



MONTANA  
FFA ASSOCIATION

*United by Blue*

## Chapter President

### Duties

- Preside over meetings according to accepted rules of parliamentary procedure.
- Appoint committees and serve on them as an ex-officio (non-voting) member.
- Coordinate the activities of the chapter and evaluate the progress of each division of the Program of Activities.
- Represent the chapter in public relations and official functions.

### Opening Ceremonies

**President:** The (meeting room, banquet hall, etc.) will come to order. We are now holding a meeting of the (chapter, district, etc.) FFA (Chapter, District, etc.). Mr./Mdm. Vice President, 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.

...

**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, all officers are at their stations.

**President:** (*Rises and faces the vice president*) Thank you, Mr./Mdm. Vice President. (*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.

**President:** Thank you. FFA members, why are we here. (*All members stand at 3 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 1 tap of gavel.*)

**President:** May we accomplish our purposes. I now declare this meeting of the (chapter, district, etc.) FFA (Chapter, District, etc.) duly opened for the transaction of business, or attention to any matters which may properly be presented. (Proceed with the regular order of business.)

### Closing Ceremonies

**President:** Mr./Mdm. Secretary, do you have a record of any further business which should now be transacted?



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**Secretary:** (*Rises, replies and is seated.*) I have none, Mr./Mdm. President.

**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, district, 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.

(*Taps 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 pledge.*)

**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. (*Taps once with gavel and the meeting is adjourned.*)

### Use of the Gavel

**One tap** of the gavel follows the announcement of adjournment, the completion of a business item or is a message to the members to be seated.

**Two taps** of the gavel call the meeting to order.

**Three taps** of the gavel is the signal for all members to stand in unison on the third tap.

A **series of sharp taps** is used to restore order at a meeting. For instance, if discussion ventures away from the main motion and attention needs to be brought back to the matter at hand, the chairman should rap the gavel a number of times to get the group's attention.

### Order of Business

- Opening Ceremony
- Reading and approval of the minutes
- Reports of officers and standing committees
- Reports of special committees
- Special orders
- Unfinished business
- New business
- Special features
- Ceremonies
- Announcements
- Closing Ceremony
- Entertainment, recreation and/or refreshments



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## Chapter Vice President

### Duties

- Assume all duties of the president if necessary.
- Develop the POA and serve as an ex-officio, non-voting member of the POA committees.
- Coordinate all committee work.
- Work closely with the president and advisor to assess progress toward meeting chapter goals.

### Opening Ceremonies

**President:** The (meeting room, banquet hall, etc.) will come to order. We are now holding a meeting of the (chapter, district, etc.) FFA (Chapter, District, etc.). Mr./Mdm. Vice President, 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.

**Vice President:** (*Calling role 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 Puerto Rico and from the state of Maine to Hawaii.

**Vice President:** The treasurer.

**Treasurer:** Stationed at the emblem of Washington.

**Vice President:** Your duties there?



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**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, 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, all officers are at their stations.

**President:** *(Rises and faces the vice president)* Thank you, Mr./Mdm. Vice President. *(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.

**President:** Thank you. FFA members, why are we here. *(All members stand at 3 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 1 tap of gavel.)*



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**President:** May we accomplish our purposes. I now declare this meeting of the (chapter, district, etc.) FFA (Chapter, District, etc.) duly opened for the transaction of business, or attention to any matters which may properly be presented. (Proceed with the regular order of business.)

## Program of Activities

The key to a good POA is getting every member involved in planning and carrying out the activities. Member involvement is essential. Each chapter builds its POA around three major areas called “divisions.” Divisions focus on the types of activities a chapter conducts. They place importance on 1.) the student as an individual 2.) the chapter as a group of members and 3.) the community as a whole.

The divisions and their purposes are:

- **Student Development**

Promote personal and group activities that improve life skills.

- **Chapter Development**

Encourage students to work together.

- **Community Development**

Cooperate with other groups to make the community a better place to live and work.

