

Nebraska FBLA Parliamentary Procedure Wording Guide

Start the Meeting **Chair:** The regular monthly meeting of the Wood River Chapter of FBLA is now in order.

Ask for the Minutes **Chair:** May we please have the minutes?
-The secretary will read the minutes-
Chair: Are there any corrections to the minutes? If there are no corrections, the minutes are approved as read.

-If there is an error in the minutes-
Chair: Are there any corrections to the minutes?
Member: The minutes should say the meeting was called to order on January 1st, not January 2nd.
Chair: Will the secretary please make the appropriate corrections? Are there any other corrections? If there are no further corrections, the minutes are approved as corrected.

Treasurer's Report **Chair:** The next item of business is the reports of officers and committees. May we please have the treasurer's report?
-Treasurer will read the report-
Chair: Are there any questions to the treasurer's report? If there are no questions, the report will be filed.

Bring Up Unfinished Business **Chair:** Under unfinished business, there was a motion pending from the last meeting that the chapter hold a trash pickup on March 21st. Are you ready for the question?

Obtaining the Floor **Member:** Madam/Mister President
Chair: Mr./Ms. Smith
-You now have the floor to make a motion-

Main Motion **Member:** I move that the chapter hold a bake sale on May 1st.
-After a second-
Chair: It has been moved and seconded that the chapter hold a bake sale on May 1st. Are you ready for the question?

Debate a Motion **Member:** I am in favor of this motion because I feel the chapter will benefit from the money raised.
-or-

Member: I am against this motion because I feel the chapter will not be able to obtain enough baked goods to supply a good turnout.

Put the Motion to a Vote

Chair: The question is now on the motion that the chapter holds a bake sale on May 1st. Those in favor say aye. (Wait for members) Those opposed say no. (Wait for members)

Announce the Vote

Chair: The ayes have it and we will hold a bake sale on May 1st.
-or-
The no's have it and we will not hold a bake sale on May 1st.

Amendment

Member: I move to amend the motion that we hold a bake sale on May 1st by adding at 1:00 p.m.

Chair: It is moved and seconded to amend the motion that we hold a bake sale on May 1st by adding at 1:00 p.m. Are you ready for the question?

Adjourn

Chair: Is there any objection to adjourning this meeting? If there is no objection, this meeting is adjourned.

REMEMBER

All motions require somebody to second them and a second is called out while the member is sitting.