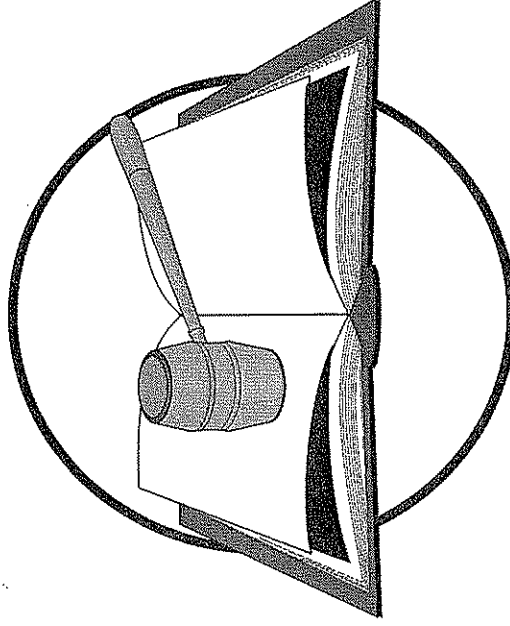


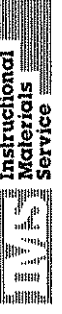
Parliamentary Guide for FFA

by Jarrell D. Gray



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Parliamentary Guide for FFA

2005 Edition

by

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Texas A&M University
1955-1961

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1961-1978

Acknowledgment

Sincere appreciation is extended to

Dr. M. Craig Edwards for directing the revisions of the guide.

The State Leadership Development Event committee in July, 2004 approved the recommendation to revise the Parliamentary Guide to correct grammatical errors, stereotyping, and readability.

Preface

Parliamentary procedure is based upon democratic principles. To learn about parliamentary law is to learn about democracy. In our public schools in our society, there is an ever-increasing need to understand and appreciate our democracy. This book has been designed to facilitate the learning and teaching of parliamentary procedure, thereby providing for the further development of good citizens.

In schools where much time is spent studying parliamentary procedure, there is an urgent need for a reference that is simple, complete, and permanent. This need is also present among other groups studying parliamentary procedure. This book is designed to fulfill these objectives.

Material contained herein is in agreement with Robert's Rules of Order, Newly Revised (10th ed., Perseus Publishing, Cambridge, Massachusetts.) It is recommended that a copy of Robert's Rules of Order be maintained in the library, with copies of the Parliamentary Guide for FFA for use by students in their study and practice sessions. In this manner, Robert's Rules of Order can be used as a reference for more detailed and complex parliamentary situations and for parliamentary study questions and practice problems.

DEDICATION

To my wife, Mildred

CLASSIFICATION AND SUMMARY OF MOTIONS
(in order of rank)

PAGE	CLASSIFICATION OF MOTION	SECOND REQUIRED	DEBATABLE	AMENDABLE	VOTE REQUIRED	CAN BE RECONSIDERED
26	Adjourn (when unqualified)	Yes	No	No	Majority	No
27	Call for Orders of the Day	No	No	No	1	No
Incidental Motions						
18	Point of Order	No	No	No	None	No
19	Appeal from Decision of Chair	Yes	Yes ²	No	Majority	Yes
21	Suspend Standing Rules	Yes	No	No	Majority	No
22	Division of the Assembly	No	No	No	None	No
23	Nominations, Close	Yes	No	Yes ³	Two-thirds	No
23	Nominations, Reopen	Yes	No	Yes ³	Majority	Yes ⁴
23	Nominations, Make	No	Yes	No	Majority ⁵	No
24	Parliamentary Inquiry	No	No	No	None	No
25	Leave to Withdraw a Motion	No	No	No	Majority	Yes ⁴
Subsidiary Motions						
13	Lay on the Table	Yes	No	No	Majority	No
14	Previous Question	Yes	No	No	Two-thirds	Yes ⁶
15	Refer to a Committee	Yes	Yes	Yes	Majority	Yes ⁷
16	Amand	Yes	Yes ⁸	Yes ⁹	Majority	Yes
Main Motion						
12	Main Motion	Yes	Yes	Yes	Majority	Yes
Unclassified Motions						
28	Take from the Table	Yes	No	No	Majority	No
29	Reconsider	Yes	Yes ¹⁰	No	Majority	No
30	Rescind	Yes	Yes	Yes	11	Yes ⁴

- Two thirds negative vote required to not return to the orders of the day.
- No if it relates to indecorum, priority of business, or deviation from the rules of speaking.
- Time only.
- Only the negative vote.
- To elect.
- Before affirmative vote has been taken on the pending question, or questions.
- Before any action is taken by committee.
- If applied to a debatable question.
- Only first rank amendment.
- If the motion to be reconsidered is debatable.
- Majority when previous notice given, otherwise two-thirds.

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Importance of Parliamentary Procedure

CHAPTER 1

To live and work in a democratic society such as ours, we must possess the knowledge and ability that will enable us to influence the thoughts and actions of others. In a similar manner, this same knowledge and ability will enable us to follow group leaders. The ability to lead and the ability to follow are important when participating in society groups that operate in a democratic manner.

Whenever groups of people come together, there is usually the matter of conducting discussions and arriving at group decisions. It is here where democratic discussions must prevail. Such discussions must be conducted according to certain fundamental principles that we have come to know as parliamentary procedure.

Parliamentary procedure is based upon several democratic principles. First, debate in a society must be fair to all concerned. The right to debate must also be free to those so entitled. Another parliamentary principle guarantees to the majority the right to decide. At the same time, the minority are guaranteed the right to express their opinions, and they are guaranteed the protection afforded by parliamentary law. The majority, according to democratic principles, are given the opportunity to rule, but they must rule fairly and justly. When this is done, the minority group will respect the manner in which decisions are made even though they may disagree with the decision. Further, even if the minority disagrees with the decision, parliamentary law dictates that they must abide by the decision once the vote has been taken.

These democratic principles give purpose to parliamentary procedure. That primary purpose is to assist groups to achieve their objectives. Parliamentary law may be thought of as a code of ethics to be followed by individuals in a group as they conduct business. Following such a code of ethics permits a group to conduct business in the most effective and efficient manner. Parliamentary procedure, then, is for the purpose of enhancing a democratic way of arriving at group decisions.

In a society that is as complex as ours, there is a need for people who have the ability, willingness, and skill to work together. If any group, even any nation, is to survive and progress, the people comprising it must work together in a harmonious manner. Possessing knowledge of parliamentary law is desirable for one to gain the ability, willingness, and skill of working with others.

CHAPTER 2

Teaching Parliamentary Procedure

Members. Because the principles of parliamentary procedure are so important to our democratic form of government and to the development of good citizenship, teachers may well justify the allocation of several days of school time to teaching parliamentary procedure. Teaching students to follow parliamentary principles will enable them to conduct more efficient and effective meetings and to become better citizens in a democratic society.

