



North Dakota

FUTURE BUSINESS LEADERS
OF AMERICA



Office Resource Guide

PRESIDENT

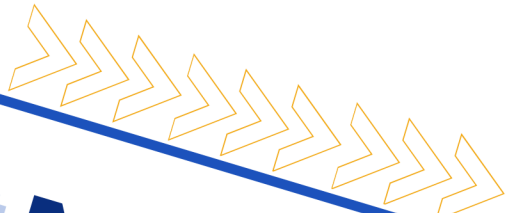


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Congratulations!

Your FBLA chapter has bestowed a great honor upon you in electing you chapter president. During the coming year, it will be your responsibility to serve your chapter to the best of your ability.

This resource guide is designed to aid you in the implementation of activities, which will strengthen your chapter. Public relations, parliamentary procedure, and correspondence are other important points that will be reviewed.

The members of your chapter will be looking toward you for guidance this year. You shall be a leader and an inspiration to them. What you do makes a great difference to the success of the chapter.

Good Luck!

The President's Role

As president, there are responsibilities and expectations placed upon you. Leader, teacher, friend, adviser, and mentor are a few of the roles you will play throughout the year. Your officer team and chapter will look toward you for guidance and inspiration.

Your main responsibility is being the leader of your chapter. One of your main priorities should be placed in leading your officer team. Together, using teamwork, flexibility, and dedication, your chapter will be successful. Remember to be honest, fair, and just, and always be open to new ideas and suggestions.

You will also be involved in public relations activities. How your community and school perceive your chapter will greatly depend on you. Maintain a professional image and never lower yourself to the standards of others. Never belittle your officers or members; they are the ones who supported you, and now it's time for you to support them.

One of your major duties is to bring your chapter together to plan activities. Receiving input from others may seem to slow down decision-making, but in the end, the members of your group will be more enthusiastic and work harder.

Goal setting will be important throughout the year. Every person must understand what they are to do, how it will be done, and when it will be done. There is a sample page on how a Program of Work form can be developed for your chapter. (Appendix D)

Responsibilities

I. Chapter Management

A. Meetings

1. Determine the need for and call all chapter meetings. With the assistance of the Secretary, develop an agenda for each executive and general meeting.
2. Preside over and conduct meetings in accordance with Parliamentary Authority.
3. Keep discussions on the subject and within set time limits.

B. Committees

1. Select and appoint members to all committees.
2. Serve as an ex-officio member of all committees.

C. Paperwork

1. See that the Monthly Chapter Check-In form and news releases are prepared and submitted.
2. Maintain chapter correspondence by writing appropriate letters.

II. Public Relations

A. Personal

1. Coordinate chapter efforts by keeping in touch with officers, members, and advisers.
2. Conduct yourself at all times in a manner that reflects credit upon the chapter.
3. Show interest in activities of other officers and inspire them as well as the membership to better serve the chapter.

B. Community

1. Encourage public relations in your community by contacting speakers or guests for chapter meetings. Be sure to have the secretary follow up with thank-you letters.
2. Represent the chapter at special school events, civic clubs, and other out of school organizations.
3. Convey the thoughts and positions of your membership when appearing before other groups.
4. Submit news releases when your chapter shows success at a conference or other events.

C. School

1. Keep the school administration informed of chapter activities through letters, emails, and personal visits.
2. Maintain a good working relationship with your chapter adviser.

D. Other

1. Check with your chapter's organization manual and with your adviser for additional duties.

Sample Meeting

I. CALL TO ORDER

"The (Type of Meeting-Executive, General, etc.) meeting of the _____ chapter of Future Business Leaders of America will now come to order. Will the Parliamentarian please lead us in the opening ceremonies?"

II. OPENING CEREMONIES

"Please rise for the flag salute and FBLA Pledge. (Salute and Pledge). Thank you. Please be seated."

III. ROLL CALL

"Will the Secretary please take roll?" The Secretary should then call the names of the officers (or members) and report all members are present or the names of members absent.

