CHAPTER OFFICER GUIDES

FLORIDA FBLA 2015-2016 | LEAVING A LEGACY

TABLE OF CONTENTS

Tips and Tricks for being a Chapter President **3**
Created by Isha Joseph, FL-FBLA State President

Tips and Tricks for being a Chapter Vice President **7**
Created by Meneka Wijesiriwardena, FL-FBLA Region IV Vice President

Tips and Tricks for being a Chapter Secretary **9**
Created by Kloe Bailey, FL-FBLA State Secretary

Tips and Tricks for being a Chapter Reporter **11**
Created by Kyle Johnson, FL-FBLA State Reporter

Tips and Tricks for being a Chapter Historian **12**
Created by Hannah Buchsbaum, FL-FBLA Region V Vice President

Tips and Tricks for being a Chapter Treasurer **16**
Created by Meneka Wijesiriwardena, FL-FBLA Region IV Vice President

Tips and Tricks for being a Chapter Parliamentarian **20**
Created by Yanisbel Ruiz, FL-FBLA State Parliamentarian

Tips & Tricks for being a Chapter President-Isha Joseph

Chapter presidents can acquire useful tips and tricks for being the chapter president. This guide will include some of the templates and ideas that this year's current officer team has been using.

Staying Organized

Each officer on the team keeps a binder to hold their state materials in. As chapter president, it may be helpful to divide your binder into smaller sections with dividers. They can be broken down into major categories such as events, membership, monthly/weekly correspondence, community service or sponsorship. It might be important to keep a flash drive with folders as well, so that if you receive anything electronically you can easily save it there.

Create a Program of Work

One of the first things that the state officers do is create a program of work. This allows us to briefly outline our goals and planned action for the entire year. We first break our program into different goals. They include membership, communication and sponsorship. Once we set our goal, it is easy for us to come up with small objectives that can help us reach our goal. We also include a small description of the objective, the person responsible for it and the timeframe it should be completed. This is something that you and your officer team can do in a summer meeting or at the first meeting of the year. Here, you can also establish the duties and responsibilities of each of the officers. For example, you may want the historian to take all photos, update bulletin boards and create a scrap- book at the end of the year. The secretary will keep documents and files, distribute information to members and keep the minutes of every meeting. Or the reporter can be responsible for school-wide and local publications. It is helpful to keep at the front of your binder, so that you can constantly refer to it when you need to.

Create a Calendar

While creating your program, you may also find it helpful to create a calendar as well. You can create a basic yearly calendar to help guide you on events for the entire year. At the beginning of each month or every two months, you and your officers can begin to fill in more dates. This can be community service events, chapter meetings, or district and state conferences. You may also want to distribute a list of important dates to each of your members at the beginning of the year as well.

Tips & Tricks for being a Chapter President-Isha Joseph

Set an Agenda

As president, it's important for you to set the agenda of things to discuss for the meetings. Have an agenda prepared and distribute copies to your members/officers. It is easy to steer off-track during a meeting especially when everyone is bouncing ideas off of each other, so an agenda is a great way to keep the meeting on track.

Communication

Communication is key! Communication with your fellow officers is extremely important. Communicate regularly with updates on officer activities, upcoming tasks and deadlines, questions about objectives and how the team is doing overall. Communicate with your fellow FBLA members as well. Get connected with social media and have monthly chapter meetings. Create a newsletter that keeps members, advisors and other teachers on campus in the loop about the efforts, tasks and accomplishments of your chapter. Talking to members face to face about upcoming events is vital as well.

Recognition for your Chapter

Who doesn't love being in the spotlight? When your chapter completes national programs, your chapter is recognized at the state and national level. Completing national programs is a huge part of recognition as well as jump starting tools to strengthen your chapter. Attached at the bottom is a chart that lists the websites for national programs.

Delegating Tasks

When you are leading a chapter, there are plenty of tasks to be done and you can't do them alone. It's important to delegate tasks to your fellow officers. All officers should do most things collectively as a group, but there some tasks that officers can work on alone. For example, if there is a community service event coming up, have your historian make a poster, have the secretary keep track of any paperwork regarding the event and have your vice president in charge of chapter correspondence for the event.

Have Fun!

Being chapter president is a rewarding yet challenging honor. It requires lots of dedication, hard work and effort and sometimes it can be stressful. When things seem overwhelming, remember why you ran for chapter president and the great job you set out to do. Remember the reasons that serving your chapter is important to you and ask for help whenever you need it!