To know from what point to start in this teaching process is frequently a problem for the teacher. It is suggested, however, that such a study begin with the first chapter and continue through the book, spending only enough time on each chapter for students to obtain a "working" knowledge of principles involved.¹

Practice sessions may be conducted during the study of each chapter. Such sessions are important as they make teaching and learning more effective. During practice periods, it is suggested that students alternate in serving as "president." As a method of alternating students, each individual may be given a number, this number placed in a box, then numbers drawn to see who serves as "president." This procedure may add interest and fun to practicing parliamentary procedure.

Teams. Events in chapter conducting are held in many schools. Teams participating in such events must receive much training in addition to that obtained in the classroom. This concentrated training, even though directed toward winning, must also be directed toward becoming more proficient at solving parliamentary problems that might occur in any group meeting. To do this, serious consideration must be given to selecting members of the chapter conducting team. Some guidelines that might be used in making that selection are:

1. Willingness to work.
2. Capability of learning parliamentary procedure.
3. Team spirit.
4. Well-developed voice.
5. Calmness and self-confidence.

¹See Appendix for "Suggested Lesson Plan."

Hints for the Event. In addition to selection and training being important in developing a successful parliamentary team, appearance is also important. There is usually no prescribed dress, but it is generally agreed that Official FFA Dress makes for an excellent team appearance. Also, a team should not neglect other items that add to uniformity, thereby creating a "team appearance."

Answering Questions from Judges. When judges of a parliamentary event ask questions of team members, a better impression is made if members rise to answer. Too, if members desire that questions be repeated, they should not hesitate to request such.

Characteristics of a Presiding Officer. The presiding officer is probably the most important member of a chapter conducting team, or of an organization, since it is the presiding officer's responsibility to lead it. To be an effective leader, a presiding officer should possess the following characteristics:

1. Willingness to work.
2. Self-confidence.
3. Ability to learn parliamentary procedure.
4. Well-developed voice.
5. Neat appearance.
6. Fair and impartial judgment.
7. Skill in leading people.

CHAPTER 3

Fundamental Parliamentary Practices

Introducing Business. The most common way of bringing an item of business before the chapter is by a main motion. The purpose of a main motion, then, is to present an item of business for consideration and action by the chapter.

Steps in Presenting an Item of Business.

1. Rising and addressing the president:
"Mr./Madam President."

Other appropriate titles, depending on the circumstances, are "Madam Chair" or "Mr. Chair" if someone other than the president is presiding.

In large groups, members should, after addressing the presiding officer, give their name and the name of their chapter or town.

"Mr./Madam President. (Name of person) from (Name of chapter or town)"

Members must wait until the floor has been yielded before they rise to request recognition. If a member rises before the floor has been yielded, or if another member is standing at the time, the member is not entitled to be recognized provided someone else rises afterwards and addresses the chair.

It is out of order to be standing when another member has the floor, except to interrupt a speaker when such is permitted under parliamentary rules. Consequently, if one is standing when the floor is yielded, a member cannot claim that he or she rose first, since the member did not rise after the floor was yielded.

2. Recognition by the president:
" (Name of person.) "

If a member is entitled to the floor, the president recognizes the member by name or official title, such as "Mr./Madam Reporter."

In small assemblies, the president may merely bow or nod when recognizing a member. This is not nearly so formal, however, as calling the member by name.

3. Presenting the motion:
"I move that..."

This is the recommended terminology to use in offering a proposal. Such terms as "I so move" or "I make a motion" are incorrect.

Brief explanatory remarks may precede the offering of a proposal. These remarks may help to explain the importance or reason for offering the proposal. At this point, such comments should not be in the form of discussion on the motion, as this would be out of order. In general, when a member has obtained the floor while no motion is pending, it is appropriate for the member to make the motion or proposal immediately. However, during a chapter conducting event, "extended" explanatory remarks may be desirable for the purpose of improving a team's performance evaluation.

4. Seconding the motion:

"Mr./Madam President, I second the motion."

A motion is seconded without obtaining recognition. Neither is it necessary to rise. Doubt as to whether a motion is seconded may be eliminated,

however, by rising to second it. It is proper to second it though by merely stating, "I second the motion." This may be done without rising or obtaining recognition.

If a motion that requires a second does not receive one, it dies for lack of a second. If a second is not offered immediately, the president may ask if there is a second. This is asked to make sure members are given ample opportunity to second it, if they so desire.

5. Statement of the question:

"It is moved and seconded that..."

If the question is debatable, the president states, "The question is now open for discussion or debate." OR "Are there any remarks?"

It is proper, but not necessarily essential, for the president to state whether the motion is debatable, amendable, and the vote required. On motions that are undebatable, unamendable, or requiring a two-thirds vote it is good practice to so state.

A question is not before the chapter until it has been stated by the president.

The president should always stand while presiding, except when someone has the floor for an extended time.

Obtaining the Floor. Following recognition by the president, a member "has the floor" and is entitled to speak or present business. In accordance with proper rules of procedure, other members should remain seated while this member has the floor, unless they are entitled to interrupt.

Debate. Debate, or discussion, on debatable questions is in order after the president has stated the question and a member has obtained the floor.

Debate must be limited to the immediately pending question, which is the last question stated by the president. During debate, members should be courteous and should avoid references to others that might be interpreted as personal conflicts. The right to the floor may be refused to those members who are not courteous and polite.

When no discussion occurs or it is evident that discussion is drawing to a close, the president may encourage its termination by asking:

"Are you ready for the question?"

If there is no response, the president puts the question (or takes the vote). Such an inquiry does not stop debate because members may still offer discussion if they so desire. Too, a motion of higher rank may be proposed here or previously at the proper time.

If, after asking, "Are you ready for the question?" the president puts the question with such rapidity that members do not have time to claim the floor, they are entitled to do so even after the vote has been announced. However, if the president gave ample opportunity, members cannot claim the right of debate after voting has commenced.

The maker of a motion cannot offer discussion against the motion but is entitled to vote against it.

Putting the Question. Immediately prior to putting the question, or taking the vote, the president may wish to restate the question by stating:

"Those supporting the motion that...say aye. Those opposed say no." OR "Those in favor of the motion raise your hand. Those opposed raise your hand."

After voting is completed, the president announces the result and effect of the vote.

"The ayes have it and the motion is carried. We will... (state effect of the motion passed)."

A tap of the gavel should follow the announcement of the results. A vote does not go into effect until the announcement is made. Motions are voted upon in reverse order of their proposal.

Vote. The methods of voting are rising (show of hands or standing), voice, roll call, ballot, and unanimous (general) consent.

Frequently, when a voice vote is taken, the president is unable to determine on which side a majority voted. In such a situation, the presiding officer should immediately take another vote using a method that will permit an actual count of members, for example, a rising vote.

If a two-thirds vote is required, either a rising or a unanimous (general) consent vote should be taken.

Until the result of a vote is finally announced, members may change their votes. After the result of a vote is announced, members cannot change their votes without permission of the chapter. This may be done by general consent or by a motion to that effect. A member may not be compelled to vote.

