

Mountain Guide Certification
MGS 11 - Running the Show
(Effective Meetings – Part 1 Parliamentary Procedure and Officer Duties)

Introduction: Running an effective meeting is about more than organization, proper procedure and covering items. It's about image as well. As an officer team, it is your responsibility to develop an image of professionalism and productiveness at your meetings. Knowing basic parliamentary procedure is the first step.

I. Introducing Motions

- A. When introducing most motions, a member should follow these steps.
1. Rise and address the presiding officer by saying: "Mr./Mdm. President" or "Mr./Mdm. Chairperson."
 2. When recognized by presiding officer, the member begins with "I move that..." or "I move to..."

II. Basic Motions Every Officer Needs to Know:

Motion	Method of Presentation	2nd Req.	Debatable	Amendable	Type of Vote
<i>Main Purpose:</i> To introduce and item of business for discussion	"I move that our chapter conduct an awards banquet."	Yes	Yes	Yes	Majority
Amendment (Note: An amendable motion can only carry two amendments.) <i>Purpose:</i> Modifies a motion by addition, substitution or deletion.	"I move to amend the motion by adding April 12 th at 7:00 PM."	Yes	Yes	Yes	Majority
<i>Refer to Committee Purpose:</i> Takes an item of business from the floor and assigns it to a committee to gather further information and report back.	"I move to refer this item of business to a committee of three appointed by the president with instructions to report back at our next meeting."	Yes	Yes	Yes	Majority
<i>Postpone Definitely Purpose:</i> Postpones item of business to a set time and /or date.	"I move to postpone this item until our January meeting."	Yes	Yes	Yes	Majority
<i>Extend or Limit Debate Purpose:</i> To place controls on the amount of debate on a pending question.	"I move to limit debate to two more speakers, one pro and one con." or I move to extend debate for 15 minutes."	Yes	No	Yes	2/3

Motion	Method of Presentation	2nd Req.	Debatable	Amendable	Type of Vote
<i>Lay on the Table</i> <u>Purpose:</u> Lay pending question aside when something of immediate importance has arisen.	"I move to lay this motion on the table."	Yes	No	No	Majority
<i>Take from the Table</i> <u>Purpose:</u> To bring back a motion that was previously tabled.	"I move to take from the table the motion to have fruit sales as a fundraiser."	Yes	No	No	Majority
<i>Division of the Assembly</i> <u>Purpose:</u> To force a counted vote if result of a voice vote is in doubt.	"I call for division of the assembly."	No	No	No	None
<i>Point of Order</i> <u>Purpose:</u> Used when a member believes there has been an error in procedure.	Member: "I rise to a point of order." Chair responds: "State your point." Member: "Discussion is out of order since there was no second on the motion."	No	No	No	Chair Rules
<i>Recess</i> <u>Purpose:</u> To provide a short intermission in meeting.	"I move to recess for 10 minutes to allow for the counting of ballots."	Yes	No	Yes	Majority
<i>Question of Privilege</i> <u>Purpose:</u> To raise question relating to rights or comfort of members and requires immediate attention.	Member: "I rise to a Question of Privilege" Chair responds: "State your question." Member: It is very warm, may we turn up the air conditioning. Chair: Denies or approves request.	No	No	No	Chair Rules
<i>Adjourn</i> <u>Purpose:</u> To bring the meeting to a close.	"I move to adjourn the meeting."	Yes	No	No	Majority

Note: These are basic parliamentary motions that will cover most meetings. However, there are more motions not listed here. For further information, consult Robert's Rules of Order Newly Revised, 10th Edition.

MGS 11 – DUTIES OF FFA OFFICERS

President

1. Preside over meetings.
2. Appoint committees and serve on them as an ex-officio member.
3. Represent the chapter in official and public relations functions.
4. Evaluate progress of Program of Activities.

Secretary

1. Prepare and present minutes of each chapter meeting.
2. Prepare and post the agenda for each chapter meeting.
3. Be responsible for chapter correspondence.
4. Maintain member attendance and activity records.

Treasurer

1. Receive, record and deposit FFA funds and issue receipts.
2. Present a monthly Treasurers report at chapter meetings.
3. Collect dues and special fees.
4. Prepare and submit membership roster and dues in cooperation with secretary.

Reporter

1. Release news and information to news media.
2. Plan public information meetings with news media and other organizations.
3. Publish a chapter newsletter.
4. Prepare and maintain a chapter scrapbook.

Sentinel

1. Welcome guests and visitors.
2. Care for the meeting room and chapter equipment.
3. Assist the president in maintaining order.
4. Keep the meeting room comfortable.

Advisor

1. Supervise chapter activities.
2. Inform prospective students in leadership development.
3. Prepare students for involvement in competitive events.
4. Inform prospective students about FFA.

Note: These represent the six constitutional officers. However, many chapters have more than six. Some common officers and their duties are as follows:

Parliamentarian

1. In the absence of the advisor, advises on parliamentary procedure.
2. Assists other officers where needed.

Historian

1. Is responsible for the chapter scrapbook in place of the reporter.

Chaplain

1. Is responsible for prayer at official FFA functions.
2. Sends get well and sympathy cards to chapter members and community members related to FFA.

Chamber of Commerce Representative

1. Serves as a liaison between FFA chapter and Chamber of Commerce.
2. Attends Chamber of Commerce meetings.
3. Builds rapport between Chamber of Commerce and FFA.

FFA Student Council Representative

1. Serves as official FFA representative to the overall school student council.
2. Attends student council meetings and functions.
3. Builds rapport between student council and FFA.