Tips & Tricks for being a Chapter President-Isha Joseph

Program of Work Guideline

PROGRAM OF WORK
BRIEFLY DESCRIBE YOUR PROJECT:

MONTH	GOALS Create long- and short-term chapter goals. *Hint: Goals are specific and realistic.*	TACTIC Brainstorm, share, define, and refine strategies to meet your goals. *Hint: Think project activities.*	RESOURCES What resources are available to help you with your project? *Hint: Think people, money, time, materials, and facilities.*	BUDGET Plan for project expenses to help meet chapter goals and attend conferences. *Hint: Use the sample budget forms in the appendix.*	ASSIGNED Break goals into manageable components and assign to committees or individuals.	FOLLOW UP/ EVALUATION Check in regularly to determine progress and identify potential problems.
Aug./ Sept.						
Oct.						
Nov.						
Dec.						
Jan.						
Feb.						
Mar.						
Apr.						
May						
June/July						

Tips & Tricks for being a Chapter President-Isha Joseph

Interactive Forms and National Programs

100 Percent Class Participation	go.fbla.org/100percent
Action Awareness	go.fbla.org/action
Big 10	go.fbla.org/big10
Big Brother	go.fbla.org/bigbrother
Chapter Challenge	go.fbla.org/sweeps
Eco Chapter Project	go.fbla.org/ecochapter
Gold Seal Chapter	Contact your state
Good Neighbor	go.fbla.org/goodneighbor
Market Share	go.fbla.org/marketshare
Membership Achievement	go.fbla.org/membershipachievement
National Chapter Awards	go.fbla.org/nationalawards
Nonstop November	go.fblal.org/nonstop
Outstanding Chapter	go.fbla.org/outstandingchapter
Seven Up	Calculated based on membership records
State Recruitment Chapters	Contact your state
Adviser Service Recognition	Contact your state
Adviser Wall of Fame	go.fbla.org/walloffame
BAA America	go.fbla.org/BAAamerica
BAA Business	go.fbla.org/BAAbusiness
BAA Future	go.fbla.org/BAAfuture
BAA Leader	go.fbla.org/BAAleader
Businessperson of the Year	Contact your state
Membership Madness	go.fbla.org/membershipmadness
Membership Mania	go.fbla.org/membershipmania
Outstanding Local Adviser	go.fbla.org/outstandinglocaladviser
Who's Who	Contact your state

Tips & Tricks for being a Chapter Vice President-Meneka Wijesiriwardena

Chapter Vice Presidents can use this guide to assist them in completing their tasks as a chapter officer. This guide will include some of the ideas that this year's current officer team has and will be using.

Staying organized

The Vice President's duty is to assist the President in tasks that oversee committees and other positions, and to represent the President when necessary. This can be accomplished by keeping a binder with all information regarding any outreach, philanthropy, fundraising, and membership. Additionally, it is important to account for the number of members present at meetings and to attend committee meetings.

Communication

A vice president should be aware of the agenda for meetings, and should keep in close contact with the President. While keeping in contact with the president is vital, being in touch with all committees is key to having successful fundraisers & other special events. For example, the state project is Relay for Life, if your chapter decides to participate in a local relay, it is your responsibility to organize a committee and hold meetings until the event. To further communicate ideas, use messaging apps like "GroupMe" to share ideas.

Membership

In order to increase membership for your chapter, there are a few simple ideas that can go a long way.

-Post flyers around school advertising FBLA
-If your school has "club rush" or a designated time clubs are promoted, make sure FBLA is represented by explaining the mission of FBLA and the benefits of joining (ex: to make the transition from school to business leadership)
-During free times at school like lunch, have other officers talk to students about joining & promote the first general meeting. Also, talk to teachers about speaking briefly in classes
-Book a place at school or a local center to hold a first general meeting
-show the past years Think Back video from the State Leadership Conference

Tips & Tricks for being a Chapter Vice President-Meneka Wijesiriwardena

Monitor the Agenda

As a chapter, it is important to have an agenda for the year to accomplish your goals. Though keeping track of the agenda may seem like the President`s duty, the Vice President should be responsible for overseeing this as well so there is a more efficient system in place.

Community Service

Giving back to your local community is important to not only uphold Florida FBLA's prestigious name, but to gain support within the community. Doing so can allow your chapter to win community service awards at the State Leadership Conference and National Leadership Conference. Additionally, it is important to get creative when thinking of ways to give back, whether it be a clothing/food drive or a charity fashion show.

Benefits to engaging in Community Service:

- Learn about real-world issues, concerns, and needs.
- Matches members' strengths with community needs.
- Provides practical experience in planning and organizing.
- Develops leadership skills.
- Builds recognition and goodwill for the chapter.
- Teaches satisfaction of a job well done.

Relay for Life

For Florida FBLA specifically, the 2015-2016 State project is Relay for Life which is sponsored by the American Cancer Society. To get involved in this project, it would be ideal to find a local event in your area and set up an FBLA booth. Often there are community meetings for events, so attend one and contribute to creating a theme, examples would be "80's flashback" or "Rock and Roll". Furthermore, organize meetings within your chapter weeks prior to the event to decide on how to contribute, whether it be selling baked goods, hosting raffles, or having games to participate in.