Successful FFA chapters organize their POA by using committees. The number of committees will vary by chapter. The chapter vice president coordinates the work of committees, and every member should serve on at least one committee. One way to form committees is by the standards for each division:

- |                      |                    |                     |
|----------------------|--------------------|---------------------|
| • Leadership         | • Financial        | • Environmental and |
| • Healthy Lifestyles | • Public Relations | Natural Resources   |
| • Career Success     | • Cooperation      | • Human Resources   |
| • Scholarship        | • Support Group    | • Citizenship       |
| • Personal Growth    | • Economic         | • Agricultural      |
| • Chapter            | Development        | Promotion           |
| Recruitment          |                    |                     |

The committees should develop goals and activities in each division. When their work has been completed, each committee should report its recommendations to the entire chapter for approval, rejection or amendment. When finalized, the chapter’s POA should be attractively duplicated and distributed to the members, school administrators, advisory committee and others involved in its development.



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## Chapter Secretary

### Duties

- Prepare and post the agenda for each chapter meeting.
- Prepare and present the minutes of each chapter meeting.
- Place all committee reports in the secretary's file.
- Be responsible for chapter correspondence.
- Maintain member attendance and activity records and issue membership cards.
- Have on hand for each meeting:
  - The secretary's file
  - Copy of the POA, including all standing and special committees
  - Official FFA Manual and the Official FFA Student Handbook
  - Copy of the chapter constitution and bylaws

### Opening Ceremonies

**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.

...

**President:** *(Rises and faces the vice president)* Thank you, Mr./Mdm. Vice President. *(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.

### Closing Ceremonies

**President:** Mr./Mdm. Secretary, 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.



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## Sample Minutes

The September 7, 1998, meeting of the Hometown FFA Chapter was called to order by Emily Buxton, chapter president, with the opening ceremonies at 7:30 p.m. in the high school auditorium. Fifty-five members were present. Guests were Hometown FFA Alumni President Dwayne Siekman and the School Board President Brenda Correll.

**Minutes of Previous Meeting:** The minutes of the August 11 meeting were read by Joe Shultz, chapter secretary. Craig Wiget moved to accept them as read. Seconded by John Miley. Motion passed.

**Officer Reports:** Treasurer Bob Sommers reported that the chapter has \$400 in First Big Bank. FFA dues of \$10 need to be paid by October 12. Reporter Julie Chance said that four newspaper articles have been published since August 11. President Emily Buxton gave a presentation on the state FFA camp she and the other officers attended July 24-27 in Capitol City.

**Special Features:** School Board President Mariette Wilson explained school board policies for student organizations. Lorraine Sommers and Matt Bixby gave a presentation and showed a video on their experiences at the Washington Conference Program.

**Unfinished Business:** The Secretary announced that the motion made at the August 11 meeting by Wally Hendrickson that the chapter pay one third of the costs for the forestry team to compete at the national FFA convention, seconded by Kris Jacobs, postponed until this meeting, was now on the floor in the debatable form. After remarks from the chapter treasurer and advisor, the motion passed.

**Committees:** The chapter meeting recessed into Program of Activities committee meetings. After the recess, all POA committee chairs reported to the chapter (written reports are attached).

**New Business:** Greg Dague moved that a school talent show on January 23 be sponsored to raise money for chapter activities. Second by Jason Sharp. Following considerable discussion, Lesley King moved to refer the motion to a committee of three appointed by the chair to research this idea and report back at the next meeting. Kellie Warner seconded the motion. Motion passed. The committee is: Abby Henry, Holly Bentley and Shannon Wilcox (chair).

Lorraine Thomas moved that the chapter invite former members to attend a special chapter 25 Anniversary Review to be held November 30 at 7:00 pm. John Goff seconded the motion. Motion carried. Dan Schroer volunteered to organize the event.

Lisa-Marie Ehlerding moved to adjourn. Second by David Andre. Motion carried. The closing ceremonies were conducted. Refreshments provided by the alumni were served.

Respectfully submitted,

Joe Shultz, Chapter Secretary



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## Chapter Secretary's Event

Purpose: To recognize and encourage accurate recording of all chapter business and activities.

Eligibility: All FFA chapters in good standing may enter. The official FFA scrapbook or other suitable substitute shall comprise the entry.

Awards: Gold, silver and bronze certificates will be awarded to chapters with entries placing in these divisions. First place individual will receive a plaque and a pin, and the second and third place individuals will only receive pins. All entries will be displayed after judging until picked up prior to the conclusion of the convention.

Due Date: Secretary books are due at State FFA Convention registration.

A MAAE selection committee will use the state template for certificates and must have the certificates finished by Friday of the state convention and turned into Montana FFA Association.





