain membership through AIP for how many years?

- a. 22
- b. 25
- c. 27
- d. 30**

When do you think you may use parliamentary procedure in the future? Why?
Answers will vary.

Why is parliamentary procedure used in many groups, organizations and businesses?

Parliamentary procedure is used to maintain order as well as have an organized way in which to transact important business.

NAME: _____

Part 2

DIRECTIONS:

Understanding parliamentary procedure is important as many businesses, organizations, clubs, etc. use this method to maintain order when conducting formal business. Using the FFA Handbook ([English](#), [Spanish](#)), we will look at how to set up a room for a meeting. Below you will find the FFA station markers. Cut out each marker and glue it where each officer should be stationed during an FFA meeting. (Note: This is for an FFA meeting; other groups may have variations regarding where officers should be located during the meeting). Note: If you are in a virtual learning environment, draw arrows to indicate where each station marker should go.

Reporter



President



Secretary



Vice President



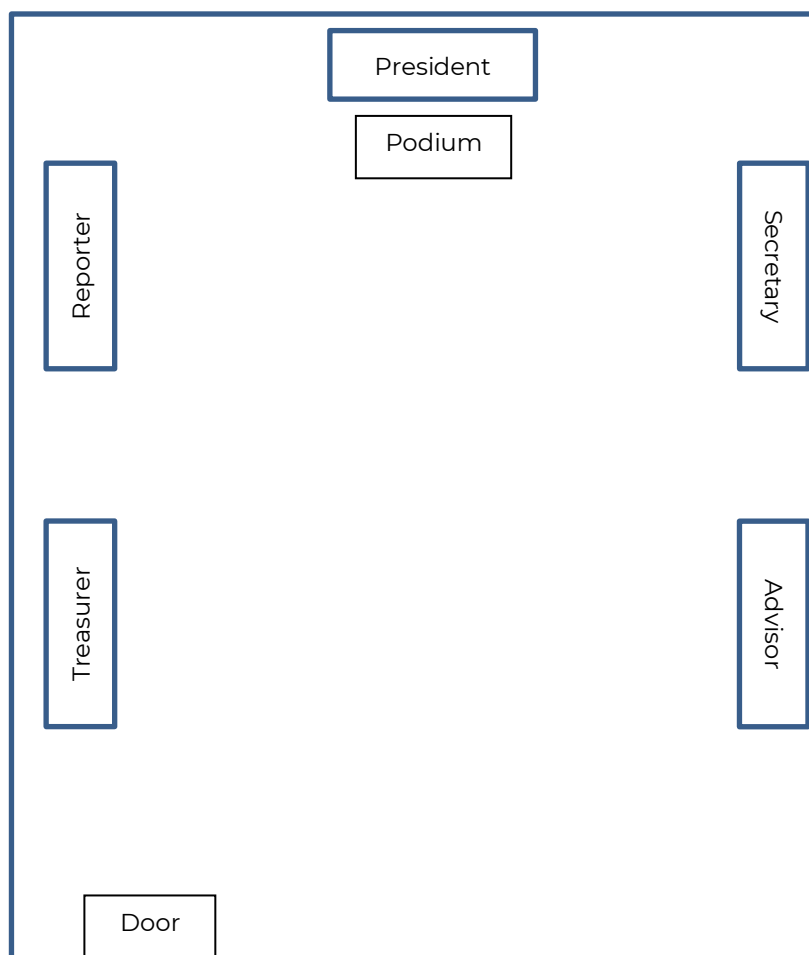
Treasurer



Advisor



Sentinel



NAME: _____

Part 3

Sentinel

Vice President

DIRECTIONS:

Now that we have identified where officers are stationed during a meeting, let’s look at how a meeting is conducted. Using the FFA Handbook ([English](#), [Spanish](#)), place a number (1 to 11) next to each item below in the order that you think it occurs during a meeting. Begin by placing a 1 in the “Student Order” column next to the item that you believe occurs first.

<u>Student Order</u>	<u>Order of Business</u>	<u>Official Order</u>
_____	Committee Reports	_____ <u>6</u> _____
_____	Entertainment, Recreation, Refreshments	_____ <u>10</u> _____
_____	Officer Reports	_____ <u>3</u> _____
_____	Unfinished (Old) Business	_____ <u>5</u> _____
_____	Opening Ceremonies	_____ <u>1</u> _____
_____	Closing Ceremonies	_____ <u>9</u> _____
_____	Minutes of Previous Meeting	_____ <u>2</u> _____
_____	New Business	_____ <u>7</u> _____
_____	Special Features (guest speakers, activities, etc.)	_____ <u>4</u> _____
_____	Degree and Installation Ceremonies	_____ <u>8</u> _____

After discussing the official order as a class, jot down your thoughts to the following questions.

1. What is most surprising about the official order of business? *Answers will vary.*

2. What is the Program of Activities?

Serves to define chapter goals, outline steps needed to meet those goals and acts as a written guide to provide a calendar of events the chapter will follow in the year ahead
3. Think about a group you are passionate about (ex. FFA, 4-H, art club, foreign language club, music, etc.). What is an important order of business that would need to come before that group? *Answers will vary.*

4. A motion is a statement to be brought before the group. What would your motion be based on what you wrote in Question 3 above? *Answers will vary.*

I move _____

5. Now, develop discussion points for the motion you just posed. *Answers will vary.*

a. For:

b. Against:

c. For:

NAME: _____

d. Against: