

Lesson E3–2

Planning and Organizing an FFA Meeting

Unit E. Developing Leadership Skills in Agriculture

Problem Area 3. Developing Leadership Skills

Lesson 2. Planning and Organizing an FFA Meeting

New Mexico Content Standard:

Pathway Strand: Leadership and Teamwork

Standard: XI: Use leadership skills in collaborating with others to accomplish organizational goals and objectives.

Benchmark: XI-A: Communicate, focus on results, make decisions, solve problems, invest in individuals and resources to develop premier leadership.

Performance Standard: 1. Work independently and in group settings to get things done. 2. Focus on results. 3. Plan effectively. 4. Identify and use resources. 5. Communicate effectively with others.

Student Learning Objectives. Instruction in this lesson should result in students achieving the following objectives:

1. Explain how to plan a meeting and develop the order of business.
2. Describe how to set up the meeting room.
3. Explain the parliamentary procedure used in an FFA meeting.

List of Resources. The following resources may be useful in teaching this lesson:

Recommended Resources. One of the following resources should be selected to accompany the lesson:

Morgan, Elizabeth M., et al. *AgriScience Explorations*, Second Edition. Danville, Illinois: Interstate Publishers, Inc., 2000. (Textbook, Chapter 20)

National FFA Organization. *FFA Student Handbook*. Alexandria, Virginia: National FFA Organization, 1995.

National FFA Organization. *Official Manual*. Indianapolis, Indiana: National FFA Center, 1998.

Other Resources. The following resources will be useful to students and teachers:

Cooper, Elmer L. and Bret Iverson. *Agriscience Fundamentals and Applications*. Albany, New York: Delmar Publishers, Inc., 1997. (Textbook, Unit 6)

Sharon Hunter, Brenda Scheil, Marshall Stewart, Robert Terry, Jr., and Steven D. Frazee. *Developing Leadership and Personal Skills*. Danville, Illinois: Interstate Publishers, Inc., 1997. (Textbook, Chapters 22 and 23)

List of Equipment, Tools, Supplies, and Facilities

Writing surface
Overhead projector
Transparencies from attached masters
Meeting paraphernalia

Terms. The following terms are presented in this lesson (shown in bold italics):

Agenda
Amendments
Gavel
Incidental
Lay on the table
Main motion
Meeting
Motion to adjourn
Order of business
Parliamentary Procedure
Point of order
Postpone definitely
Privileged
Refer to a committee

Rising vote
Roll call
Secret ballot
Subsidiary
Unclassified
Voice vote

Interest Approach. Use an interest approach that will prepare the students for the lesson. Teachers often develop approaches for their unique class and student situations. A possible approach is included here. Have current officers or past officers come to class and demonstrate a mock meeting using parliamentary procedure. Have students attend a civic meeting in the community or school to see if the same type of order is used in their meetings.

Summary of Content and Teaching Strategies

Objective I: Explain how to plan a meeting and develop the order of business.

Anticipated Problem: How is a meeting planned and the order of business designed?

- I. A **meeting** is a group of people who are gathered for a shared purpose.
 - A. The key to a good chapter meeting is planning.
 - B. Planned meetings have value to all members.
 - C. The main reasons meetings are held are to:
 1. Provide an educational program, including guest speakers.
 2. Carry out the affairs of an organization.
 3. Recognize members for outstanding work.
 4. Announce future events.
 5. Organize members into work groups
 6. Give members a place to develop leadership skills.
 - D. Steps to planning a meeting include:
 1. Determine the overall purpose of the meeting.
 2. Identify business to be acted on.
 3. Organize an educational program.
 4. Set a date and time for the meeting.
 5. Select a convenient location.
 6. Assign responsibilities to different members.
 7. Develop an order of business.
 - E. An **order of business** is the plan that lists the events or items in a meeting.
 1. Events are listed in sequence in which they occur.

2. Order of business is sometimes called **agenda** or program.
3. Common items to include and their sequence are:
 - a. Call to order/opening ceremony.
 - b. Minutes.
 - c. Officer reports.
 - d. Report on POA.
 - e. Special features.
 - f. Old business.
 - g. Committee reports.
 - h. New business.
 - i. Awarding of degrees or officer installations.
 - j. Closing ceremony/adjournment.
 - k. Entertainment, recreation, refreshments.