For more information: http://relay.acsevents.org/site/PageServer/?pagename=relay

March of Dimes

The March of Dimes has been affiliated with FBLA for over 40 years, and serves as the National Community Service project. The mission is to end premature birth complications through research. To contribute, you could have a bake sale at school or sell breakfast items before school or even organize a charity match between students and faculty and charge an entrance fee. Additionally, you could organize a "Wonderwalk" in the community.

For more information: http://www.fbla-pbl.org/web/page/715/sectionid/587/pagelevel/2/parentid/587/fbla.asp

Tips & Tricks for being a Chapter Secretary –Kloe Bailey

As a chapter secretary your job will consist of taking minutes for each meeting, taking attendance for each meeting, & assisting the other officers on your team.

Minutes are the official record of what went on during a chapters meeting. Without them, you chapter would have no way of determining exactly what its members have agreed to do

Each paragraph of the minutes should contain a separate subject, keep them concise and easy to understand

Counts and records votes when

Make sure that letters are easy to read - short sentences, three paragraphs, and logical sequence of ideas.

Coordinate and keep track of the local point system

Make sure that your letter always sounds sincere, friendly and positive

Read correspondence at local chapter meetings

Provide the president with an agenda for each meeting.

The "do's and "don'ts" of being your Chapter's Secretary

Do:

-Always be neat

-Use proper style

-Proofread – always have your local chapter adviser proofread and approve any correspondence before it is sent

-Include the name of the person who made the motion

-Record the motions exactly how they were stated

-Remember to sign the minutes after they have been approved

-Include the exact results of a counted or ballot

Tips & Tricks for being a Chapter Secretary –Kloe Bailey

Don't:

-Include the name of the person who seconded the motion

-Write down who debated or what they said

-Include your personal opinions

-Summarize a guest speaker's topic, just list the name and the subject.

-When refereeing to FBLA-PBL, don't use club, use organization, chapter or association.

The first paragraph should contain all of the following:

The type of meeting-whether regular, special, etc. (most chapter meetings are regular)
Name of the organization
Time, date, and place of meeting
Whether the president and secretary were present. If not, list whose name or person who was substituted for them.

Conclusion

The last paragraph of the minutes contains only the time of the adjournment.
Communication is key in a local chapter

Tips & Tricks for being a chapter Reporter-Kyle Johnson

As a chapter reporter your job will consist of preparing articles for local, state, and national media, working with your local media to advocate for FBLA and publicize your chapter's actions, and assist your chapter as directed by your president.

Preparing articles for local, state, and national media

As reporter, you are in charge of public relations for your chapter.

This means that you will actively write news articles and "press releases" for your chapter in order to spread the word on how awesome your chapter members are.

Some events to report on include:

- Officer Installations
- The awards your members receive
- FBLA events your members/officer team attend
- Or anything else you think is newsworthy.

There are three ways for you to publish your articles:

- In the local media (which will be covered later)
- Through FBLA magazines and newspapers
  - Did you know that National FBLA has a magazine that features chapters from around the country? It is truly an amazing honor to be featured and it reflects well on your chapter, your school as a whole and the Florida FBLA chapter! To submit articles and pictures, email them to communications@fbla.org. There is also a statewide newspaper that the FBLA state reporter runs. Send your article as an attachment to fblarep@floridafbla-pbl.com and copy (CC) your local, district and state advisors. The state advisor's email is: jodyajones@juno.com. Your article and pictures may be added to the Florida Communicator, posted on the state's social media accounts, or posted on the state website!
- Submitting articles to your school newspaper
  - Most high schools have newspapers run by their journalism department. Submitting articles to your school newspaper is a great way to publicize your chapter and recruit for the new year.

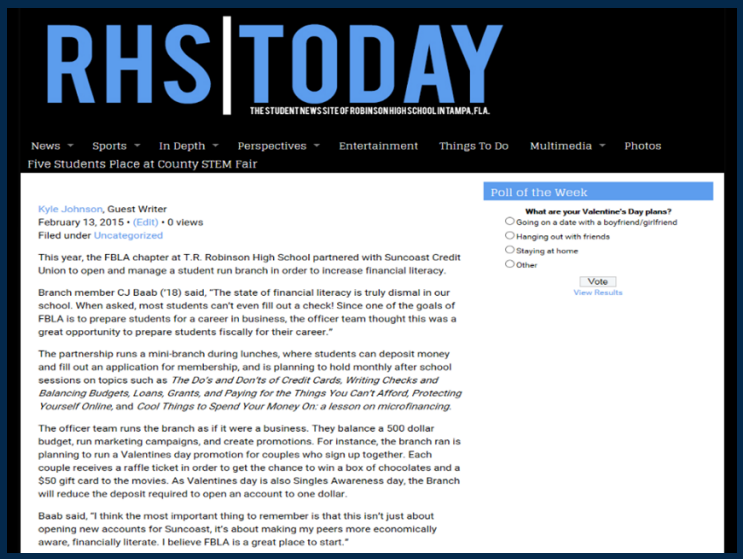
Tips & Tricks for being a chapter Reporter-Kyle Johnson

Local Media

Often, your local media is willing to publish your articles in their newspaper, or sometimes, even feature events on their television station.