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### SECRETARY BOOK SCORECARD

Chapter: \_\_\_\_\_

Secretary: \_\_\_\_\_

#### Chapter Secretary's Award

1. Do the records indicate that they were the work of the chapter Secretary, Assistant Secretary, and/or Mini-chapter secretary?

Remarks: \_\_\_\_\_

2. Do the records cover the entire time for which the Secretary was elected?

Remarks: \_\_\_\_\_

Score:

Completeness and accuracy of:	Points	Points Allowed
1. Name of National Officers:	15	_____
2. Name of State Officers:	15	_____
3. Name of Chapter Officers:	15	_____
4. FFA Membership(degrees of each student)	20	_____
5. Participation (Chapter, CDE's, Meetings etc.)	20	_____
6. Due payment	20	_____
7. Minutes	400	_____
8. Officer Reports	50	_____
9. Committee Reports	50	_____
10. Correspondence		
a. Letters and Invites Sent out	15	_____
b. Thank You's Sent out	15	_____
c. Letters and Invites Received	15	_____
d. Thank You's Received	15	_____
11. POA Committee's	50	_____
12. Neatness, legibility, permanence including proper parliamentary usage. Records need to be typed.	85	_____
Total Score:	800	_____

Award Granted: \_\_\_\_\_



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## Chapter Treasurer

### Duties

- Receive, record and deposit FFA funds and issue receipts.
- Present monthly treasurer reports at chapter meetings.
- Collect dues and special assessments.
- Maintain neat and accurate treasury records.
- Prepare and submit the membership roster and dues to the National FFA Organization through the state FFA association office in cooperation with the secretary.
- Serve as chairperson of the finance committee.

### Opening Ceremonies

**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.

### Chapter Treasurer's Event

**Purpose:** To recognize and encourage careful and accurate record keeping of financial transactions of the chapter.

**Eligibility:** All FFA chapters in good standing may enter. The official treasurer's book or suitable substitute including computer programs shall comprise the entry.

**Awards:** Gold, silver and bronze certificates will be awarded to chapters with entries placing in these divisions. First place individual will receive a plaque and a pin, and the second and third place individuals will only receive pins. All entries will be displayed after judging until picked up prior to the conclusion of the convention.

**Due Date:** The treasurer's book or a hard copy of a computerized record is due at State FFA Convention registration. Need to attach score sheet to the outline.

A MAAE selection committee will use the state template for certificates and must have the certificates finished by Friday of the state convention, and turned into Montana FFA Association.



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### Scorecard for Judging Treasurer's Books

Chapter \_\_\_\_\_

Treasurer \_\_\_\_\_

#### Chapter Treasurer's Award

Remarks

1. Do the records appear to be the work of the Treasurer, Assistant Treasurer and/or Mini-Chapter Treasurer?
2. Do the records show evidence of having been kept up to date during the year?
3. Do the records cover the entire period for which the records were kept? (usually April 1 to March 30)
4. Did the Treasurer make the regular reports to the chapter and are copies of these reports shown in the Secretary's Book?

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#### Score

- |   | <i>Points</i> | <i>Points Allowed</i> |
|---|---------------|-----------------------|
| a. Opening and closing inventory and chapter's net worth statement. |               | 100                   |

Item	Close of last year	Beginning of this year	Close of this year
Net worth			
Cash on Hand			

- |    |   |     |  |
|----|---|-----|--|
| b. | Page 2 including report of the auditing committee   | 50  |  |
| c. | Chapter budgets                                     | 50  |  |
| d. | Inventory and net worth                             | 50  |  |
| e. | Dues collection arrangement                         | 50  |  |
| f. | Individual members record                           | 150 |  |
| g. | Record of receipts and reimbursements               | 350 |  |
| h. | Record of special chapter projects or mini-chapters | 50  |  |
| i. | Receipts for all money received                     | 50  |  |
| j. | Neatness, legibility and permanence of records      | 50  |  |

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**Total Points (1000):**

**Remarks:**

**Award Given:**    **GOLD**   **SILVER**   **BRONZE**



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## Chapter Reporter

### Duties

- Serve as chair of the POA public relations committee.
- Plan public information programs with local radio, television, newspaper and service clubs and make use of other opportunities to tell the FFA story.
- Release news and information to local and regional news media.
- Prepare and maintain a chapter scrapbook.
- Send local stories to area, district and state reporters and to any school publications.
- Send articles and photographs to FFA New Horizons and other national and regional publications and websites.
- Work with local media on radio and television appearances and FFA news.
- Serve as the chapter photographer.