*Several techniques can be used to help students master this objective. Students need text materials to help them understand how to plan a meeting. Chapter 23 in *AgriScience Explorations* and chapter 4 in the *FFA Student Handbook* are suggested. Use TM: E3–2A to help explain why meetings are held. TM: E3–2B may be used to explain the steps in planning the meeting. Use TM: E3–2C to further explain the “order of business” for a chapter meeting. Share some agendas from previous FFA meetings with the students. Have your FFA officers come to class and discuss how they plan their meetings.*

Objective 2: Describe how to set up the meeting room.

Anticipated Problem: What is the proper arrangement for the meeting room?

- II. FFA members find that they have better meetings if the room is properly arranged.
 - A. A properly arranged meeting room serves the following purposes:
 1. Adds dignity to the function.
 2. Instills pride in the members
 3. Sets the stage for conducting chapter business
 - B. The Sentinel is responsible for arranging the room prior to the meeting.
 - C. Each officer has a symbol for his station. They are as follows:
 1. President—rising sun
 2. Vice-President—plow
 3. Secretary—ear of corn
 4. Treasurer—bust of Washington
 5. Reporter—flag
 6. Sentinel—shield of friendship
 7. Advisor—owl
 - D. Each officer is stationed at a certain location in the meeting room. Officer positions are:

1. President—front middle
2. Vice-President—rear middle
3. Secretary—right front
4. Reporter—left front
5. Advisor—right rear
6. Treasurer—left rear
7. Sentinel—at the door

Use a variety of techniques to help students master how to set up the meeting room. Providing text materials will enhance student learning, with chapter 23 in *AgriScience Explorations* and chapter 4 in the *FFA Student Handbook* being recommended. Use TM: E3–2D to explain the officer station symbols. Use TM: E3–2E to demonstrate how to properly arrange the meeting room. Use LS: E3–2A to evaluate student understanding of proper room arrangement.

Objective 3: Explain the parliamentary procedure used in an FFA meeting.

Anticipated Problem: Why do FFA members use parliamentary procedure to conduct their meetings?

- III. The key to being involved in FFA meetings is to understand parliamentary procedure.
 - A. **Parliamentary procedure** is a certain set of “rules” known as parliamentary law or Robert’s Rules of Order used to maintain order in a meeting.
 - B. The main purposes of parliamentary law is to:
 1. Focus on one item at a time.
 2. Extend courtesy to everyone.
 3. Observe rule of the majority.
 4. Ensure the rights of the minority.
 - C. The **gavel** is the instrument used for maintaining order during a meeting. The gavel is tapped a different number of times to signify:
 1. Single tap—call to be seated
 2. Two taps —calls meeting to order
 3. Three taps—calls members to stand during ceremonies.
 - D. The four common voting methods included in FFA meetings are:
 1. **Voice vote**—saying “aye” or “no”
 2. **Rising vote**—standing or show of hands
 3. **Secret ballot**—written ballot
 4. **Roll call**—secretary polls members
 - E. The **main motion** is used to obtain group approval for a new project or some other course of action.
 1. “I move that”... are the three words used to begin a main motion.
 2. All main motions need a second before they can be voted upon.

- F. There are four motion classifications in parliamentary procedure:
1. **Privileged**—motions not related to the main motion.
 2. **Incidental**—used to provide proper and fair treatment to all members.
 3. **Subsidiary** —motions related to the main motion.
 4. **Unclassified**—motions that bring questions back before the assembly.
- G. **Amendments** are used to change or improve a motion.
1. Three ways to amend a motion include:
 - a. by addition.
 - b. by substitution.
 - c. by striking out.
 2. After an amendment has been offered, it requires a second.
- H. There are several motions that can be used to delay action on the motion under consideration:
1. To **postpone definitely**—postpone to a definite time.
 2. To **lay on the table**—tables a motion and must be taken from the table to be acted on.
 3. To **refer to a committee**—refers to a committee for further study.
- F. The motion **point of order** is used when a member believes a parliamentary error has been made.
- J. The **motion to adjourn** is used when it is time to close a meeting.