Developing a relationship with your local media is not only a way to let your community know the amazing things your chapter is doing, but also advocate for FBLA as an organization! This helps FBLA fund the scholarships and "sponsored events" the organization has for you, as well as recruiting more people.

Don't be intimidated to approach your local media to have them cover your events or publish your articles! The worse they could say is no.



RHS TODAY

THE STUDENT NEWS SITE OF ROBINSON HIGH SCHOOL IN TAMPA, FLA.

News Sports In Depth Perspectives Entertainment Things To Do Multimedia Photos

Five Students Place at County STEM Fair

Kyle Johnson, Guest Writer
February 13, 2015 • (Edit) • 0 views
Filed under Uncategorized

This year, the FBLA chapter at T.R. Robinson High School partnered with Suncoast Credit Union to open and manage a student run branch in order to increase financial literacy.

Branch member CJ Baab ('18) said, "The state of financial literacy is truly dismal in our school. When asked, most students can't even fill out a check! Since one of the goals of FBLA is to prepare students for a career in business, the officer team thought this was a great opportunity to prepare students fiscally for their career."

The partnership runs a mini-branch during lunches, where students can deposit money and fill out an application for membership, and is planning to hold monthly after school sessions on topics such as *The Do's and Don'ts of Credit Cards, Writing Checks and Balancing Budgets, Loans, Grants, and Paying for the Things You Can't Afford, Protecting Yourself Online,* and *Cool Things to Spend Your Money On: a lesson on microfinancing.*

The officer team runs the branch as if it were a business. They balance a 500 dollar budget, run marketing campaigns, and create promotions. For instance, the branch ran is planning to run a Valentines day promotion for couples who sign up together. Each couple receives a raffle ticket in order to get the chance to win a box of chocolates and a $50 gift card to the movies. As Valentines day is also Singles Awareness day, the Branch will reduce the deposit required to open an account to one dollar.

Baab said, "I think the most important thing to remember is that this isn't just about opening new accounts for Suncoast, it's about making my peers more economically aware, financially literate. I believe FBLA is a great place to start."

Poll of the Week

What are your Valentine's Day plans?
Going on a date with a boyfriend/girlfriend
Hanging out with friends
Staying at home
Other

Vote
View Results

Chapter Officer Etiquette

Sometimes your president may ask you to do something that isn't in your job description. It is, however, in your job description to assist the president in any way possible.

You may or may not also act as the historian in your chapter. If you are not in charge of taking pictures, make sure some does! Pictures are a great way to make your articles more interesting.

Tips & Tricks for being a chapter Historian– Hannah Buchsbaum

Chapter historians can use this guide to assist them in completing their tasks as a chapter officer. This guide will include some of the ideas that this year's current officer team has and will be using.

Staying Organized

No matter what office you hold, staying organized is essential. Every state officer has a binder where they keep their materials in. This is a great asset to use in order to keep everything organized and to make sure you are completing all your duties and responsibilities.

Due to the fact that you are the historian and deal with pictures, it is a great idea to keep a flash drive set-aside with separate folders holding pictures from chapter events throughout the year. Having organization both physically and electronically will help you be more successful in becoming a great chapter historian.

Create a Scrapbook

A great idea that combines all of the photos from your chapter's events is a scrapbook. You can get super creative and make it your own. First, create a draft of what you want your book to look like. Try to highlight members who have gone above and beyond to make your school's FBLA chapter better. Also, it may be a good idea to designate a page or two to your fellow officer team commending them on a job well done.

(Tip- having your scrapbook go in chronological order can show anyone who looks at the book your chapter's progress throughout the year!)

After that is the fun part- SHOPPING! Go to a local craft store and they should have a scrapbooking section with all of the materials you need. Pick out colorful and exciting paper, stickers, stamps, etc. This will make your scrapbook more appealing. After that, print out the pictures that you want to use and begin working! Be as creative and unique as you want to be and make your scrapbook great!

Tips & Tricks for being a chapter Historian– Hannah Buchsbaum

End of the Year Video

In addition to a scrapbook, an end of the year video is a great way to showcase all of the activities, projects and accomplishments your chapter had throughout the year. Including videos captured at events, or even creating a slideshow including pictures from your activities is a fun way to show members everything your chapter has done all year.

When I created my chapter's end of the year video last year, I worked closely with the reporter to make sure that all events and accomplishments were included. Also, it is fun to include a song in the video to keep everyone's attention and make the video/slideshow unique to you and your chapter.

One great resource to use is iMovie, because it stitches together pictures and videos that you pick and offers a variety of templates, transitions and music to use to create your video. Both a scrapbook and an end of the year video are great ways to showcase all of your hard work and members' accomplishments.

Make an Instagram Page!