When secrecy is desired in voting, a method of voting by ballot should be used. This method may be ordered by a majority vote. Such a motion requires a second and is undebatable.

Votes taken on motions conflicting with the constitution and by-laws are null and void.

A tie vote means that a motion is lost, assuming the motion required a majority vote.

The president is entitled to vote when the vote is by ballot and in all other situations when the vote changes the result. For example, if the vote on a main motion was 12 for and 11 against, it would pass if the president did not vote. However, if the president wanted the motion to fail, the chair could cast a negative vote, thus, making it a tie vote and causing the motion to fail. Likewise, if the vote was a tie vote, the chair could cast a positive vote with the affirmative side, breaking the tie and causing the motion to carry.

Majority, Plurality, and Two-thirds. More than half the votes cast is a majority vote. Two-thirds of the vote cast is a two-thirds vote. When a candidate receives more votes than any other candidate, yet less than a majority, that candidate received a plurality vote.

Unanimous (General) Consent. Sometimes, the transaction of business is expedited by the president requesting that such be approved by "unanimous" or "general" consent. When this request is made, and there is no objection, approval is granted. If there is an objection, even by just one member, a vote must then be taken to determine the outcome.

The president may request action by unanimous (general) consent by stating:

"Shall we (states action desired) by unanimous consent?" (If no objection) "We will (states action taken) by unanimous consent." OR "Shall we, by unanimous consent, (states action desired)?" (If no objection) "We will, by unanimous consent, (states action taken)."

President Leaving Chair. Sometimes the president may desire to leave the chair for the purpose of debating an item of business. When this is done, the president should ask the vice president, or some other officer if the vice president is absent, to preside. This may be done by the president merely stating, "Will the vice president please come to the chair and preside?" The president then hands the gavel to the vice president. The vice president presides for at least as long as is necessary to dispose of the item of business upon which the president debated. At a convenient time after disposing of such an item, the president should be asked to resume the chair.

A president should rarely leave the chair and take part in debate. In so doing, particularly on questions where there are strong feelings on both sides, a presiding officer may lose the confidence of the opposing side. A president should be most concerned with presiding in a fair and impartial manner.

It is not necessary for the president to leave the chair when providing information for members.

CHAPTER 4

CLASSIFICATION AND ORDER OF PRECEDENCE OF MOTIONS

Rules of Precedence. According to rules of parliamentary procedure, some motions are of a higher rank than others. This rank of importance is called precedence. Two fundamental rules of precedence operate in parliamentary law. One rule specifies that when a motion is pending, one may propose a motion of higher precedence but cannot propose a motion of lower precedence. The other rule specifies that motions must be voted upon in reverse order of their proposal.

CLASSIFICATION

1. Privileged Motions.
 - a. Adjourn (when unqualified).
 - b. Call for orders of the day.
2. Incidental Motions. (In no rank of order.)
 - a. Point of order.
 - b. Appeal from the decision of the chair.
 - c. Suspend standing rules.
 - d. Division of the assembly.
 - e. Nominations: make, close, and reopen.
 - f. Parliamentary inquiry.
 - g. Leave to withdraw a motion.
3. Subsidiary Motions. (In order of precedence.)
 - a. Lay on the table.
 - b. Previous question.
 - c. Refer to a committee.
 - d. Amend.
4. Main Motion.

Unclassified Motions. Motions that cannot conveniently be classified as Main, Subsidiary, Incidental, or Privileged are:

1. Take from the table.
2. Reconsider.
3. Rescind.

CHAPTER 5

MAIN MOTION

Purpose. To present an item of business for consideration and action by the chapter.

Only one main motion may be before the chapter at any one time. When a main motion is pending and a subsidiary or an incidental motion arises, the subsidiary or incidental

motion must be disposed of before further consideration is given to the main motion. However, a subsidiary motion may dispose of a main motion.

Pertinent Facts.

- A second is required.
- It is always debatable and amendable.
- A majority vote is necessary.
- It may be reconsidered.
- It ranks last in precedence.

Practice. To develop skill in performing this ability, students may alternate in serving as president, during which time they may receive and dispose of an item of business. The sequence followed may be as follows:

- President: "What is the next item of business?"
- Member: "Mr./Madam President." (Recognition) "I move that..."
- Member: "Mr./Madam President, I second the motion."
- President: "The motion before the chapter is that... This motion is debatable, amendable, and requires a majority vote. It is now open for discussion." (Discussion, if any.)
- President: "Are you ready for the question? Those supporting the motion that...say aye (pronounced 'Y'). Those opposed say no. The ayes (noes) have it and the motion is carried (lost). (The presiding officer should state the effect of passage, for example, "We will have a FFA party next Friday night.")"

CHAPTER 6

LAY ON THE TABLE

Subsidiary Motion

Purpose. To temporarily delay action on an item of business. Reasons for such a delay may be (1) to give members time to consider the proposal further or (2) to consider business of a more urgent nature.

When a main motion is tabled, all amendments and other motions belonging to it are also tabled.

Pertinent Facts.

- A second is required.
- It is undebatable and unamendable.
- A majority vote is necessary.
- It cannot be reconsidered.

Practice. During discussion of a main motion, a member may gain possession of the floor and state:

- Member:** "I move to table the motion that..." (A reason for tabling the motion may be given.)
Member: "Mr./Madam President, I second the motion."
President: "It has been moved and seconded to table the motion that... This motion is undebatable, unamendable, and requires a majority vote. Those supporting the motion say aye. Those opposed say no. The ayes (noes) have it and the motion that...is (is not) tabled."

CHAPTER 7

Subsidiary Motion

PREVIOUS QUESTION

Purpose. To terminate discussion on the motion or motions before the chapter and to secure an immediate vote.

If the previous question is called for without qualifications, only the immediately pending question is affected. If it is desired to close debate and vote on all pending questions, such as to refer to a committee and its amendment, then it is necessary to state, "I move the previous question on the motion to refer and its amendment."

Pertinent Facts.

- A second is required.
- It is undebatable and unamendable.

A two-thirds vote is required.

It may be reconsidered before the affirmative vote is taken on the pending question or questions.

Practice. A main motion may be received, and during discussion, the following sequence may take place:

- Member:** "Mr./Madam President." (Recognition) "I move the previous question."
Member: "Mr./Madam President, I second the motion."
President: "The previous question has been called. This motion is undebatable, unamendable, and requires two-thirds vote. Those supporting the motion please rise. Those opposed please rise. The vote is 12 for and 3 against. There being a two-thirds majority in favor, the motion carries and the previous question is called. We will now vote on the main motion that..."

CHAPTER 8

Subsidiary Motion

REFER TO A COMMITTEE

Purpose. To place the question temporarily in a committee.

This action may be desired (1) to secure more detailed information, (2) to secure a recommendation from a smaller group, (3) to ensure privacy when dealing with a delicate matter, (4) to allow a more informal discussion of the item of business, and (5) to give a committee power to act.