IV. APPROVAL OF MINUTES

"Will the Secretary please read the minutes of the previous meeting?" The Secretary will then read the minutes. "Are there any corrections or additions to the minutes?" If there are then – "The corrections will be noted, and the minutes stand approved as corrected." If there are no corrections – "The minutes stand approved as read."

V. OFFICER REPORTS

"Will the _____ (officer) please report?" The officers report. "We will now proceed to general orders and unfinished business."

VI. GENERAL ORDERS AND UNFINISHED BUSINESS

President proceeds with items under heading. When finished: "Is there any further unfinished business or general orders? If not, we will proceed with new business."

VII. NEW BUSINESS

President proceeds with items under heading. When finished: "Is there any further new business? Hearing none, we shall proceed to the announcements."

VIII. ANNOUNCEMENTS AND ADJOURNMENT

Anyone may make announcements. At the end: "If there are no further announcements, this meeting is now adjourned."

Parliamentary Procedure

Parliamentary Procedure is a formal system of rules and practices that balances the rights of individuals and subgroups within an assembly's membership. Application of Parliamentary Procedure enables assemblies to accomplish the following:

- Maintain orderly meetings.
- Protect the rights of the absentee, individual, minority, and majority.
- Allow every opinion to be heard and considered.
- Determine the general will on a maximum of questions in the minimum time.

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

Adjourn – Act of ending the meeting.

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

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

Chair – 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 committee.

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 a vote to be taken again by rising.

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

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

Limit or Extend Debate – To provide more or less time for discussion.

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

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

Question – Matter at hand or topic discussed.

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.

Recess – An intermission in the proceedings.

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

Ratify – Approves action previously taken.

Take from the Table – To bring a motion back which was laid on the table.

Correspondence

Communication is one of the most important aspects of FBLA. Through letters, emails, and phone calls, people can detect your professionalism and attitude. Remember to always be polite, concise, and straight forward. Listed below are some guidelines to help with letter and email writing.

1. Messages should be short and to the point. (Short sentences; three or four paragraphs.)
2. Messages should use correct FBLA terminology:
 "Chapter" or "Organization" instead of "Club"
 "Conferences" instead of "Convention"
 "Adviser" instead of "Advisor"
3. Write out Future Business Leaders of America followed by (FBLA) in your correspondence. After that, you can use FBLA throughout the message.
4. Messages must be free of typographical errors and spelling errors.
5. An easy format to use is the Full Block format. See the Appendix A and B for examples.
6. Thank-you letter should be sent within one week of the event.
7. When corresponding by email, it is important to maintain professionalism. Make sure you use a greeting and closing. In addition, make sure rules of grammar, capitalization, and punctuation are followed.

Messages can be used to communicate with various groups. Some groups to target are listed below.

1. Professional Members: Messages can be used to recruit and thank Professional Members. Messages can also inform your Professional Membership of the chapter's activities and how they can help.
2. National, State, and Municipal Governments: Messages can be written in support or non-support of legislation, request of recognition, and request for information.

Planning for the Year

September	Membership recruitment activity Publicize FBLA through business letters, posters, and flyers to incoming students Use the morning announcement to increase FBLA visibility Plan projects for the semester
October	Attend the Fall Leadership Conference Participate in Stock Market Game (SMG) Worldwide & Virtual Business Challenge Hold a Community Service Project
November	Attend the National Fall Leadership Conference Celebrate American Enterprise Day (November 15) Participate in a March of Dimes activity
December & January	Work on Chapter Event Projects Hold a midyear planning session (Recap 1 st semester, plan 2 nd semester) Enact a fundraising activity
February	Celebrate FBLA Week Plan a job shadowing activity or a field trip to a business Invite a guest speaker to a general meeting Hold a social with other chapters Submit all state projects
March	Prepare for the State Leadership Conference Hold a school service activity Invite school faculty to a chapter activity
April	Attend the State Leadership Conference Submit news releases
May	Elect new officers Hold an awards banquet
June, July, & August	Attend the National Leadership Conference Hold Chapter Officer Training

Appendix A

Hoover High School
345 East Dell Street
Hoover, ND 58222
January 6, 2022

The Honorable John Doe
State Capitol Building
600 East Boulevard Avenue
Bismarck, ND 58505

Dear Governor Doe:

The Hoover High School Chapter of the Future Business Leaders of America (FBLA) recently attended the FBLA National Leadership Conference in Anaheim, California. Several members competed against the best students from all over the nation and placed. Enclosed is a list of winners, their standing, and their event.