Another unique, and technological, idea to help display pictures of events and community service projects to your chapter's members is to make an Instagram page for your chapter! I served as my chapter's historian this past year and created an Instagram account for my chapter. It was extremely successful and increased the communication of my chapter tremendously.

(Tip- make the name simple including your school's name and FBLA so that other schools and non-members can see your chapter's achievements!)

Not only can you post pictures with this page, but you can also work with your chapter's reporter and post announcements that they posted to their newsletter. Also, this is a great resource to promote our state project, the American Cancer Society, and publicize your chapter helping out the community and various charities.

Tips & Tricks for being a chapter Historian– Hannah Buchsbaum

When taking pictures, remember to:

- Consider the background of your picture and ensure the subject stands out
- Pose people when necessary, but candid photos are usually preferred.
- Plan out your article and the pictures you will need before the event.
- Always include captions.

Conclusion

You have been given a great honor being the reporter of your chapter!
Prepare articles for local, state, and national media,
Work with your local media to advocate for FBLA and publicize your chapter's actions (the worst they can say is no!)
Assist your chapter as directed by your president.
Communication is key in a local chapter
Good luck and have a great year!

Tips & Tricks for being a chapter Treasurer– Meneka Wijesiriwardena

Chapter Treasurers can use this guide to assist them in completing their tasks as a chapter officer. This guide will include some of the ideas that this year's current officer team has and will be using.

Staying organized

The treasurer's main goal is to not just keep track of finances, but to manage membership. Furthermore, by holding this office it is important to make sure that all expenses and funds are accounted for. This can be done by keeping a binder with tabs like expenses, funds raised, treasurer reports, and membership. Additionally, another suggestion would be to keep a journal of all finances.

-At the beginning of the FBLA/ School year, create a budget with your officer team highlighting the different areas in money will be spent and revenue will be circulated. (Refer to your agenda/ calendar to see events/fundraisers.)

- Separate your income and expenses, and make columns like "Account balance", "Spent to date", "Received to date", "Budgeted", and "Account balance".

- A binder keeps tab on all committee work, and a journal maintains an accurate financial record.

Expenses/ Funds Raised

In order to have a successful chapter, the treasurer must keep track of the balance the club has. Additionally, this position requires keeping updated records of any purchases like T-Shirts or materials for an event. While maintaining a record of money spent, the treasurer must also document any funds raised, and this is vital so costs for major events like the State Leadership conference can be offset for members.

Committees

By working with committees, the treasurer can keep an accurate amount of the utilized club finances. It is especially important to be aware of the present amount of members and if their membership dues are accounted for. Additionally, by communicating with the philanthropy and fundraising chairmen, a proper account for funds being distributed will be documented in treasurers report, and will further show the total balance your chapter has. Make sure to keep all receipts in your binder, and to relay all documents/ journal entries to your adviser.

Tips & Tricks for being a chapter

Treasurer– Meneka Wijesiriwardena

Sample Budget

ANY SCHOOL FBLA CHAPTER
20— - 20— Budget
October 5, 20—

INCOME:	Budgeted 20— - 20—	Received to Date	Account Balance
Membership Dues	352.00	187.00	165.00
Professional Membership Dues	450.00	125.00	325.00
Beef Jerky	750.00	135.00	615.00
Bake Sales	750.00	86.00	664.00
Car Wash	300.00	25.00	275.00
Donations	150.00	25.00	125.00
Miscellaneous	100.00	50.00	50.00
TOTAL INCOME	$2852.00	$633.00	$2219.00

EXPENSES:	Budgeted 20— - 20—	Spent to Date	Account Balance
State & National Membership Dues	352.00	187.00	165.00
Professional Membership Dues	450.00	125.00	325.00
Beef Jerky Purchases	450.00	75.00	375.00
Postage	75.00	15.00	60.00
Staff Appreciation	200.00	36.00	164.00
Miscellaneous	100.00	9.00	91.00
Conference Account	825.00	300.00	525.00
End-of-the-Year Party	400.00	200.00	200.00
TOTAL INCOME	$2852.00	$947.00	$1905.00

Summary

Total Income	633.00
Total Expenses	947.00
Net Loss	$314.00

Tips & Tricks for being your chapter's Parliamentarian– Yanisbel Ruiz

Chapter Parliamentarians can acquire useful tips and tricks that well assist them in completing their duties better and more efficiently. The following guide will include various ideas, procedures, templates and terms that the current Florida FBLA Parliamentarian has been using.

Maintain Order

As parliamentarian, there are responsibilities and expectations placed upon you. Your role ranges from assistant to the president and officer team to maintainer of order and structure. You will be influential in the chapter's ability to create and carry out projects in an orderly manner.

Your main responsibility is to maintain order within the chapter and the officer team. Through your knowledge of parliamentary procedure, the chapter will communicate and work in an environment of respect and efficiency.

