

ORGANIZING YOUR FFA MEETINGS

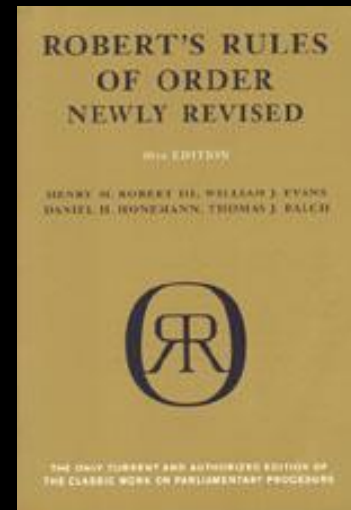


Objective: Understanding
parliamentary procedure
and public speaking skills.

WHAT IS PARLIAMENTARY PROCEDURE?

Parliamentary procedure is a systematic way of organizing meetings.

Parliamentary procedure is governed by Robert's Rules of Order.



PURPOSES OF PARLIAMENTARY PROCEDURE

- To focus on one item at a time
- Extend courtesy to everyone
- Observes the rule of the majority
- Ensures the rights of the minority

PRESIDING OFFICER

- Chapter FFA President
- Must be fair and impartial
- Must relinquish the chair when the president desires to discuss business



THE GAVEL

- The president uses the gavel to control aspects of the meeting.
- The number of taps determines the meaning.



NUMBER OF TAPS

One Tap

- Tells members to be seated
- Used after passing or rejecting a main motion
- Used after the announcement that the meeting is adjourned

NUMBER OF TAPS

Two taps

-calls the meeting to order

Three taps

-symbol to rise during opening/closing ceremonies

Series of taps

-used to bring the group to order

TERMS

- Agenda- list of what will be discussed at a business meeting. The agenda should be prepared before the meeting.
- Motion- to present a new idea or item of business. (“I Move To” or “I Move That”)
- Amend- to change a motion.

TERMS

- Majority- more than half; group that controls the most votes.
- Minority- less than half; opposite of majority.
- Quorum- $\frac{2}{3}$ of the total membership. This amount of people must be present for the group to make decisions or changes.

THE AGENDA

- Opening ceremony
 - Call to order by the president
- Minutes of last meeting read
- Reports
- Old Business
- New Business
- Adjournment

ACTIVITY

- Prepare an Order of Business for a chapter FFA meeting
- Explain who will be responsible for each part (give specific names)
- The meeting must have business, entertainment, and an opening and closing ceremony



PARLIAMENTARY ABILITIES

MAIN MOTION

- Main Motion-
 - Presents a new idea or item of business.
 - Only one can be on the floor or before the group at the same time.
 - It is debatable, amendable, requires a second and majority vote.

STEPS TO MAKE A MOTION

- Address presiding officer.
- Receive recognition to speak.
- State motion-“I move to...” or “I move that...”.
- Another member seconds the motion (to show that more than one person wants the item of business before the group).
- Motion is discussed.
- Vote on the motion.
- Chair announces result of vote

DISCUSSION AND VOTING

Discussion gives members opportunities to discuss pros and cons of the main motion.

Voting (there are two kinds of votes)

- Majority.
- 2/3 majority.

METHODS OF VOTING

- Voice vote.
- Visual vote (standing or raising hands).
- Roll call.
- Ballot.

OTHER PARLIAMENTARY ABILITIES

AMENDMENTS

- Used to change a main motion
- 3 ways to amend: addition, substitution, striking out
- Wording: “I move to amend the motion”

AMENDMENTS

- Requires second
- Debatable
- Amendable
- Majority vote required
- Can be reconsidered



ADJOURN

- Used to end a meeting
- Wording: “I move to adjourn”

ADJOURN

- Cannot be debated
- Cannot be amended
- Cannot be reconsidered
- Requires second
- Requires majority vote



SUSPEND THE RULES

- Used to temporarily suspend the rules of an organization.
- Wording: “I move to suspend the rule of _____”

SUSPEND THE RULES

- Requires a second
- Not Debatable
- Can be reconsidered
- Not amendable
- 2/3 vote required



POINT OF ORDER

- Used when one believes a parliamentary error has been made
- Wording: “I rise to a point of order”