FBLA members work toward developing business skills in such areas as public speaking, word processing, and interviewing. These students have shown much dedication and perseverance to succeed at the national level. Please take the time to recognize them for their tremendous effort.

If you have any questions, please feel free to contact me at (701) 555-9043.

Sincerely,

A handwritten signature in cursive script that reads "John Brown".

John Brown, President
Hoover High School FBLA Chapter

Enclosure

Appendix B

Program of Work

Objective	Actions	Person	Date
1. Contact the local supermarkets to obtain donations of 25 turkeys.	1. Write a letter to the managers.	Rose	10/25
	2. Make follow-up call.	Rose	11/10
	3. Pick up turkeys.	Brad	11/20
2. Collect canned goods in all classrooms.	1. Find 50 boxes for rooms.	Steve	10/25
	2. Place boxes in rooms.	Sarah	10/27
	3. Create posters to advertise food drive.	Adam	10/25
	4. Make presentations in classrooms.	Everyone	11/5
	5. Write announcements for student bulletin.	Sarah	10/25
3. Package Food	1. Call members to help.	All Officers	11/15
	2. Find 25 boxes to package food.	Rose	11/5
	3. Publicize date of packaging.	Adam	11/15

Appendix C

Program of Work

Objective	Actions	Person	Date



North Dakota

FUTURE BUSINESS LEADERS
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Office Resource Guide

VICE PRESIDENT

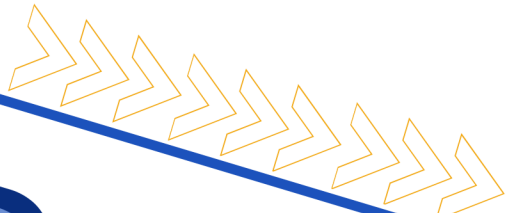


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Congratulations!

Your FBLA chapter has bestowed a great honor upon you in electing you chapter vice president. During the coming year, it will be your responsibility to serve your chapter to the best of your ability.

This resource guide is designed to aid you in the implementation of activities, which will strengthen your chapter. Team building, state projects, and membership recruitment are other important points that will be reviewed.

The members of your chapter will be looking toward you for guidance this year. You shall be a leader and an inspiration to them. What you do makes a great difference to the success of the chapter.

Good Luck!

THE VICE PRESIDENT'S ROLE

As vice president, they are responsibilities and expectations placed upon you. Your role ranges from supporter of the president and officer team to informer of FBLA projects and goals. You are a motivation builder for the officer team and the chapter.

Your main responsibility is to assist the president and to be prepared to fulfill the role of president as the need arises. You are a vital part of the officer team in building teamwork, knowledge, and enthusiasm within the chapter.

In building a team, maintain a professional image and never lower yourself to the standards of others. Never belittle your officers or members and always remember to give support.

Develop knowledge of the organization and the programs FBLA supports. You will play an essential part in developing projects that support the goals of FBLA. Through completing State and National projects, your chapter will be successful in providing opportunities for the members of your chapter.

Enthusiasm is the key to maintaining motivation within an officer team and a chapter. Remember to keep up morale by including everyone in activities and developing new projects and activities throughout the year.

Refer to all guidelines in the chapter management handbooks from the National and State chapters. You will find the guidance your chapter needs to complete the projects for the year.

Team Building

Team Building is an important aspect of FBLA. As an officer, you will be working closely with your officer team all year. To build communication, understanding, and ability, you will play a role. In supporting the president, you must remember to also support the team as a whole. Below are some reasons why teams are important.