Use a range of teaching strategies to illustrate parliamentary procedure applications in conducting meetings. Text materials will improve student learning. Chapter 4 in the FFA Student Handbook, chapter 23 in Developing Leadership and Personal Skills, and chapter 23 in AgriScience Explorations are recommended. Use TM: E3–2F to explain the use of the gavel and methods of voting. Use TM: E3–2G to explain the ranking of motions.

Review/Summary. Use the objectives for the lesson as guides in reviewing and summarizing the content. Have the students explain the content associated with each objective. Use questions at the end of the chapter of the text materials as a form of review

Application. Students can apply the content of this lesson in their agricultural education and FFA activities.

Evaluation. Assessing the extent to which the students have achieved the objectives can be based on student participation in reviewing and summarizing the lessons as well as attentiveness throughout. A written test can also be given. A sample written test is attached.

Answers to Sample Test:

Part One: Matching

1 = b, 2 = a, 3 = e, 4 = d, 5 = g, 6 = f, 7 = c

Part Two: Completion

- 1 = meeting
- 2 = president
- 3 = main motion
- 4 = planning
- 5 = agendas
- 6 = parliamentary procedure

Part Three: Short Answer

1. voice vote, rising vote, secret ballot, roll call

Test

Lesson E3–2: Planning and Organizing an FFA Meeting

Part One: Matching

Instructions. Match the term with the correct response. Write the letter of the term by the definition.

- | | |
|----------------------|---------------|
| a. order of business | e. sentinel |
| b. advisor | f. amendments |
| c. vice-president | g. reporter |
| d. point of order | |

- _____ 1. Stationed at the rear right of the room.
- _____ 2. Plan that lists the events or items of a meeting.
- _____ 3. Stationed by the Shield of Friendship.
- _____ 4. Motion used when a member believes a parliamentary error has been made.
- _____ 5. Stationed by the flag.
- _____ 6. Motion used to change a motion.
- _____ 7. Stationed at the rear center of the room.

Part Two: Completion

Instructions. Provide the word or words to complete the following statements.

- 1. A _____ is a group of people who are gathered for a shared purpose.
- 2. The _____ is stationed at front center of the meeting room.
- 3. The _____ is used to obtain group approval for a new project or action.
- 4. The key to a good chapter meeting is _____.
- 5. Order of business is sometimes called an _____.
- 6. _____ is a certain set of rules used during meetings.

Part Three: Short Answer

Instructions. Provide information to answer the following questions.

- 1. List and explain the four common methods of voting.

Reasons Meetings are Held

- 1. To provide an educational program.**
- 2. Carry out business affairs.**
- 3. Recognize members.**
- 4. Announce future events.**
- 5. Organize members into work groups.**
- 6. Give members a place to develop leadership skills.**

Steps in Planning a Meeting

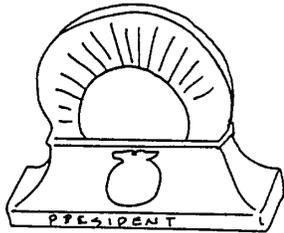
- 1. Determine the purpose.**
- 2. Identify business to be acted on.**
- 3. Organize an educational program.**
- 4. Set a date and time for the meeting.**
- 5. Select a location.**
- 6. Assign responsibilities to members.**
- 7. Develop an order of business.**

Order of Business for a Chapter Meeting

Agenda

- 1. Opening Ceremony**
- 2. Minutes of the previous meeting**
- 3. Officer reports**
- 4. Report on chapter program of activities**
- 5. Special features**
- 6. Unfinished business**
- 7. Committee reports**
 - a. Standing**
 - b. Special**
- 8. New business**
- 9. Degree and installation ceremonies**
- 10. Closing ceremony**
- 11. Entertainment, recreation, refreshments**

Officer Station Symbols



President
"Rising Sun"



Vice President
"The Plow"



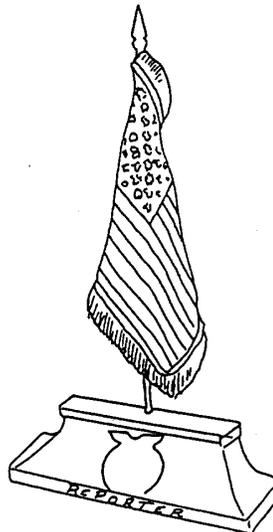
Treasurer
"Bust of
George Washington"