With many aspects to parliamentary procedure, you will have to choose what areas apply best for your officer team. Evaluate with your other chapter members what procedures will be necessary and what are not. Many chapters use parliamentary procedure in a variety of ways. Make sure that the structure of your chapter agrees with its members.

Keep in mind that to be able to properly maintain order in the team communication, organization and teamwork are key; without the three components the officer team will not flow and productivity will be seldom.

Develop the Knowledge of Parliamentary Procedure

As Parliamentarian you will be a reference for the chapter in matters of organization. The president will turn to you when looking for guidance in leading the chapter. Therefor knowledge of basic motions will be essential in developing a chapter that communicates effectively. With all of the people in your chapter, parliamentary procedure will allow each voice to be heard and considered by the whole assembly.

Parliamentary procedure, or parliamentary law, refers to the rules of democracy-that is, the commonly accepted way a group of people come together, present and discuss possible courses on action, and make decisions.

Tips & Tricks for being your chapter's Parliamentarian– Yanisbel Ruiz

Application of parliamentary law enables assemblies to accomplish the following:

- Maintain orderly meetings of all sizes
- Protect the rights of the absentee, individual, minority, majority, and all of these groups together
- Allow every opinion to be heard and considered
- Enable the mass to rule

While allowing for the four main objectives to be instilled:

1. Only one subject may be dealt with at a time.
2. Extend courtesy to everyone: Each person in the meeting should be treated respectfully and should be given an equal opportunity to speak and present ideas.
3. Observe the rule of the majority: When items of business are voted on, the resulting decision will be based on the will of the majority.
4. Ensure the rights of the minority: Even those with opinions different from that of the majority shall have an equal opportunity to express their ideas.

Parliamentarians should encourage participation and prepare a team for the parliamentary procedure competitive event. As you are the information resource for your chapter, it is imperative that you be well prepared and knowledgeable. However, remember it is important that you enjoy and look forward to the responsibilities of your office.

It is vital to note that as parliamentarian one should be very familiar with the most widely used parliamentary authority in the United States, *Robert's Rules of Order Newly Revised* 11th edition (RONR) as well as the given Bylaws for each Chapter and the Florida FBLA Bylaws.

Nonetheless, there are many resources that new and existing Parliamentarians can use to further their enhancement on the subject and make their work as an officer much more pleasant. Do not hesitate to visit one of the links below to get any extra information and help on Parliamentary Procedure because even Florida's FBLA Parliamentarian looks for help!

www.Palriamentarians.org

www.rulesonline.com

www.parlipro.org

www.robertsrules.com

Tips & Tricks for being your chapter's Parliamentarian– Yanisbel Ruiz

Parliamentary Terms

Bellow are a few of the most used parliamentary terms for Parliamentarians

Abstention/Abstain—Act of not voting and is not used when determining majority, 2/3, etc.

Accept, Adopt, or Approve—To adopt or approve a motion, a report, or a statement.

Addressing the Chair—Using the correct title of the presiding officer when seeking recognition by the chair.

Adjourn—Act of ending the meeting.

Agenda—An outline of the order of business for use by the chair in conducting a meeting.

Amend—To modify the question, to insert, to strike out, to strike out and insert.

Announcing the Vote—The declaration by the chair of the result of the vote.

Appeal from the Decision of the Chair—To determine the assembly's attitude toward a ruling made by the chair.

Debate—Discussion of the merits of a motion.

Division of the Assembly—Used when a member doubts the results of a voice vote or a vote by show of hands, thereby requiring vote to be taken again by rising.

Ex-officio—By virtue of office. A person with the rights of a non-voting member. They can make motions and debate, but cannot vote.

General Consent/Unanimous Consent—Silent consent without a single objection.

Germane—Closely related to or used in relation to amendments.

Lay on the Table—To delay a motion and clear the floor for more urgent business.

Limit or Extend Limits of Debate—To provide more or less time for discussion.

Minutes—Written record of the proceedings of a meeting.

Bylaws—A document, adopted by society, which contains the basic rules for governing the society.

Call to Order—An announcement by the presiding officer convening the meeting.

Tips & Tricks for being your chapter's Parliamentarian– Yanisbel Ruiz

Caucus—A meeting to plan strategy toward a desired result within the assembly.

Chair, the—The phrase "the chair" applies both to the person presiding and his/her station in the hall from which he/she presides.

Commit—To refer to a new committee.

Constitution—A document, which contains the important rules of the organization.

Convene—To meet together.

Motion—A proposal that certain action be taken or certain views be expressed by the assembly.

Obtaining the Floor—To obtain the floor, the member must be recognized by the chair as having the exclusive right to be heard at that time.

Parliamentary Inquiry—A question directed to the presiding officer to obtain information on parliamentary law or the rules of the organization bearing on the business at hand.

Pending Question—The motion that has been stated by the chair and is under consideration by the assembly.

Point of Order—Calls attention to violation of parliamentary procedure.

Preamble—Introduction of a resolution including reasons for adoption.