- The team planning process reduces complexity.
- More ideas. If someone is relating his/her experience with a certain topic, maybe someone else might be able to think of a new view or idea on the topic.
- FAMILY! Support for everyone by everyone.
- Better decisions will be made and with more people making the decision, the decision is more credible.
- For individuals, it will foster more involvement and empowerment and a chance to play a real part in decision making and implementation. It will give them enhanced motivation, greater job satisfaction, and social and emotional benefits.

There are many ways to build a team atmosphere. Remember that activities are the responsibility of everyone. A team is only as strong as its weakest link. During meetings, make sure everyone is involved in the decision-making process. Development of a chapter Program of Work may assist in making everyone feel part of the team by seeing how teamwork can lead to success.

Below are some Team Building activities that are fun but also build cooperation, communication, and trust within a team.

Trust Walk: Have everyone form a single file line and place their hands on the shoulders of the person in front of them. Then everyone but the person in front must close their eyes. The front person must then lead everyone around the room. The only person who can see is the person in front. Encourage everyone to use communication to reassure their team members and develop instructional skills.

First Impressions: Everyone tapes a piece of paper to their back with their name on it. Then everyone spends time writing their first impression of the person on the person's back. After everyone is done, read the remarks out loud.

Trust Circle: Form a tight circle with everyone shoulder to shoulder, and one person in the middle. The person in the middle must close his/her eyes and fold his/her arms across his/her chest in an "X" fashion. The middle person leans over and everyone in the circle must catch and push him or her.

Straw Tower: The group is divided into teams. Each team is given straws and tape and the challenge to build the tallest tower against each group. After so many minutes, see which group has the tallest tower.

Jingle Challenge: One person is a mediator and divides the group into teams. When the mediator points at a team they have five minutes to come up with a commercial jingle and together everyone must sing the jingle to stay in the game. The team who does not think of a jingle is out and sits down. The last team standing wins.

State and National Projects

Every year the National and State chapters develop projects which promote the objectives and goals of FBLA. They usually fall in the general areas of membership, community service, chapter recruitment, business activities, and chapter activities. Please consult the Chapter Management Handbook for details on how to complete the projects. In North Dakota, we call this the "Go For North Dakota Gold" project.

Community Service: The National chapter promotes service organizations such as the March of Dimes through partnerships. Chapters can contact these organizations to assist in educating others of their causes and raising funds for the organizations. There is also the Community Service Project competition on the state and national levels which consists of a 15 – page report and a 7 – minute presentation for the reports qualifying for the final round. The State chapter promotes projects that recognize chapter for service they do for their local communities and school.

Chapter Recruitment: The National chapter recognizes chapters that recruit the most members with awards at the National Leadership Conference.

Business Activity: Business activity projects promote the relationship FBLA fosters with the business community. The State and National competitions, "Partnership with Business" and the "Business Plan" consist of a written report and a 7 – minute oral presentation for the reports qualifying for the final round. There are also projects on all levels encouraging chapters to become involved with their local business community.

Chapter Activity: Chapter activity projects promote the development of a well-rounded chapter. It usually consists of a chapter needing to accomplish multiple tasks for completion. Activities range from community service projects and business field trips to securing corporate sponsors and inviting business professionals to FBLA events. This type of project can be found on the National and State levels.

Membership

Members are what make a chapter, so recruitment of new members is one of the most important tasks for any chapter. As vice president, one of your duties is to help your chapter increase membership.

Membership Recruitment Ideas:

- | | |
|-----------|--|
| Socials | Hold an ice cream, pizza, or any other type of food social that will attract students looking for a good time. At the social, perform an entertaining and informative skit about FBLA. Be sure to include aspects such as conferences, community service, business activities, and leadership. |
| Workshops | Present a variety of workshops throughout the year to attract many different types of students. Some possible workshop topics are college life, public speaking, leadership, financial management, budgeting, and community service. Invite professional businesspersons from your community to present workshops. |
| Projects | Encourage participation in recruitment programs sponsored by the state and national chapters. Give chapter recognition to members who recruit members, having a new member social, holding a new members installation ceremony, and other activities. |

Parliamentary Procedure

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FUTURE BUSINESS LEADERS
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Office Resource Guide

SECRETARY



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Congratulations!