The member offering the motion to refer to a committee may specify whether it is to go to a standing or special committee. If the member specifies a special committee, the member may also indicate the number of members to serve on the committee, how members will be selected, who is to be chair, and special instructions for its operation. Amendments may also be used to bring about these events.

When a main motion is referred to a committee, the amendment or amendments that are pending to the main motion are also referred.

An item of business referred to a committee may be withdrawn (1) by reconsidering the vote referring to a committee, provided the question has not been taken up by the committee or (2) by discharging the committee if the question has been taken up. For the latter method of withdrawal, a motion should be offered to discharge the committee. This motion requires a second, is debatable, and requires a two-thirds vote.

After a committee has been discharged, a motion is then necessary to get the business back before the chapter.

Pertinent Facts.

- A second is required.
- It is debatable and amendable.
- A majority vote is required.

It may be reconsidered before the committee takes up the question.

Practice. After a main motion, with or without an amendment, has been opened for discussion, a member obtains the floor and states:

- Member:** "I move that we refer the motion that...to a committee"
 OR "to a committee consisting of..." OR "to a special committee on..." OR "to the standing committee on..."
Member: "Mr./Madam President, I second the motion."

- President: "It has been moved and seconded that we refer the motion that...to a committee consisting of... This motion is debatable, amendable, and requires a majority vote. It is now open for discussion."
(Discussion, if any)
- President: "Are you ready for the question? Those supporting the motion to refer the motion that...to a committee..., say aye. Those opposed say no. The ayes (noes) have it and the motion is (is not) carried. (Assuming passage) It will be referred to a committee consisting of..." OR "It will be referred to a special committee on..." OR "It will be referred to the standing committee on..."

If the motion is only to refer the item of business to a committee, it is then the responsibility of the president to appoint the committee. The presiding officer may do so during the meeting or, upon majority consent of the chapter, the appointment may be made after the meeting has adjourned.

CHAPTER 9

Subsidiary Motion

AMEND

Purpose. To modify the motion that is under consideration.

Amendments are of two kinds — first rank and second rank. An amendment applying to an original motion is of the first rank and an amendment to an amendment is of the second rank. There can be only one amendment of each rank under consideration at a time (pending), but as soon as one is voted on, another of the same rank may be proposed.

Amendments must pertain to the motion to which they apply. For example, a first rank amendment must pertain to and modify the original motion, while an amendment to an amendment is one of the second rank; it must pertain to and modify the first rank amendment.

A member may offer an amendment to an amendable motion after the chair states the question and the member obtains the floor.

An amendment, either first or second rank, may be made by striking out words, inserting or adding words, or by striking out and inserting words.

Pertinent Facts.

A second is required.

It is debatable when the motion to which it applies is debatable.

A first rank amendment may be amended by an amendment of the second rank.

An amendment to an amendment (one of the second rank) is unamendable. A majority vote is required. It may be reconsidered.

Practice. The president may receive a main motion, an amendment, and an amendment to the amendment when practicing these abilities. To explain fully the correct procedure, a specific example will be used to illustrate the proper steps. For example, after obtaining the floor a member, may state:

- Member: "I move that our chapter sells peanuts at basketball games."
Member: "Mr./Madam President, I second the motion."
President: "It has been moved and seconded that our chapter sell peanuts at basketball games. This motion is debatable, amendable, and requires a majority vote. It is now open for discussion."
(Discussion, if any)
Member: "Mr./Madam President." (Recognition) "I move to amend the main motion by inserting the words 'popcorn and cold drinks' after the word 'peanuts.'"
Member: "Mr./Madam President, I second the motion." OR "I second the amendment."
President: "It has been moved and seconded to amend the main motion by inserting the words 'popcorn and cold drinks' after the word 'peanuts.' This motion is debatable, amendable, and requires a majority vote. It is now open for discussion."
(Discussion, if any)
Member: "If an amendment to the amendment was not offered, a vote on the pending first rank amendment would be taken at this point."
Member: "Mr./Madam President." (Recognition) "I move to amend the amendment by striking out the words 'and cold drinks.'"
Member: "Mr./Madam President, I second the motion." OR "I second the amendment."
President: "It has been moved and seconded to amend the amendment by striking out the words 'and cold drinks.' This motion is debatable, unamendable, and requires a majority vote. It is now open for discussion."
(Discussion, if any)
President: "Are you ready for the question? Those supporting the amendment to the amendment that we strike out the words 'and cold drinks' say aye. Those opposed say no. The ayes (noes) have it and the amendment to the amendment is carried (lost). (Assuming passage) The words 'and cold drinks' are stricken from the amendment."

(At this point, another second rank amendment may be introduced.)

"The question now before the chapter is that we amend the main motion by inserting the word 'and popcorn' after the word 'peanuts.' It is now open for discussion."

(Discussion, if any.)

"Those supporting the amendment to the motion that we insert the words 'and popcorn' after the word 'peanuts' say aye. Those opposed say no. The ayes (noes) have it and the amendment is carried (lost). (Assuming passage) The amended motion that our chapter sells peanuts and popcorn at basketball games is now before the chapter. It is now open for discussion." (NOTE: Using the word "and," as a conjunction, is implied. If the intended meaning of the proposal is not substantially changed, this and similar words or phrases may be used at the chair's discretion.)

(Discussion, if any)

(At this point, another first rank amendment may be introduced.)

"Are you ready for the question? Those supporting the amended motion that our chapter sells peanuts and popcorn at basketball games say aye. Those opposed say no. The ayes (noes) have it and the motion is carried (lost). (Assuming passage) We will sell peanuts and popcorn at basketball games."

CHAPTER 10

Incidental Motion

POINT OF ORDER

Purpose. To enforce the rules by calling attention to a violation of the rules or a mistake in procedure.

The president is duty bound to enforce correct rules of procedure. Therefore, he or she should call members out of order when they are in error. Members may also insist upon correct procedure of business by rising to a point of order when the need arises. The point of order must be made at the time the breach of order occurs.

Exceptions to this would be in situations where the motion was in violation of the constitution, standing rules, or of fundamental parliamentary procedure, so that, if adopted, it would be null and void. In these situations, it is never too late to rise to a point of order.

If a member rises to a point of order and does not agree with the decision rendered (chair's ruling), the member may appeal from the chair's decision.

Pertinent Facts.

It does not require a second.

It is undebatable and unamendable.

Recognition is not necessary.

It may interrupt a speaker.

A vote is not required unless referred to the chapter for a decision, at which time a majority vote is necessary.

It may not be reconsidered.

Practice. After a main motion has been presented, a member may offer an amendment that is unrelated to the main motion. Upon noticing this fact, another member would then rise and without obtaining recognition, state:

Member: "Mr./Madam President, I rise to a point of order."

(Member takes a seat.)

President: "State your point."

Member: (Rising) "The amendment offered is not related to the main motion, and therefore is out of order."

President: "The point is sustained. The amendment is out of order." OR "The point is not sustained. The amendment is in order."

A member wishing to appeal from the decision of the chair must do so at this time.