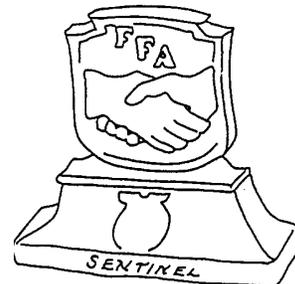
Secretary
"Ear of Corn"



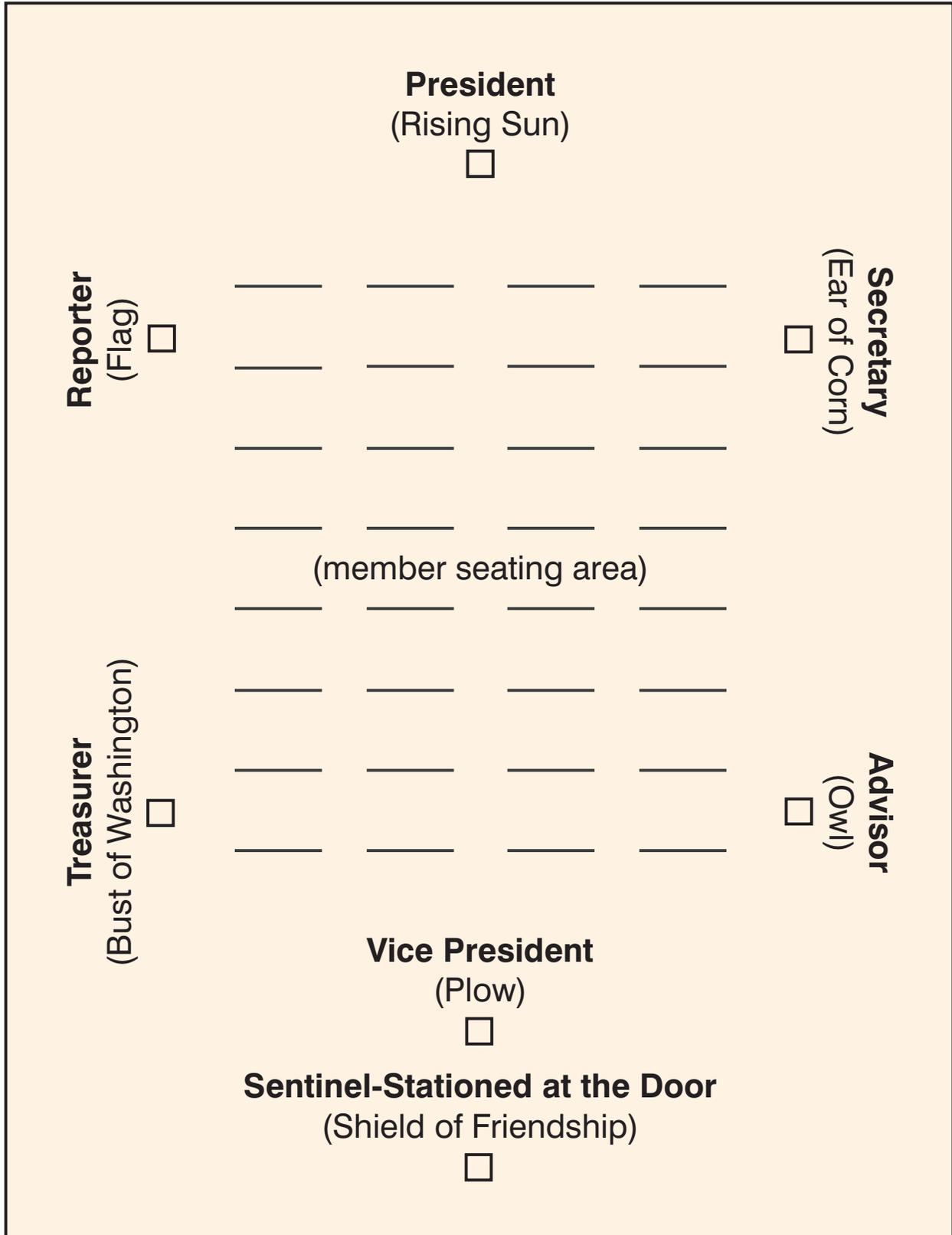
Advisor
"Owl"