Your FBLA chapter has bestowed a great honor upon you in electing you chapter secretary. During the coming year, it will be your responsibility to serve your chapter to the best of your ability.

This resource guide is designed to aid you in the implementation of your responsibilities – being present at all meetings and keeping an accurate record of what takes place.

The members of your chapter will be looking toward you for guidance in the coming year. You shall be a leader and an inspiration to them. What you do makes a great difference to the success of the chapter.

Good Luck!

The Secretary's Role

As secretary, they are responsibilities and expectations placed upon you. You must be a leader and a friend to the members of your chapter. As well as this, you must take an active role in participating in chapter activities.

Always keep up the image that FBLA has in your community and your school. You represent your chapter, so it is important that people perceive you in a positive light.

Your major duties are to keep accurate minutes during both general and officer meetings and to read the minutes at the beginning of all meetings. You must also keep a membership list and take attendance at meetings.

In addition to the basic duties of your office, you are the liaison using correspondence among the members, the Executive Board, and the community. You are the key to the communication of all chapter activities and projects to your membership.

Guidelines for Making an Agenda

Call to order	Signal by the presiding officer the meeting will begin. It is followed by one rap of the gavel.
Opening Ceremonies	This is the flag salute and FBLA pledge normally led by the Parliamentarian.
Roll Call	The Secretary calls the names of members or officers to determine their attendance.
Reading and Approval of the Minutes	Minutes are read by the Secretary at the beginning of the meetings. Then, the President will ask for corrections or additions and the Secretary will note the necessary changes.
Reports of Officers, Boards, and Standing Committees	Officer reports are given in order by the officers in the order listed in the bylaws; then by the Executive Board (officer team); and finally, standing committees listed in the bylaws.
Reports of Special Committees	This report is by the committees that were given one specific topic to investigate.
Unfinished Business	Matters not finished in the last meeting.
New Business	New topics brought up for the first time.
Announcements	Anyone with announcements may make them.
Adjournment	Signal by the presiding officer that the meeting is over, followed by a final rap of the gavel.

A sample agenda is in Appendix A.

Guidelines for Taking Minutes

Minutes are the official record of what went on during a chapter's meeting. Without them, your chapter would have no way of determining exactly what its members agreed to do. Minutes of a meeting follow the same guidelines as the agenda but appear as an expanded version of it.

Each paragraph of the minutes should contain a separate subject. Keep them concise and easy to understand. Here are some do's and don'ts to follow when taking minutes:

- DO:
- 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 points of order or appeals and whether they were sustained or lost.
 - Include the exact results of a counted or ballot vote.
- DON'T:
- Include the name of the person who seconded the motion.
 - Include the wording of the amendments.
 - Include motions that failed.
 - Write down who debated or what they said.
 - Include your personal opinions.
 - Summarize a guest speaker's topic (just list name and subject).

The first paragraph of your minutes should be one sentence and include the following in this order.

1. The type of meeting – whether regular, special, adjourned regular, or adjourned special. (Most chapter meetings are regular meetings.)
2. Name of organization.
3. Time, date, and place of meeting.
4. Whether the President and Secretary were present; if not, name(s) of person(s) substituted for them.
5. Whether the minutes were approved as read or as corrected.

The last paragraph of the minutes contains only the time of adjournment.

NOTE: With a motion, minutes can be changed at any time after they have been approved. There is no time limit on changing the minutes.

Sample minutes are in Appendix B.

Correspondence Do's and Don'ts

LETTERS

- 1) Make sure it is easy to read – short sentences, three paragraphs, logical sequence of ideas.
- 2) Make sure your letter sounds sincere, friendly, and positive – one that will likely build good will.

A sample letter is in Appendix C.

MEMOS

- 1) Sign your initials next to your name in ink.
- 2) The body of the memo should be single spaced with double spacing between paragraphs.