If in doubt, the president may, rather than making a decision (ruling), ask the chapter to decide, in which case there can be no appeal. This is done as follows:

President:

"The chair is in doubt as to the correct decision to make and submits the question to the assembly. The question is, 'Is the amendment related to the main motion?' Those of the opinion that the amendment is related say aye. Those of the opinion that the amendment is not related say no. The ayes (noes) have it and the amendment is (is not) in order."

CHAPTER 11

Incidental Motion

APPEAL FROM THE DECISION OF THE CHAIR

Purpose. To obtain a decision from the chapter to a question on which the presiding officer has made a decision.

A decision is usually made in connection with items of business concerning the welfare of the entire chapter, such as the president "deciding" the chapter will sponsor a banquet, or the chair "deciding" on a point of order.

An announcement of a vote and an answer to a parliamentary inquiry are not decisions of the chair, and therefore cannot be appealed from.

An appeal must be made at the time the ruling (decision) is made and before any debate or business has intervened, otherwise it is too late.

Pertinent Facts.

A second is required.

It is debatable except in cases where it relates to indecorum (improper conduct), priority of business, or deviation from the rules of speaking.

It cannot be amended.

A majority vote or tie vote is required to sustain the chair.

It can be reconsidered.

Practice. The president may, during the course of a business session, make a decision affecting the chapter; such as deciding "the chapter will purchase a portable computer." Immediately after the decision is made, a member may rise and, without obtaining recognition, state:

Member: "Mr./Madam President, I appeal from the decision of the chair."

Member: "Mr./Madam President, I second the appeal."

President: "An appeal has been taken from the decision of the chair. In this instance, the motion is debatable, unamendable, and requires a majority or tie vote to sustain the chair. It is now open for discussion."

[At this point the president may state his/her reason(s) for the decision, and may also ask the member appealing to state his/her reason(s) for making the appeal.]
(Discussion, if any)

President: "Are you ready for the question? Those supporting the decision of the chair that...say aye. Those opposed say no. The ayes (noes) have it and the decision of the chair is (is not) sustained. We will (will not) purchase a portable computer for our chapter."

CHAPTER 12

Incidental Motion

SUSPEND STANDING RULES

Purpose. To permit the chapter to do something that cannot be done without violating its standing rules.

Standing rules are those rules that are adopted in a meeting without the need of giving previous notice. A majority vote is required. These rules might pertain to the time for starting chapter meetings, the place where meetings will be held, the penalty for being late to a meeting, the changes to the chapter program of activities, or the spending of chapter funds.

The motion to suspend a standing rule may be offered prior to the item of business to which it pertains or it may be offered while the question is pending. For example, if it is desired to introduce an item of business that would be in violation of a standing rule, the rule might first be suspended, then the item of business introduced. However, it is also proper to first introduce the item of business and when it is opened for discussion, one may then move to suspend the rule involved and after this motion is passed, proceed with the disposal of the main motion.

The suspension of a rule is in effect only for the reason for which it was suspended. Following the action taken under the suspension, the original rule is again in effect.

Unanimous (general) consent is frequently used in situations where standing rules need to be suspended. This may be done by the president stating, "Shall we suspend, by unanimous (general) consent, the standing rule of this chapter that...?"

It is not in order to suspend rules relating to a constitution or to by-laws. Neither is it in order to suspend rules dealing with fundamental principles of parliamentary law.

Pertinent Facts.

A second is required.

It is undebatable and unamendable.

A majority vote is required. (A two-thirds vote is required to suspend an order of business that has been previously adopted.)
It cannot be reconsidered.

Practice. At any time a vote has been taken by voice or by show of hands, a member, without obtaining recognition, may rise and state:

Member: "I call for a division," OR "Division."

President: "A division has been called for. Those supporting the motion that...please rise. Those opposed please rise. The affirmative vote is 19 and the negative vote is 15. The motion is carried (lost) and... (The presiding officer states effect of the vote)."

CHAPTER 14

Incidental Motion

NOMINATIONS (AND ELECTIONS)

Purpose. To present to the chapter the name of a candidate for a certain office or position.

Nominations may be made by a committee or from the floor by a member. Even when a nominating committee is used, members may make nominations when the floor is open for further nominations.

To offer a nomination, after the floor is open for such, a member obtains the floor and states, "I nominate ... for..." The president then asks for further nominations. If there are none, nominations are closed.

Closing Nominations. The motion to close nominations requires a second, is undebatable, and can be amended as to time only. Nominations may be closed by a two-thirds vote or by unanimous (general) consent. The vote on the motion to close nominations cannot be reconsidered.

Pertinent Facts Pertaining to Making Nominations and to Elections.

A nomination does not require a second.

A nomination is debatable.

Candidates are voted on in the order in which nominated.

A majority vote is required to elect.

Practice. It may be assumed that a certain standing rule is in effect and that an individual wishes to propose something in violation of this rule. For example, it may be assumed that a standing rule prohibits the spending of chapter funds for advertising in local newspapers. It may also be assumed that a member wishes to propose that an advertisement be purchased to publicize the local chapter project show. After obtaining the floor a member may state:

Member: "Our chapter has a standing rule prohibiting the spending of chapter funds for advertising in local newspapers. Because it may be desirable to do this, I move that we suspend this standing rule."

Member: "Mr./Madam President, I second the motion."

President: "It has been moved and seconded that we suspend the standing rule prohibiting the spending of chapter funds for advertising in local newspapers. This motion is undebatable, unamendable, and requires a majority vote. Those supporting the motion please rise. Those opposed please rise. The vote is 35 for and 11 against, therefore the motion carries and the standing rule is suspended."

(At this point, the desired proposal may be presented and disposed of in the ordinary manner. For this purpose, a main motion would be appropriate.)

CHAPTER 13

Incidental Motion

DIVISION OF THE ASSEMBLY

Purpose. To determine the accuracy of a vote, especially when taken by voice or by show of hands.

If a member feels that a voice vote or one taken by a show of hands is not accurate, that member may request verification of the vote by calling for a division of the assembly. This must be done before another motion has been stated and may be requested even if another member has the floor.

Pertinent Facts.

A second is not required.

It is undebatable and unamendable.

A vote is not required to order a standing vote.

Recognition is not necessary.

It may interrupt a speaker.

It cannot be reconsidered.

Pertinent Facts.

- A second is not required. It is undebatable and unamendable.
- A vote is not required. It cannot be reconsidered. Recognition is not necessary. It may interrupt a speaker.

Practice. During a business session, a member desiring parliamentary information may, while the floor is vacant or while someone else is speaking, rise and, without gaining recognition, state:

Member: "Mr./Madam President, I rise to a point of parliamentary inquiry." (If such is made while someone else is speaking, that person should stop talking and wait for the president to give attention to the inquiry.)

President: "State your inquiry." (Immediate attention may be given the inquiry or if there is no urgency, attention may be given at a more appropriate time.)

CHAPTER 16

LEAVE TO WITHDRAW A MOTION

Incidental Motion

Purpose. To permit withdrawal of a motion from consideration by the chapter.

