



**Georgia FFA Association**  
**Parliamentary Procedure Career Development Event**  
**Guidelines for Scoring the Secretary's Minutes**

The accurate recording and scoring of the meeting minutes is an important part of the Parliamentary Procedure Career Development Event. The minutes are to be written by the team Secretary and developed by the Chairperson and Secretary based on their meeting notes. To assist the official scorer of the minutes to accurately evaluate the accuracy of the minutes the notes of the Chair and Secretary may be collected along with the Official Minutes for scoring.

To assist in developing and evaluating the Official Minutes the following items have been developed.

### **Guidelines on Secretary's Minutes**

A major component of the FFA Parliamentary Procedure CDE is the minutes of the demonstration that are recorded by the team secretary. There has been a significant amount of confusion as to what format the minutes should follow and what should be included in the minutes of the team's demonstration.

The following is a brief guide on the recording and preparation of minutes during the Parliamentary Procedure CDE. These suggestions are prepared specifically for preparing minutes from the demonstration. They are slightly different from rules for keeping minutes from a regular chapter FFA meeting.

### **Components of Minutes**

Minutes should be as brief as possible and should be reported in the order in which the business was presented in the meeting. They should record action taken by the group, including:

The name of the member who moved the motion (Although not required, the name of the member who "seconded" the motion can also be included.)

The exact wording of motions as stated by the Chair

The action taken on the motion

### **Outline of Minutes**

Start the minutes with the recording of the main motion or the first motion presented (reconsider, rescind, Call for the Orders of the Day, etc.)

Use a separate paragraph for each subject covered. Refer to members by name in the minutes.

All motions utilized in the demonstration, the wording in which each was adopted, defeated, or otherwise disposed of. The secretary records the motions in exactly the same words as used by the Chair when stating them to the assembly.

Hour of adjournment.

Signature of secretary and Chair.

Tabulation Sheet for Scoring Minutes



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Team: \_\_\_\_\_

<u>Ability</u>	<u>Possible Points</u>	<u>Actual Points</u>
Completeness and Accuracy..... Minutes accurately reflect all business transacted during presentation	25	_____
Format of Minutes include: (2 points each)..... Date Time in Secretary's Holding Room Place Presiding Officer Secretary/signature	10	_____ _____ _____ _____ _____
Grammar/Style/Legibility..... Complete sentences (0-5 points) Correct spelling (deduct 1 point per mistake) Correct punctuation, grammar, style (deduct 1 point per mistake) Legibility (clarity) (0-10 points)	15	_____ _____ _____ _____
Total Points Earned.....	45	_____



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**Sample Official Meeting Minutes**  
**Parliamentary Procedure Career Development Event**  
**Parliamentary Procedure**  
**Parliamentary Procedure Event**  
**Official Minutes**

Chapter: Anytown FFA Date: February 14, 2013  
State: Georgia Place: Covington

Bill moved "to reconsider the motion passed earlier to hold a district FFA basketball tournament." The motion was rejected after debate.

John moved "that the chapter hold a hayride." Jill moved to refer the motion to the recreation committee. After debate, the referral failed. Chris moved to amend the main motion by adding the words "on November 10, 2000 at 8:00 p.m." Paul moved to postpone the motion definitely to the November chapter meeting. The postponement was lost after debate. Bill moved to take a five minutes recess. The motion failed. John moved to limit debate to 2 minutes per speaker. The motion was lost 3-2 by rising count. After additional debate, Chris moved the previous question on the amendment. The previous question was adopted 4-1 by rising count. The amendment was rejected. Paul called for a division of the assembly. The amendment was accepted 3-2 by rising count. After further debate, the motion to hold the hayride on November 10, 2000 at 8:00 p.m. was adopted. Jill moved to adjourn. The motion passed. The meeting adjourned at 2:35 p.m.

Chair's Signature: \_\_\_\_\_

Secretary's Signature: \_\_\_\_\_

Add Additional Pages if Needed



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**Comparison Between Minutes of Regular Meeting and  
Minutes of CDE Demonstration**

Minutes Component	Regular Meeting	Parliamentary Procedure CDE Demonstration
1 <sup>st</sup> Paragraph		
Kind of meeting	Yes	No
Name of organization	Yes	Yes
Date, place, time	Yes	Yes
Name of Chair and secretary	Yes	No
Reading of minutes of previous meeting	Yes	No
Name of person who made motion	Yes	Yes
Name of person who seconded motion	No	Yes
Motions that were lost	No	Yes
Subsidiary Motions	No	Yes
Parliamentary Inquiry	Only if the information would be of lasting significance	Yes
Appeal	Yes, along with the reasons given by the Chair for his/her ruling	Yes
Question of Privilege	No	Yes
Lay on the Table	Yes	Yes
Withdrawn motions	No	Yes
Hour of adjournment	Yes	Yes
Signature of secretary and Chair	Yes	Yes

References

Robert's Rules of Order Newly Revised (*most recent edition*)  
 Pointers on Parliamentary Procedure. Loise E. Bereskin, PRP. (1990). Kansas City:  
 National Association of Parliamentarians.  
 Parliamentary Questions and Answers III (1997). Independence , MO: National  
 Association of Parliamentarians.