### Opening Ceremonies

**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 Puerto Rico and from the state of Maine to Hawaii.



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## Chapter Reporter's Event

**Purpose:** To recognize a chapter reporter's efforts to prepare and submit news stories and photographs for use in the Montana FFA Forum and other publications. The Montana FFA Forum will be posted on the Montana State FFA Website ([www.montanaffa.org](http://www.montanaffa.org)).

**Eligibility:** All FFA chapters in good standing may enter. Stories, news reports and photographs sent to the Montana FFA Association office during the year will comprise the entry.

**Note:** A minimum of 10 different articles or feature stories or a total of 15 reports with only two reports per month counting must be submitted to the State FFA Office to qualify for national chapter awards.

**Awards:** Gold, silver and bronze certificates will be awarded to chapters with entries placing in these divisions. First place individual will receive a plaque and a pin, and the second and third place individuals will only receive pins. All entries will be displayed after judging until picked up prior to the conclusion of the convention.

**Procedure:** Reports should be submitted to the State FFA Office and may be e-mailed to: [association@montanaffa.org](mailto:association@montanaffa.org).

**Due Date:** Due to the State FFA Office in Bozeman by the 5th of each month.

Montana FFA Association  
207 Linfield Hall  
Bozeman, MT 59717



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## Chapter Sentinel

### Duties

- Assist the president in maintaining order.
- Keep the meeting room, chapter equipment and supplies in proper condition.
- Welcome guests and visitors.
- Keep the meeting room comfortable.
- Take charge of candidates for degree ceremonies.
- Assist with special features and refreshments.

### Opening Ceremonies

**Vice President:** (*Calling role 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.

### Arranging the Meeting Room

An organized meeting room will set the stage for conducting chapter business. The correct room arrangement for a meeting is diagrammed on the next page. The following station markers should be placed at the officers' stations:

- Rising Sun – President
- Plow – Vice President
- Ear of Corn – Secretary
- Bust of Washington – Treasurer
- American Flag – Reporter
- Owl – Advisor
- Shield of Friendship – Sentinel

A properly furnished meeting room adds dignity to FFA functions and instills pride in the members. The sentinel should make sure the chairs and podium are correctly positioned and the stations for each office are in place prior to each meeting. All of this equipment should be kept presentable at all times and properly displayed or stored when not in use. The American flag must be prominently displayed.



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A little imagination can transform a traditional meeting room into an interesting depiction of chapter achievement. Many chapters display a “wall of fame” featuring chapter trophies, plaques, ribbons, certificates and other awards. A photographic display of State and American FFA Degree recipients, winning teams or individuals encourages members to excel.

An attractive bulletin board provides a place to post the upcoming agenda, notices, announcements, photos, news clippings, current project status and much more. Some chapters have an executive work area where the officers may meet and keep their records.

### **The American Flag**

The American flag is used as a symbol to foster citizenship among members. It should be displayed at all official FFA meetings and functions. The following are some simple rules governing its use: • The flag shall never be subjected to contempt, disrespect or insult. • It may not be used for advertising purposes and nothing should be attached to the cloth of the flag. • No other flag or pennant should be displayed above the flag. • Never allow the flag to touch the ground or to be used as drapery or as a costume. • Always carry the flag aloft and free. • March right in a line of flags or in front of the center of the other flags. • When the flag is displayed either horizontally or vertically against a wall, the stars should be in the top left corner. • A flag in poor condition should be destroyed as a whole, privately, preferably by burning.

For more information please refer to Flag Rules and Regulations  
[www.usflag.org/flagetiquette.html](http://www.usflag.org/flagetiquette.html).



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## Chapter Parliamentarian

### Duties

- Be proficient with parliamentary procedure.
- Rule on all questions of parliamentary conduct at chapter meetings.
- Serve as a participant or an ex-officio member of the parliamentary procedure team.
- Conduct parliamentary procedure workshops at the chapter level.
- Chair or serve as ex-officio member on the conduct of meetings committee.

