

GREENHAND CONDUCT OF MEETINGS

Guide to Scoring Secretary's Minutes

To receive 10 points the minutes must contain the following items:

A. Completeness and accuracy (6 points)

1. Name of the person who presented the motion
2. Was the motion seconded?
3. Motion as stated
4. Action taken (i.e., motion carried)
5. The number of votes on each side (if a rising vote is taken)
6. All abilities must be documented

B. Format (2 points)

1. Beginning paragraph explaining the following information:
 - a. Date
 - b. Time the meeting started
 - c. Name of the presiding officer
 - d. Type of meeting (regular, special, annual)
 - e. Name of the organization
 - f. Place the meeting is occurring
2. Final sentence (paragraph)
 - a. Time the meeting adjourned
 - b. Secretary signature

C. Legibility (2 points)

1. Can be easily read

The following formats are two possible formats (Other formats are acceptable if they meet the above requirements). What matters most is that the minimum information outlined above is contained in the minutes and that is legible.

Option A: Paragraph format:

The special meeting of the Olivet FFA Parliamentary Procedure team was called to order by president, Jamie Wells, at 6:50 p.m. at the district contest at Homer High School.

Matt Hebeinstreit moved to suspend the rules by dispensing with the opening and closing ceremonies; secretary, treasurer, and all committee reports; and take up the item of business at hand, Dusty Boehmer 2nd, motion passed (6-0).

Rick Boehmer rose for a parliamentary inquiry about the vote on suspend the rules.

Option B: Table format:

MH= Matt Hebeinstreit

DB= Dusty Boehmer

RB= Rick Boehmer

The special meeting of the Olivet FFA Parliamentary Procedure team was called to order by president, Jamie Wells, at 6:50 p.m. at the district contest at Homer High School.

Makes Motion	Second	Motion	Pass/Fail
MH	Yes	Move to suspend the rules by dispensing with opening and closing ceremonies; secretary, treasurer, and all committee reports, and take up the item of business at hand.	P(6-0)
RB		Rose for parliamentary inquiry above vote for suspension of the rules.	