The proposer of a motion may withdraw or modify his or her motion without consent of anyone before the chair has stated it. However, if the proposer modifies the motion in any way after it receives a second, the seconder may withdraw the second.

After the chair has stated a motion, it then belongs to the chapter and cannot be withdrawn without its consent. This may be granted by unanimous (general) consent. However, if there is an objection, a vote must be taken.

Pertinent Facts. (Assuming the presiding officer has stated a motion.)

- A second is not required. It is undebatable and unamendable.
- A majority vote is required.

Practice. After the president has asked for further nominations and none are presented, a member may obtain the floor and state:

Member: "I move that nominations cease." OR "I move to close nominations."

Member: "Mr./Madam President, I second the motion."

President: "It has been moved and seconded that nominations cease. This motion is undebatable, amendable as to time only, and requires a two-thirds vote. Are there any amendments? Are you ready for the question? Those supporting the motion that we close nominations please rise. Those opposed please rise. (Unanimous or general consent may also be used for this purpose.) There being a two-thirds majority, the motion is carried and nominations are closed." (Proceed to vote on the candidates in the same order they were nominated.)

Reopening Nominations. The motion to reopen nominations requires a second, is undebatable, and can be amended as to time only. It requires a majority vote; only the negative vote may be reconsidered.

Electing by Acclamation. Sometimes, an error is made by offering the motion "to close nominations and elect by acclamation." This is not correct because it combines two motions requiring different votes into one motion. The motion to close nominations requires a two-thirds vote, and the motion to elect requires a majority vote. To perform these two procedures correctly, nominations should first be closed, either by a two-thirds vote or by unanimous (general) consent, and then the nominees are voted on.

Incidental Motion

CHAPTER 15

PARLIAMENTARY INQUIRY

Purpose. To permit a member to gain parliamentary information. Information desired may pertain to the procedure for introducing business, rules governing a motion, action to take concerning a pending question, which motion to use, or effect of a motion.

A motion cannot be withdrawn after voting has commenced.

An affirmative vote cannot be reconsidered, but a negative vote may be reconsidered.

Practice. Sometime after a motion has been stated by the president and before voting has commenced, the proposer of the motion, during a time when no one is speaking, may obtain the floor and state:

Member: "Permission is requested to withdraw my motion."

President: "Shall we, by unanimous (general) consent, grant permission to withdraw the motion?"
If there is no objection, the chair announces: "The motion is withdrawn." If there is an objection, the presiding officer may put the question to a vote or a member may offer a motion that it be withdrawn.

CHAPTER 17

Privileged Motion

ADJOURN

Purpose. To terminate (close) the meeting.

The motion to adjourn is a privileged motion when unqualified but if it is qualified (e.g., as to time), it loses its privilege and becomes a main motion. It is also a main motion when made in an organization that has no provision for another meeting.

For example, a motion to adjourn is unqualified when the maker of the motion merely states, "I move that we adjourn;" this proposal is a privileged motion. However, it becomes "qualified" when the proposer adds something such as, "I move that we adjourn in fifteen minutes;" this proposal is a main motion.

Pertinent Facts. (When unqualified.)

A second is required.

It is undebatable and unamendable.

A majority vote is required.

It cannot be reconsidered.

It cannot be made while the chapter is voting or verifying a vote unless the vote is by ballot.

Practice. A member, after gaining possession of the floor, may state:

Member: "I move that we adjourn."

Member: "Mr./Madam President, I second the motion."

President: "It has been moved and seconded that we adjourn. This motion is undebatable, unamendable, and requires a majority vote. Those supporting the motion say aye. Those opposed say no. The ayes (noes) have it and the motion is carried (lost). (Assuming the motion carried.) The meeting is adjourned."

During a FFA meeting, the closing ceremony should be performed because adjourning affects only the business session. Any unfinished business resulting from adjournment should be taken up where it was interrupted and at the next meeting.

CHAPTER 18

Privileged Motion

CALL FOR ORDERS OF THE DAY

Purpose. To demand that the chapter conform to its order of business or program.

A call for orders of the day can be made only when the order of business is being varied from and when no other privileged motion is pending. It is out of order to call for orders of the day when there is no variation from the order of business. No subsidiary motion may be applied to a call for orders of the day.

Pertinent Facts.

A second is not required.

It is undebatable and unamendable.

A two-thirds negative vote is required to not return to the orders of the day.

It cannot be reconsidered.

Practice. (Assume the chapter has previously adopted an orders of the day or a "program.") If, during the meeting, a variation from this sequence occurred, a member may rise and without recognition state:

- Member: "Mr./Madam President, I call for the orders of the day."
- President: "Will the chapter proceed to the orders of the day? Those supporting this action please rise. Those opposed please rise. The vote is affirmative 25, and negative 6. Because there is not a two-thirds vote supporting the negative (not to return to the orders of the day), we will proceed to the orders of the day."

CHAPTER 19

TAKE FROM THE TABLE

Unclassified Motion

- Purpose. To again bring a question before the chapter for further consideration.
- A motion cannot be taken from the table until some business has been transacted after it was tabled. When taken from the table, the motion is in exactly the same condition as when tabled.
- Pertinent Facts.
 - A second is required.
 - It is undebatable and unamendable.
 - A majority vote is required.
 - It cannot be reconsidered.

- Practice. Assume that a certain motion has been tabled and that some business has been transacted after it was tabled. A member may obtain the floor and state:
 - Member: "I move that the motion...be taken from the table."
 - Member: "Mr./Madam President, I second the motion."
 - President: "It has been moved and seconded that we take from the table the motion that... This motion is undebatable, unamendable, and requires a majority vote. It cannot be reconsidered. Those supporting the motion say aye. Those opposed say no. The ayes (noes) have it and the motion is carried (lost). (Assuming the motion to take from the table carried.) "The motion now before the chapter is..." (The proposal now pending is the motion that was tabled previously.)"

CHAPTER 20

Unclassified Motion

RECONSIDER

- Purpose. To permit the reconsidering of a vote previously taken on a motion and to again consider the question.
- The motion to reconsider must be made by a member who voted on the prevailing side, unless the vote was by ballot. It is also necessary to offer the motion on the day the vote was taken or on the next calendar day.
- Pertinent Facts.
 - A second is required.
 - It is debatable if the question to be reconsidered is debatable.
 - It is unamendable.
 - A majority vote is required.
 - It cannot be reconsidered.

- Practice. Assume that a main motion has been voted on earlier in the current meeting or at a meeting held the previous day. A member may obtain the floor, give his/her reason for wanting to reconsider the motion, and state:
 - Member: "I move to reconsider the vote on the motion that... I voted on the prevailing side."
 - Member: "Mr./Madam President, I second the motion."
 - President: "It has been moved and seconded that we reconsider the vote on the question that... This motion is debatable (if the motion to be reconsidered is debatable), unamendable, and requires a majority vote. It is now open for discussion." (Discussion, if any)
 - President: "Are you ready for the question? Those supporting the motion to reconsider the vote on the question that... say aye. Those opposed say no. The ayes (noes) have it and the motion will (will not) be reconsidered. (Assuming the motion to reconsider carried.) The motion now before the chapter is..." (The motion is disposed of in the usual manner according to established rules of procedure.)"