### Opening Ceremonies

#### SAMPLE 1

**Vice President:** The Parliamentarian?

**Parliamentarian:** Here by a copy of Robert's Rules of Order.

**Vice President:** What are your duties?

**Parliamentarian:** It is my obligation to know and share information about parliamentary law and assist members in proper meeting procedure and etiquette so that we can accomplish the business of the chapter. I assure that every member will be heard and that the majority will prevail.

#### SAMPLE 2

**Vice President:** The Parliamentarian?

**Parliamentarian:** Here by a copy of Robert's Rules of Order.

**Vice President:** What are your duties?

**Parliamentarian:** I serve as an advisor and consultant to the President and members on procedural matters. I keep in my possession a copy of Robert's Rules of Order, our Constitution and By-Laws and the Official FFA Manual. It is my duty to see that parliamentary procedure is carried on efficiently.





## Summary of Parliamentary Motions

MOTIONS CHART						
	Interrupt?	Second?	Debate?	Amend?	Vote?	Reconsider?
PRIVILEGED MOTIONS						
Fix the Time to Which to Adjourn (12)	No	Yes	No	Yes	Maj	Yes
Adjourn	No	Yes	No	No	Maj	No
Recess (12)	No	Yes	No	Yes	Maj	No
Raise a Question of Privilege	Yes	No	No	No	(1)	No
Call for the Orders of the Day	Yes	No	No	No	(1)(15)*	No
SUBSIDIARY MOTIONS						
Lay on the Table	No	Yes	No	No	Maj	(3)*
Previous Question	No	Yes	No	No	2/3	Yes
Limit or Extend Limits of Debate (12)	No	Yes	No	Yes	2/3	Yes
Postpone to a Certain Time (or Definitely) (12)	No	Yes	Yes	Yes	Maj	Yes
Commit or Refer (12)	No	Yes	Yes	Yes	Maj	Yes
Amend (12)	No	Yes	(5)	Yes	Maj	Yes
Postpone Indefinitely(12)	No	Yes	Yes (16)	No	Maj	(4)
MAIN MOTIONS						
Main Motion	No	Yes	Yes	Yes	Maj	Yes
INCIDENTAL MOTIONS (11)						
Suspend the Rules	No	Yes	No	No	(9)*	No
Withdraw a Motion(13)	*	*	No	No	Maj*	(3)
Objection to the Consideration of a Question (10)	Yes	No	No	No	2/3 NEG.	(3)
Point of Order	Yes	No	No*	No	(1)*	No
Parliamentary Inquiry	Yes	No	No	No	(1)	No
Appeal	Yes	Yes	Yes*	No	(7)	Yes
Point of Information	Yes	No	No	No	(1)	No
Division of the Assembly	Yes	No	No	No	(14)	No
Division of a Question	No	Yes	No	Yes	Maj	No
MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY(8)						
Reconsider*(2)	No*	Yes	(5) (16)	No	Maj	No
Rescind	No	Yes	Yes (16)	Yes	(6)	(3)
Take from the Table	No	Yes	No	No	Maj	No
Discharge a Committee	No	Yes	Yes (16)*	Yes	(6)	(3)
Amend Something Previously Adopted	No	Yes	Yes (16)	Yes	(6)	(3)

(7) Majority or tie vote sustains the chair.

(8) None of these motions (except Reconsider) are in order when business is pending.

(9) Rules of order, 2/3 vote--Standing rules, majority vote.

(10) Must be proposed before debate has begun or a subsidiary motion is stated by the chair (applied to original Main Motions).

(11) The Incidental Motions have no precedence (rank). They are in order when the need arises.

(12) A Main Motion if made when no business is pending.

(13) The maker of a motion may withdraw it without permission of the assembly before the motion is stated by the chair.

(14) The chair can complete a Division of the Assembly (standing vote) without permission of the assembly and any member ~~can demand~~ it.

(15) Upon a call by a single member, the Orders of the Day must be enforced.

(16) Has full debate. May go into the merits of the question which is the subject of the proposed action.





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## Chapter Historian

### Duties

- Develop and maintain a scrapbook of memorabilia to record the chapter's history. Research and prepare items of significance of the chapter's history.
- Prepare displays of chapter activities and submit stories of former members to the media.
- Assist the reporter in providing photography for chapter needs.