POINT OF ORDER



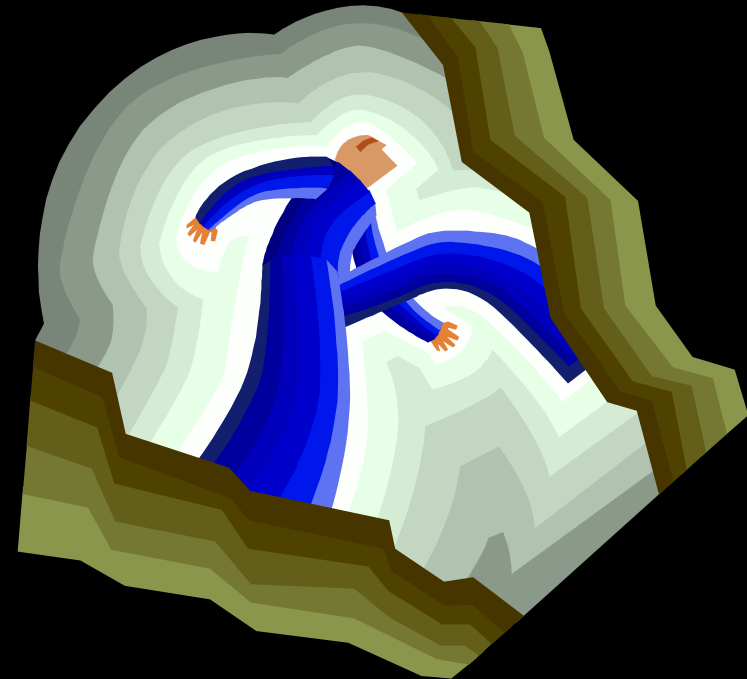
- Not debatable
- Not Amendable
- Does not require second
- Cannot be reconsidered
- No vote required

DIVISION OF THE HOUSE

- Calls for a counted vote
- Wording: “I call for a division of the house.”

DIVISION OF THE HOUSE

- Not debatable
- Not Amendable
- Does not require second
- Cannot be reconsidered
- No vote required



LAY ON THE TABLE

- To postpone a motion to the next meeting
- Motion must be taken from the table at the next meeting to be discussed
- Wording: “I move to lay this motion on the table”

LAY ON THE TABLE



- Requires second
- Not debatable
- Not amendable
- Cannot be reconsidered
- Majority vote

PREVIOUS QUESTION

- Used to stop debate and vote
- Wording: “I move to previous question”

PREVIOUS QUESTION

- Second required
- Not debatable
- Not amendable
- Can be reconsidered before vote
- 2/3 vote required



REFER TO COMMITTEE

- Used to gain more information on a motion before voting
- Wording: “I move to refer this motion to a committee to report at our next meeting.”

REFER TO COMMITTEE



- Second required
- Debatable
- Amendable
- Can be reconsidered
- Majority vote

MISSION POSSIBLE

Your mission should you choose to accept it (and you will), is to hold a meeting using parliamentary practices based on one of the following topics:

- FFA Camp
- FFA convention
- Chapter banquet
- Chapter fundraising

PUBLIC SPEAKING



Objective: Understanding parliamentary procedure and public speaking skills.

COMMUNICATING WITH OTHERS

- Oral Communication is one of the most important factors in being successful
 - What are some examples of these situations?

TYPES OF SPEECHES

- Informative
 - Provide Information
- Persuasive
 - Speeches given to change or sway the mind of the audience to align with the message of the speaker

TYPES OF SPEECHES CONT.