Precedence—Rank of order of priority of motions.

Previous Question—Requires a 2/3 vote to secure an immediate vote on one or more pending questions; ends debate.

Pro Tem (Pro Tempore)—Temporarily, for the time being. Usually used in connection with a temporary officer (chairman pro tem).

Question—A motion or proposal, which introduces a subject to the assembly for discussion and action.

Tips & Tricks for being your chapter's Parliamentarian– Yanisbel Ruiz

Quorum—The minimum number of members who must be present in order to legally transact business.

Raise Question of Privilege—Permits a motion relating to the rights and privileges of the assembly or of its members to be brought up for possible immediate consideration because of its urgency.

Ratify—Approves action previously taken.

Recess—An intermission in the proceedings.

Reconsider—To secure further consideration and another vote on the question. The member moving to reconsider must have voted on the prevailing side.

Refer—To appoint to an existing committee.

Rescind—To repeal action previously taken.

Resolution—A formal motion, preferably written, which may include reasons for making the motion.

Second—An indication by a second member of willingness to have a proposed motion considered.

Special Order—A motion or subject proposed for a certain time and made a special order or the special order of a meeting.

Standing Rules—Temporary or semi-permanent rules relating to the details of administration rather than parliamentary procedure.

Stating the Question—Restatement by the chair of a motion, in order to place the motion before the assembly for debate and/or action.

Subsidiary Motion—A motion that helps to treat or dispose of a main motion, either temporarily or permanently.

Suspend the Rules—A motion requiring a 2/3 vote that permits action otherwise prohibited by the rules.

Sustain—Uphold a ruling.

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Caucus—A meeting to plan strategy toward a desired result within the assembly.

Chair, the—The phrase "the chair" applies both to the person presiding and his/her station in the hall from which he/she presides.

Commit—To refer to a new committee.

Constitution—A document, which contains the important rules of the organization.

Convene—To meet together.

Motion—A proposal that certain action be taken or certain views be expressed by the assembly.

Obtaining the Floor—To obtain the floor, the member must be recognized by the chair as having the exclusive right to be heard at that time.

Parliamentary Inquiry—A question directed to the presiding officer to obtain information on parliamentary law or the rules of the organization bearing on the business at hand.

Pending Question—The motion that has been stated by the chair and is under consideration by the assembly.

Point of Order—Calls attention to violation of parliamentary procedure.

Preamble—Introduction of a resolution including reasons for adoption.

Precedence—Rank of order of priority of motions.

Previous Question—Requires a 2/3 vote to secure an immediate vote on one or more pending questions; ends debate.

Pro Tem (Pro Tempore)—Temporarily, for the time being. Usually used in connection with a temporary officer (chairman pro tem).

Question—A motion or proposal, which introduces a subject to the assembly for discussion and action.

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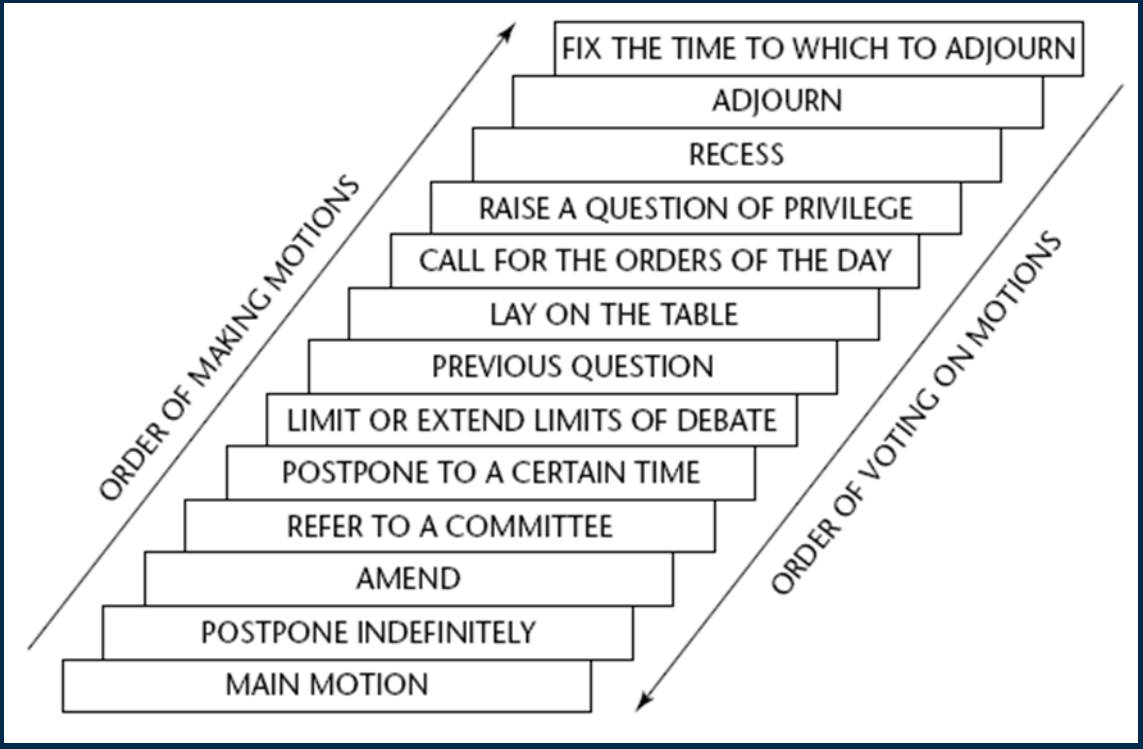
Classify and Make Proper Motions