CHAPTER 21

Unclassified Motion

RESCIND

Purpose. To cancel action taken by the chapter.

Any action, except action that cannot be reversed, may be rescinded. The motion to rescind is a main motion and can be made by any member when no other motion is pending. It is debatable and opens the main question to debate if the main question is a debatable motion.

Pertinent Facts.

A second is required.

It is debatable and amendable.

A majority vote is required if previous notice of the proposed action was given; otherwise a two-thirds vote is required.

It cannot be applied to action that cannot be reversed.

Only a negative vote can be reconsidered.

Practice. After an item of business is passed, or after an assumption is made that such has passed, a member may obtain the floor and state:

Member:

"I move that we rescind the motion that..."

Member:

"Mr./Madam President, I second the motion."

President:

"It has been moved and seconded that we rescind the motion that ... This motion is debatable, amendable, and requires a two-thirds vote. (Assuming no previous notice was given.

If previous notice was given a majority vote would be in order.) It is now open for discussion."

(Discussion, if any)

President:

"Are you ready for the question? Those supporting the motion that we rescind the motion that... please rise. Those opposed please rise. There are 25 for and 7 against. This being a two-thirds majority, the motion is rescinded. We will not..." (The president states the effect of the vote.)"

CHAPTER 22

MISCELLANEOUS

Adopting an Order of Business

It is sometimes customary to adopt a program, or order of business, especially in conventions lasting more than one day. No change may be made in this order of business except by a two-thirds vote.

A motion to adopt a certain order of business is treated as a main motion. Adopting an order of business may be done by unanimous (general) consent. A majority vote is required for adoption when the question is put to the chapter.

If it is desired to transact business out of its order, when an order of business has been adopted, it is necessary to suspend the rules, which requires a two-thirds vote.

Another method of transacting business out of its order is to lay on the table each item as it arises until the desired item of business is reached.

An order of business will vary among chapters but in general the following items will be included in an inclusive order of business:

1. Opening ceremony.
2. Minutes of previous meeting.
3. Orders of the day.
4. Officer reports. (The treasurer's report is included here.)
5. Report on chapter program of activities.
6. Special features. (Included here would be guest speakers and other activities not specified elsewhere in the order of business.)
7. Unfinished business.
8. Committee reports:
 - a. Standing.
 - b. Special.
9. New business. (In a chapter conducting event, parliamentary problems would be included here.)
10. Degree and installation ceremonies.
11. Closing ceremony.
12. Entertainment, recreation, refreshments.

When engaged in a chapter conducting event, those items in the order of business that are not essential to the event format may be omitted.

Committees

Committees are usually either classified as "standing" or "special."

The chair of a committee is usually responsible for calling committee meetings, but they may be called by any two of its members.

The rules for conducting business in committees differ somewhat from those of conducting business in a chapter meeting, unless the committee is a very large one. For example, it is not necessary for a member to rise and address the chair before making a motion or speaking. The chair does not rise to put the question or leave the chair to speak or present motions. In committee meetings, it is not necessary to second motions. These formalities are not essential because of the small size of most committees.

Committee Reports

When committees have been charged with responsibility for investigating or reporting on a matter, their reports should close with a formal resolution pertaining to their recommendation(s). The chapter may then adopt or reject the recommendation(s).

If a report contains only information for the chapter members, there is no necessity for adopting the report. If the report contains a recommendation or action to be taken, then a motion to "accept the report" should be offered. If this motion passes, the chapter assumes responsibility for the committee report.

A copy of each committee report should be filed with the secretary.

Treasurer's Report

A financial report from the treasurer is not acted upon by the chapter. Such a report is for information only. It will later be checked by an auditing committee that will present a report on which the chapter will act. For this reason, the chapter should not vote to accept the treasurer's report.

Following a report from the treasurer, the president should remark that it is for information of the members and will be referred to the auditing committee. A copy of the report should be filed with the auditing committee and with the secretary for their information.

A treasurer's report may be as follows.

TREASURER'S REPORT

(Date)

Balance on hand at date of last report:	\$ _____
Receipts since last report:	
FFA Christmas card sale	\$ _____
FFA Dues	\$ _____
Total:	\$ _____
Disbursements since last report:	
FFA Banners from National FFA Organization	\$ _____
FFA Dues to State Office	\$ _____
Total:	\$ _____
Present balance:	\$ _____

Signature of Treasurer: _____

Minutes

The reading of the minutes is usually requested by the president stating:

"We will now have the minutes of the previous meeting."

After the secretary has read the minutes, the president may remark:

"Are there corrections or additions to the minutes? (Pause) If not, they stand approved as read." (One tap of gavel follows this announcement.)

Following approval of the minutes, the president should then sign them. It is proper for the secretary to take the minutes to the president's station for signing.

Minutes may be corrected at any time without reconsidering the vote approving them. They may also be corrected whenever an error is noticed regardless of the length of time that has elapsed.

Corrections are usually made informally by the chair directing the correction to be made. If an objection is made, a formal motion in the form of an amendment may be offered and voted on by the chapter.

MINUTES

Minutes of a Regular Meeting of the

_____ FFA Chapter

 (Date)

Call to order: The meeting was called to order at 7:00 p.m. by the president,

Roll: Thirty-three members were present.

Minutes: Minutes of the previous meeting were read and approved.

Treasurer's report:

The treasurer reported:

Balance on hand (Date)	\$ _____
FFA Dues received, 5 members	\$ _____
Total receipts	\$ _____
Disbursements:	
Refreshments	\$ _____
FFA Manuals	\$ _____
Balance on hand, (Date)	\$ _____

Committee reports: (Name), chair of the Human Resources committee, reported that a program had been planned for the next meeting. (Name), chair of the Recruitment committee, reported that a FFA social would be held (Date). Further arrangements are being made.

Program: (Name), superintendent of schools, presented a very interesting presentation on the "Importance of Leadership Education in Citizenship Development."

Adjourn: The meeting adjourned at 8:30 p.m. Refreshments were served following adjournment.

Signed: President _____

Signed: Secretary _____
 (The president signs the minutes after approval at the next meeting.)

APPENDIX

SUGGESTED LESSON PLAN

Regardless of the location of a teacher of agriculture or the local situation, a unit on parliamentary procedure should be taught to the students. After this unit is taught, it is recommended that the teacher prepare a chapter conducting team to participate in a FFA Leadership Development Event (LDE).

When teaching parliamentary procedure for the first time, a teacher is confronted with motivating students to become interested in parliamentary procedure. This motivation may be done by explaining and demonstrating the uses and advantages of correct parliamentary law, and by using correct parliamentary procedure in chapter meetings. To assist in this purpose, civic leaders may be invited to speak to students on the importance of effectively presiding over group meetings. These leaders may also stress the importance of effective participation by members in meetings. Moreover, FFA members, who plan to work toward higher degrees in the FFA, are required to possess a working knowledge of parliamentary procedure.