Reporter
"United States Flag"



Sentinel
"Shield of
Friendship"



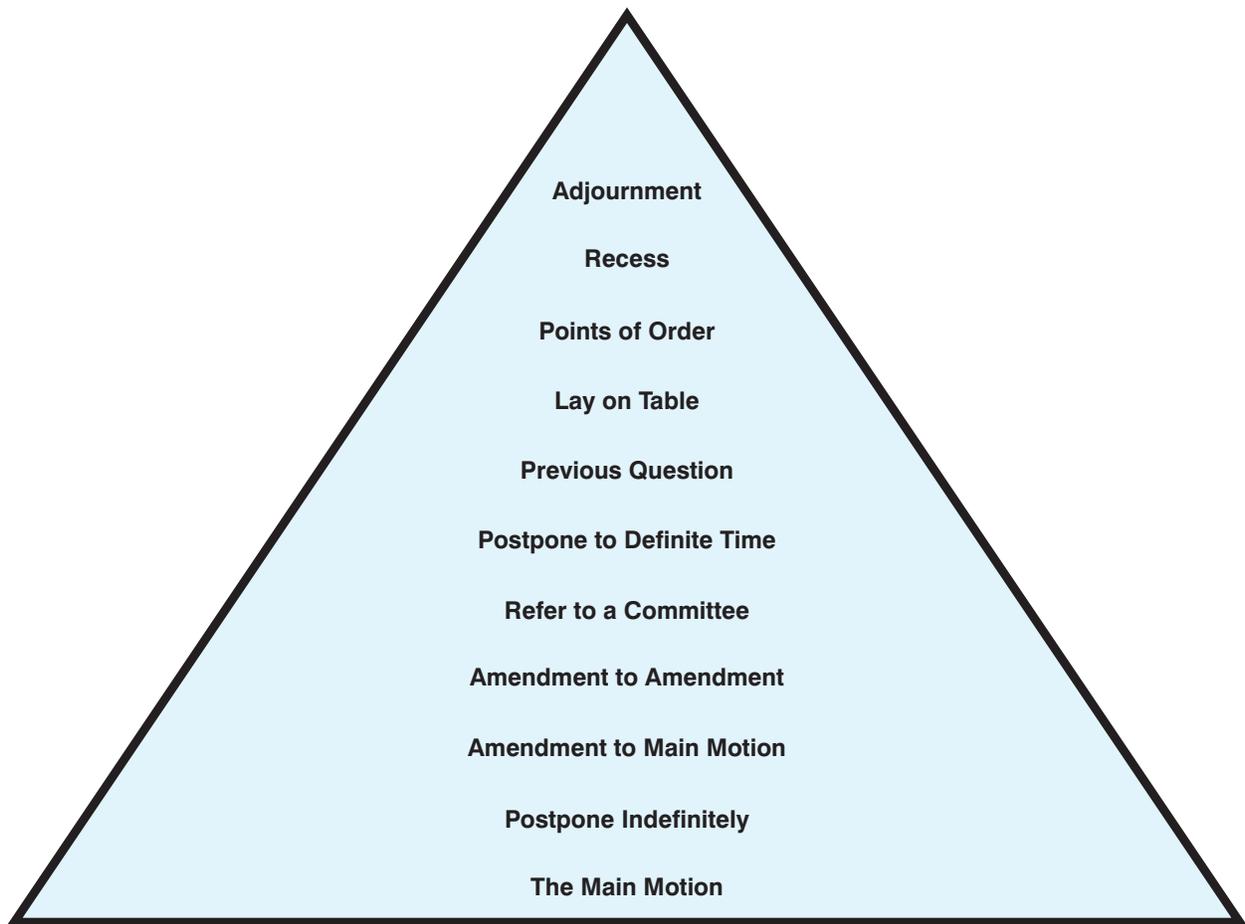
Taps of Gavel

- **Single Tap**—members are to be seated.
- **Two Taps**—call meeting to order.
- **Three Taps**—members stand during ceremonies.

Methods of Voting

- **Voice vote**
- **Rising vote**
- **Secret ballot**
- **Roll call**

Parliamentary Procedure Pyramid



How motions are ranked