



Opening and Closing Ceremonies

Opening the Meeting

When the time set for opening the meeting arrives, the president, after quietly arranging for any necessary officer substitutions, rises, raps for attention, secures order and proceeds as indicated below. The other officers rise as called upon by the vice president and remain standing until seated by the president.

President: "The _____ (meeting room, banquet hall, etc.) will come to order. We are now holding a meeting of the _____ (chapter name, district name, etc.) FFA _____ (chapter, district, etc.) Mr./Mdm. Vice President or Vice President (Last Name), are all officers at their stations?"

Vice President: (Rising and facing the president) "I shall call the roll of officers, determine if they are at their stations and report back to you, Mr./Mdm. President or President (Last Name)."

Vice President: (Calling roll of officers) "The chaplain*."

Chaplain*: "Stationed by the dove."

Vice President: "Your duties there?"

Chaplain*: "The dove is an international symbol of peace and love. It is my duty to welcome FFA members of all faiths and beliefs. I assist in fostering positive, moral participation in chapter activities and the lives of our members."

Vice President: "The historian*"

Historian*: "Stationed by the historical scroll."

Vice President: "Your duties there?"

Historian*: "I keep an accurate record of the history of our chapter and its members. I preserve and document our chapter membership, officers, events, and teams. I organize the chapter scrapbook and serve as a reference on chapter history. Our FFA chapter is stronger by honoring our history."

Vice President: "The parliamentarian*"

Parliamentarian*: "Stationed by the fasces." [FA-seez]

Vice President: "Your duties there?"

Parliamentarian*: "The fasces is a symbol of order and authority. I assist the President in conducting the business of our organization by following the principles of parliamentary procedure. I refer to Robert's Rules of Order Newly Revised, our constitution, and bylaws, to ensure that every member will be heard and that the majority will prevail."

Vice President: (Calling roll of officers) "The sentinel."

Sentinel: "Stationed by the door."

Vice President: "Your duties there?"

Sentinel: "Through this door pass many friends of the FFA. It is my duty to see that the door is open to our friends at all times and that they are welcome. I care for the meeting room and paraphernalia. I strive to keep the room comfortable and assist the president in maintaining order."

Vice President: "The reporter."

Reporter: "The reporter is stationed by the flag."

Vice President: "Why by the flag?"

Reporter: "As the flag covers the United States of America, so I strive to inform the people in order that every man, woman and child may know that the FFA is a national organization that reaches from the state of Alaska to the Virgin Islands and from the state of Maine to Hawaii."

Vice President: "The treasurer."

Treasurer: "Stationed at the emblem of Washington."

Vice President: "Your duties there?"

Treasurer: "I keep a record of receipts and disbursements just as Washington kept his farm accounts—carefully and accurately. I encourage thrift among the members and strive to build up our financial standing through savings and investments. George Washington was better able to serve his country because he was financially independent."

Vice President: "The secretary."

Secretary: "Stationed by the ear of corn."

Vice President: "Your duties there?"

Secretary: "I keep an accurate record of all meetings and correspond with other secretaries wherever corn is grown and FFA members meet."

Vice President: "The advisor."

Advisor: "Here by the owl."

Vice President: "Why stationed by the owl?"

Advisor: "The owl is a time-honored emblem of knowledge and wisdom. Being older than the rest of you, I am asked to advise you from time to time, as the need arises. I hope that my advice will always be based on true knowledge and ripened with wisdom."

"Mr./Mdm. Vice President or Vice President (Last Name), why do you keep a plow at your station?"

Vice President: "The plow is the symbol of labor and tillage of the soil. Without labor, neither knowledge nor wisdom can accomplish much. My duties require me to assist at all times in directing the work of our organization. I preside over meetings in the absence of our president, whose place is beneath the rising sun."

Advisor: "Why is the president so stationed?"

Vice President: "The rising sun is the token of a new era in agriculture. If we will follow the leadership of our president, we shall be led out of the darkness of selfishness and into the glorious sunlight of brotherhood and cooperation. Mr./Mdm. President or President (Last Name), all officers are at their stations."

President: (Rises and faces the vice president) "Thank you, Mr./Mdm. Vice President or Vice President (Last Name)." (All take seats at tap of gavel.) "The secretary will call the roll of members."

Secretary: "There are _____ members and _____ guests present, Mr./Mdm. President or President (Last Name)."

President: "Thank you. FFA members, why are we here?" (All members stand at three taps of gavel.)

All members in unison: "To practice brotherhood, honor agricultural opportunities and responsibilities and develop those qualities of leadership which an FFA member should possess." (All are seated at one tap of gavel.)

President: "May we accomplish our purposes. I now declare this meeting of the _____ (chapter name, district name, etc.) FFA _____ (chapter, district, etc.) duly open for the transaction of business, or attention to any matters which may properly be presented."

Note: The secretary may call the complete roll if necessary and report on that basis. However, it is a time-consuming procedure for a local chapter because all members' names are in the secretary's book and can be quickly consulted and checked beforehand.

*Indicates optional officers that some chapters may choose to utilize. A chapter chaplain, historian, and parliamentarian are not considered constitutional officers and are not required to complete a chapter officer team.

Closing the Meeting

When the business at hand has been disposed of or an appointed time for closing has arrived, the procedure is as indicated below.

President: "Mr./Mdm. Secretary or Secretary (Last Name), do you have a record of any further business which should now be transacted?"

Secretary: (Rises, replies and is seated.) "I have none, Mr./Mdm. President or President (Last Name)."

President: "Does any member know of any new or unfinished business which should properly come before this meeting? (If no answer, proceed as follows.)

"We are about to adjourn this meeting of the _____ (chapter name, district name, etc.) FFA _____ (chapter, district, etc.). As we mingle with others, let us be diligent in labor, just in our dealings, courteous to everyone and, above all, honest and fair in the game of life. Fellow members and guests, join me in a salute to our flag."

(Tap three times with gavel to call members to stand, face the flag at the reporter's station and, with their right hands over their hearts, repeat the following salute.)

All in unison: "I pledge allegiance to the Flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all."

President: "I now declare this meeting adjourned." (Tap once with gavel and the meeting is adjourned.)