### Opening Ceremonies

#### SAMPLE 1

**Vice President:** The Historian?

**Historian:** Stationed at the chapter scrapbook.

**Vice President:** What are your duties?

**Historian:** Tradition and history are a source of pride for our organization. It is my duty to maintain a record of chapter achievements and promote excellence through highlighting activities, events and accomplishments so that our chapter membership is motivated by our past successes and looks to future achievements.

#### SAMPLE 2

**Vice President:** The Historian?

**Historian:** Stationed at the chapter scrapbook.

**Vice President:** What are your duties?

**Historian:** I keep a record of the past and present activities of the chapter and its members. I organize the chapter scrapbook and serve as a reference on chapter history. A good record of chapter accomplishments can be a credit to the chapter.



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## Chapter Scrapbook

**Purpose:** To recognize and encourage keeping an illustrated history of chapter activities throughout the year.

**Eligibility:** All FFA chapters in good standing may enter. The official FFA scrapbook or other suitable substitute shall comprise the entry.

**Awards:** Gold, silver and bronze certificates will be awarded to chapters with entries placing in these divisions. First place individual will receive a plaque and a pin, and the second and third place individuals will receive pins. All entries will be displayed after judging until picked up prior to the conclusion of the convention.

**Due Date:** Chapter Scrapbooks are due at State FFA Convention registration.

A MAAE selection committee will use the state template for certificates and must have the certificates finished by Friday of the state convention, and turned into Montana FFA Association.



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## Chapter Chaplain

### Duties

- Present the invocation at banquets and other functions.
- Conduct reflections services at summer camps and conferences.

### Opening Ceremonies

#### SAMPLE 1

**Vice President:** The Chaplain?

**Chaplain:** It is my duty to insure that our membership be mindful of a need for spiritual development. It is my responsibility to provide for a spiritual presence in the development of our membership and foster positive, moral participation in the activities of the chapter and the lives of our members.

#### SAMPLE 2

**Vice President:** The Chaplain?

**Chaplain:** The Bible has served mankind for many years. We have in our motto living to serve. May we use the Bible to guide both our faith and service to our fellow man.

### Example Invocation

Please assume an attitude of prayer.

Dear heavenly father, thank you for getting us all here safely tonight. Thank you for letting us join together for friendship and fellowship. We appreciate the support you have given us throughout this year as we have traveled together, competed in contests, worked to obtain our goals and strengthened our abilities as leaders. Please be with us and our families and friends as we venture into a new year of learning and service. Bless this food that has been grown and prepared for us so that we may better serve you. In your name we pray. Amen.



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## FFA Creed

**I believe** in the future of agriculture, with a faith born not of words but of deeds - achievements won by the present and past generations of agriculturists; in the promise of better days through better ways, even as the better things we now enjoy have come to us from the struggles of former years.

**I believe** that to live and work on a good farm, or to be engaged in other agricultural pursuits, is pleasant as well as challenging; for I know the joys and discomforts of agricultural life and hold an inborn fondness for those associations which, even in hours of discouragement, I cannot deny.

**I believe** in leadership from ourselves and respect from others. I believe in my own ability to work efficiently and think clearly, with such knowledge and skill as I can secure, and in the ability of progressive agriculturists to serve our own and the public interest in producing and marketing the product of our toil.

**I believe** in less dependence on begging and more power in bargaining; in the life abundant and enough honest wealth to help make it so--for others as well as myself; in less need for charity and more of it when needed; in being happy myself and playing square with those whose happiness depends upon me.

**I believe** that American agriculture can and will hold true to the best traditions of our national life and that I can exert an influence in my home and community which will stand solid for my part in that inspiring task.

**The creed was written by E.M. Tiffany and adopted at the Third National FFA Convention. It was revised at the 38th and 63rd Convention.**



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## Chapter Advisor

### Duties

- Supervise chapter activities year-round.
- Inform prospective students and parents about FFA.
- Instruct students in leadership and personal development.
- Build school and community support for the program.
- Encourage involvement of all chapter members in activities.
- Prepare students for involvement in career development events and leadership programs.

### Opening Ceremonies

**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, 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, all officers are at their stations.



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## Possible Activities

musical chairs

dance lessons

movie night

water fight

dummy roping

goldfish races

sumo wrestling

river dates (aka fishing)

CDE games

sack races

football