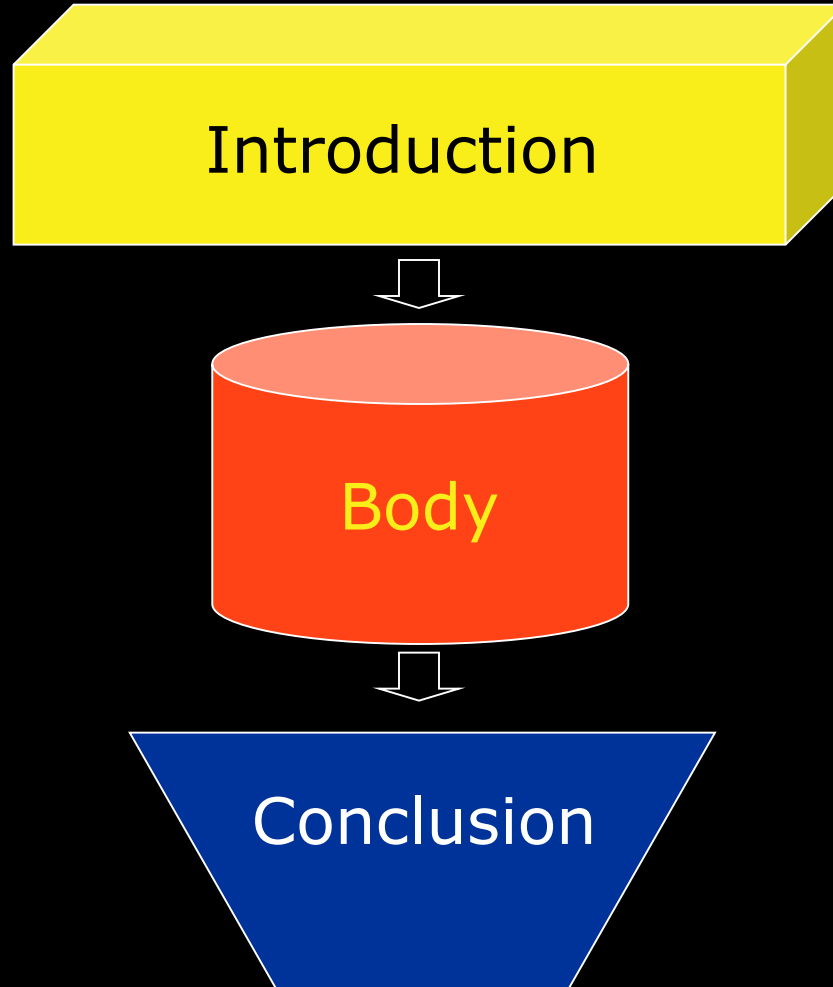
- Extemporaneous
 - Speech with little or no preparation
 - A speech that is delivered without being written word-for-word

BUILDING A SPEECH

Introduction

Body

Conclusion



INTRODUCTION

- Grabs the attention of your audience
 - Enthusiasm and Emotion
 - Indicate the need for the speech
 - Makes the audience want to know more
 - Short stories and real life is a good start

BODY

- Begins with the main points and arranges them in logical order
 - The largest part of the speech
 - Contains the information you want to tell
 - Consist of several major points surrounded by a central objective

CONCLUSION

- Summarizes the main points of your speech
 - Remind the audience of the objective or topic
 - Move people to action
 - Use powerful well planned words

KEYS TO A GOOD SPEECH

- Preparation, practice and more practice
- Practice in front of others
- Have people provide feedback
- Watch and listen to yourself
 - Use a mirror
 - Video



PREPARING AND WRITING A SPEECH

- Speech Preparation
 - Purpose –
 - Speeches can be written based on a specific reason or purpose such as explaining a new technology to a group of farmers
 - Audience –
 - Speech writers should take in to consideration “who” they are going to present to.
 - Example – A speech on retirement option would not be as interesting to a group of high school students
 - Occasion –
 - Speeches can also be presented for special events such as banquets, leaderships conferences, etc.

TOPIC SELECTION

Once the speech writer knows the purpose, audience, and/or occasion for the speech they can then select an appropriate topic

1. Choose a topic that interest you
2. Choose a topic that you are knowledgeable about
3. Choose a topic of interest to your audience
4. Brainstorm with a list of topics and write down key words

WRITING THE SPEECH

- Gather information from a variety of materials, books, internet, personal interviews, etc.
- Write down your ideas including, name of source, web address, page number, and author
- Create an outline to help you organize your ideas

WRITING THE SPEECH

- Write the speech the way you talk, but do not use slang terms.
- Be enthusiastic, smile, use gestures, have good eye contact, and be sincere when presenting your speech

DELIVERING A SPEECH

- Stage Presence
 - posture
 - appearance
 - attitude
 - confidence
 - personality
 - poise and body posture