Following a motivational and interest-building approach, the teacher should then begin the study of parliamentary law. This may follow a plan to study in detail those abilities listed in Parliamentary Guide for FFA. The length of time spent studying and practicing should be only for so long as active interest can be maintained. Spending too much time on any specific ability can cause students to become discouraged and lose interest in the subject.

Objectives:

1. Develop an appreciation for parliamentary procedure.
2. Develop the ability to use correct parliamentary procedure.
3. Develop the ability to properly conduct and actively participate in a business session.
4. Develop the ability and desire to participate in a FFA parliamentary procedure event.

Introduction and Interest Approach (e.g., Q-A-D):

1. Have you ever attended a meeting where the group was trying to conduct business, yet having a difficult time doing so? Describe the meeting.
 What was the major cause as to why business could not be transacted?

2. How does a working knowledge of parliamentary procedure help us to conduct a more efficient meeting?

Possible Activities:

- a. Have the chapter president or other students speak to the class on the value and proper use of parliamentary law.
- b. Have experienced students demonstrate the correct use of parliamentary abilities.

QUESTIONS FOR STUDY AND DISCUSSION

Presiding Officer:

1. Describe the characteristics that make up an ideal presiding officer.

Chapter Conducting Team:

1. What qualifications should one have to be on a chapter conducting team?

Basic Parliamentary Practices:

1. What is the purpose of presenting a motion?
2. What steps must be completed to present an item of business?
3. What is a proper terminology to use when putting the question?
4. When does a vote go into effect?
5. What happens to a motion if the vote results in a tie?

Main Motion:

1. What is the purpose of a main motion?
2. Is a main motion debatable? Amendable?
3. Does a main motion require a second? Majority vote?
4. What is the proper terminology to use in stating a main motion?

Lay on the Table:

1. What is the purpose of the motion to lay on the table?
2. Is the motion to lay on the table debatable? Amendable?
3. Does the motion to lay on the table require a second? Majority vote?
4. What happens to a pending amendment if the main motion is tabled?

Previous Question:

1. What is the purpose of the previous question?
2. When the previous question is called for without qualifications, to which question does it apply?
3. Is the previous question debatable? Amendable?
4. What vote is necessary to call the previous question?
5. When may a vote on the previous question be reconsidered?
6. What is the proper procedure for calling the previous question?

Refer to a Committee:

1. What is the purpose of referring a motion to a committee?
2. Is the motion to refer debatable? Amendable?
3. Does the motion to refer require a second? Majority vote?
4. When a main motion is referred to a committee, what happens to the amendment or amendments that are pending to the main motion?
5. What is the correct terminology to use when referring a motion to a committee?

Amend:

1. What is the purpose of an amendment?
2. When may an amendment be offered to a motion?
3. In what ways may a motion be amended?
4. What is the proper terminology to use in stating an amendment?
5. Is the motion to amend debatable? Amendable?
6. Does an amendment require a second? Majority vote?

Point of Order:

1. What is the purpose of a point of order?
2. Does a point of order require a second? A vote?
3. Is a point of order debatable? Amendable?
4. Is it proper for the president to call a member out of order?

Appeal from the Decision of the Chair:

1. What is the purpose of an appeal?
2. What happens if the vote on an appeal results in a tie?
3. Does an appeal require a second? Majority vote?
4. Is an appeal debatable? Amendable?
5. What is the correct terminology to use when appealing from the decision of the chair?

Suspend Standing Rules:

1. What is the purpose of suspending the rules?
2. What vote is required to suspend the rules? An adopted order of business?
3. Is the motion to suspend debatable? Amendable?
4. May a rule be suspended by unanimous (general) consent? Explain.

Division of the Assembly:

1. What is the purpose of a division of the assembly?
2. When must a member request a division?
3. Must a division receive a second? A vote?
4. Is a division debatable? Amendable?
5. May a division be reconsidered?

Nominations (and Elections):

1. How may nominations be made?
2. How may nominations be closed? Reopened?
3. Does a nomination require a second? What vote is required to elect?
4. In what order are candidates voted on following their nominations?
5. May the vote on a motion to close nominations be reconsidered?

Parliamentary Inquiry:

1. What is the purpose of a parliamentary inquiry?
2. Is a second required for a parliamentary inquiry? A vote?
3. Is a parliamentary inquiry debatable? Amendable?
4. Must one receive recognition to make a parliamentary inquiry?

Leave to Withdraw a Motion:

1. When may the proposer of a motion withdraw it from the chapter?
2. If the proposer of a motion modifies it in any way, may the seconder withdraw his/her second?
3. Is a leave to withdraw debatable? Amendable?
4. What vote is necessary to permit a member to withdraw a motion?
5. May a motion be withdrawn after voting has commenced?

Adjourn:

1. What is the purpose of the motion to adjourn?
2. When may a motion to adjourn be offered?
3. Is the motion to adjourn debatable? Amendable?
4. In a chapter meeting, if the motion to adjourn carries, is the meeting dismissed immediately?

Call for Orders of the Day:

1. What is the purpose of calling for orders of the day?
2. Is a second required when someone calls for orders of the day?
3. Is a call for orders of the day debatable? Amendable?
4. What vote is required to not return to the regular orders of the day?

Take from the Table:

1. What is the purpose of the motion to take from the table?
2. When may a tabled motion be taken from the table?
3. Is the motion to take from the table debatable? Amendable?
4. Does the motion to take from the table require a second? Majority vote?

Reconsider:

1. What is the purpose of the motion to reconsider?
2. Which members are eligible to offer the motion to reconsider?
3. Is the motion to reconsider debatable? Amendable?
4. Does the motion to reconsider require a second? Majority vote?
5. What is the correct terminology to use when asking that a motion be reconsidered?

Rescind:

1. What is the purpose of the motion to rescind?
2. What vote is required to rescind an item of business?
3. Under what condition is it not permissible to rescind an item of business?

Miscellaneous:

(Adopting an Order of Business)

1. What is the proper procedure for adopting an order of business?
2. What vote is required to adopt an order of business?
3. What is the proper procedure for considering business items out of order after an order of business has been adopted?

(Committees)

4. What are the two classes of committees most frequently used in FFA chapters?
5. Who may call committee meetings?
6. How do parliamentary rules differ in small committee meetings from those in regular chapter meetings?

(Committee Reports)

7. When a committee report contains recommendations, what disposition should be made of the report?
8. Is a motion to adopt a report necessary when a committee report contains information only?
9. After a committee report has been given, should a copy of the report be filed? If yes, with whom?

(Treasurer's Report)

10. Is the treasurer's report acted upon by the chapter? Why or why not?
11. After a treasurer's report has been presented, should a copy of the report be filed? If yes, with whom?
12. What major items should be contained in a treasurer's report?

(Minutes)

13. How is the reading of the minutes requested?
14. Is it necessary for the president to sign the minutes after they have been approved by the chapter?

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