Depending on the formality of the meeting, the types of motions used will tend to vary. However being able to classify motions based on their ranks and knowing what each motion does will help conduct the meeting accordingly while also ensuring that the people each have a fair say on the matter.

Remember when making and classifying motions it is important that you follow the directions explicitly stated by Roberts to avoid any mishandling or unfair treatment in the meeting. As Parliamentarian I am aware that dealing with motions are tricky but whenever I feel stuck or forget a classification of a motion I refer to these charts below to help keep me back on track, feel free to use them too!



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2012 REPUBLICAN PARTY OF TEXAS PARLIAMENTARY MOTIONS CHART

	Ranking	Motions	Purpose	In Order When Another is Speaking	Requires a Second	Debatable *	Amendable	Vote Required	Can Be Reconsider
PRIVILEGED MOTIONS - Deals with special matters of immediate importance to the business of the assembly	1	Fix the time to which to Adjourn[1]	Sets a time for the continuation of the present meeting	No	Yes	No	Yes	Majority	Yes
	2	Adjourn[1]	Ends the meeting	No	Yes	No	No	Majority	No
	3	Recess[1]	Provides a short break when business is pending which does not close the meeting	No	Yes	No	Yes	Majority	No
	4	Question of Personal Privilege	Permits urgent requests related to the rights and privileges affecting the assembly	Yes	No	No	No	Decided by Chair	No
	5	Call for the Orders of the Day	Secures adherence to the order of business (the agenda)	Yes	No	No	No	Call of one member[2]	No
SUBSIDIARY MOTIONS - Aids the assembly in handling or disposing of a main motion	6	Lay on the Table	Sets a motion aside temporarily for more urgent business	No	Yes	No	No	Majority	No
	7	Previous Question[3]	Closes debate	No	Yes	No	No[4]	Majority[5]	Yes[6]
	8	Limit or Extend Debate[1,7]	Lengthens or shortens the debating time	No	Yes	No	Yes	Majority	Yes
	9	Postpone to a Certain Time[1]	Defers action on a pending motion to a definite time	No	Yes	Yes	Yes	Majority	Yes
	10	Refer to a Committee or Commit[1]	Places business in the hands of a committee	No	Yes	Yes	Yes	Majority	Yes
	11	Amend	Modifies the wording of a pending motion	No	Yes	Yes[22]	Yes[8]	Majority	Yes
	12	Postpone Indefinitely	Rejects (or kills) a main motion without voting on it directly	No	Yes	Yes[9]	No	Majority	Yes; Affirmative vote only
MAIN MOTION - Introduce new business	13	Main Motion	Brings business before the assembly	No	Yes	Yes[21]	Yes	Majority	Yes
		Committee Reports	Seeks approval of committee recommendation	No	No	Yes[10]	Yes	Majority	Yes
INCIDENTAL MOTIONS - Relates to the pending business and must be decided immediately		Point of Order	Enforces the rules of the organization	Yes	No	No	No	Decided by Chair	No
		Suspend the Rules	Sets aside a special or parliamentary rule	No	Yes	No	No	Majority[11]	No
		Appeal	Secures a parliamentary ruling of the group, and not the chair	Yes	Yes	Yes[12]	No	Majority in negative[13]	Yes
		Object to Consideration of a Question[14]	Avoids the consideration of an original main motion	Yes	No	No	No	2/3[15]	Negative Vote Only
		Division of a Question	Considers separately a motion that has several distinct parts	No	Yes	No	Yes	Majority	No
		Consideration by Paragraph (Seriatim)	Allows debate and amendment of a series of sections, paragraphs or articles	No	Yes	No	Yes	Majority	No
		Division of the Assembly	Verifies the accuracy of a voice vote by having members stand	Yes	No	No	No	none	No
		Request for Information	A nonparliamentary question about the pending business	Yes	No	No	No	none	No
		Parliamentary Inquiry	Parliamentary question	Yes	No	No	No	none	No
		Close Nominations	Ends nominations	No	Yes	No	Yes	2/3[16]	No

Based upon Robert's Rules of Order, Newly Revised (11th Edition)and Republican Party of Texas General Rules for All Conventions and Meetings 2010 as Amended by SREC 2/29/12

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