

How to Properly Plan and Run a Meeting

Introduction: Even with the best goals, challenges with your chapter meetings will arise. Below is a list of challenges commonly faced and some suggestions on how to handle them. Write the name of the individual responsible for each task next to the bullet point.

1. Getting Members to Meetings

- Set up a point system that awards points for every meeting attended and give out a High Point award at your annual banquet.
- Set your meetings on the same day of every month (Ex. First Tuesday of every month at 7:30 a.m.). This helps students to remember meetings.
- Place an announcement in the school bulletin two days in advance of meetings.
- Create a set of FFA meeting posters at the beginning of the year, take them to your school library to have them laminated so you can write on them with an erasable marker. Have a place for meeting date, time and location. Place these around school two days in advance of the meeting. Place one on the outside of the agricultural education room door, above water fountains and wherever students congregate in the halls.
- Run meetings efficiently so they don't drag on and cause them to be an experience of "drudgery and boredom."
- Door Prizes (Ex. Draw for a box of donuts, a gift certificate to a local restaurant or store, etc.). Keep this simple and within your budget.
- Plan recreation activities after meetings (if they are held at a time when recreation is possible). Examples:
 - Volleyball or basketball
 - Ice skating
 - Movie and popcorn
 - Scavenger hunt

Special Note: If your meeting times will not allow for recreation, be sure to plan several fun, recreational activities during the year. Keeping it fun keeps them coming back.

2. Getting Members to Show Up on Time

- Door prizes again: Only members showing up on time are entered for door prizes.
- For morning meetings, provide brownies, donuts, etc. for the first 24 members to arrive.
- Award lesser points to those who come late.

3. Encouraging Members (other than officers) to Move Motions

- Bring a bag of candy and toss a piece of candy to those who move legitimate motions. (Legitimate motions are the key!)
- Enter names of chapter members moving motions for a drawing for a special prize at the annual banquet.

4. Maintaining Order

- Start with using parliamentary procedure and having organized meetings. This will take care of much of the problem.
- Assign students who are not paying attention to cleanup detail after the meeting.

Introduction: An organized meeting has a set order of business. To help your team keep the meeting organized, the following is the proper order of business according to Robert's Rules of Order.

Order of Business

1. Opening Ceremony (**Special Note:** Helps set a professional business tone for the meeting)
2. Minutes From the Previous Meeting
3. Officers Reports (Ex. Treasurer's report)
4. Standing Committee Reports (Ex. Program of Activity Committees)
5. Special Committee Reports (Ex. Land laboratory committee, banquet committee, etc.)
6. Special Orders (Ex. Guest speaker, educational video, etc.)
7. Unfinished Business (Business left over from previous meeting)
8. New Business
9. Degree and Installation Ceremonies (Ex. Greenhand and Chapter Degrees)
10. Closing Ceremony
11. Recreation

Note: Items 1, 9 and 10 are special to FFA. Not every organization has opening and closing ceremonies or degree installation.

