

Mountain Guide Certification
MGS 13 – RUNNING THE SHOW
(Effective Meetings – Part 2 – Order of Business)

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.

A. Order of Business

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

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