A sample memo is in Appendix D.

EMAIL

- 1) Make sure you use a greeting and closing.
- 2) Make sure rules of grammar, capitalization, and punctuation are followed.

OVERALL

- | | |
|--------|--|
| Do's | Spell out Future Business Leaders of America followed by (FBLA) the first time; all other times, FBLA can be used.
Type and use official stationery.
PROOFREAD!
Be neat.
Use proper style.
Make copies of your correspondence for later records and your adviser. |
| Don'ts | When referring to FBLA, don't use club; use organization, chapter or association.
Don't use convention, use conference.
Don't use problems or obstacles; use challenges.
Don't sign letters in pencil; use pen. |

Appendix A

ANYTOWN HIGH SCHOOL CHAPTER Future Business Leaders of America Executive Board Meeting Agenda

Saturday, October 6, 2022

- I. Call to Order
- II. Opening Ceremonies
- III. Roll Call
- IV. Reading and Approval of Minutes
- V. Reports of Officers, Boards, and Standing Committees
 - A. Treasurer's Report
 - B. Community Service Committee Report
 - C. Fundraising Committee Report
- VI. Reports of Special Committees
 - A. Name Tag Committee
 - B. Ice Cream Social Committee
- VII. Unfinished Business
 - A. Chapter Newsletter Articles
 - B. Canned Food Drive
- VIII. New Business
 - A. Membership Installation
 - B. Adviser's Gift
 - C. International Food Day
- IX. Announcements
 - A. Fall Leadership Conference
 - B. Next Executive Board Meeting
- X. Adjournment

Appendix B

NORTH DAKOTA STATE CHAPTER Future Business Leaders of America 2022-2023 Executive Board Meeting Minutes

Friday, June 8, 2022

Bismarck
Heritage Center

The first regular meeting of the 2022-2023 State Executive Board was held on Friday, June 10, 2022, at 9:10 a.m., at the Heritage Center, Bismarck. The President was in the chair and the Secretary was present.

State Parliamentarian, Sam Jones, led the Board in the FBLA pledge.

State Secretary, Beth Bransford, called the roll. All officers were present. All advisers were present except Mr. Underwood and Mrs. Talley.

Region I Vice President, Haley Barnes, moved that the State Executive Board approve the 2022-2023 State theme of "One Association for Service, Education & Progress." The motion was adopted.

Region IV Vice President, Caroline Lund, moved that the State Executive Board approve the Mission for the 2022-2023 year.

Mission: FBLA inspires and prepares students to become community-minded business leaders in a global society through relevant career preparation and leadership experiences.

The motion was adopted unanimously.

State Webmaster, John Sorenson, moved that the State Executive Board approve the following State Goals:

1. Communication: To increase communication to achieve well-informed active members at all levels while working within the community to showcase FBLA as a professional organization.

2. Chapter Development: To present opportunities that will create active chapters that will serve their communities with accomplished business leaders.
3. Conferences: To produce meaningful and accessible events that provide opportunities for members to have fun-building business, leadership, and career skills.
4. Membership: To have the largest state chapter membership in the Mountain Plains Region in FBLA, High School and Middle School divisions.
5. Community Service: To make a difference in the community by initiating new ideas that increase member awareness and involvement in service activities.
6. Resource Development: To create opportunities to grow association resources which enhance the mission of FBLA.

The motion was adopted unanimously.

State Treasurer, Erica Smith, moved that the 2022-2023 State Executive Board approve the 2022-2023 State Budget as presented. A copy will be sent to all officers by the Treasurer. The motion was adopted by a majority vote after debate.

Region II Vice President, Emily Leighty, moved that the State Executive board approve the state officer consequences as follows: Breaking curfew at FLC, NLC, NFLC, or the first two nights of SLC results in the officer not being allowed to participate in the awards ceremony at SLC; breaking curfew on the last night of SLC results in the officer not being allowed to participate in the farewell breakfast; missing an FLC deadline is a sign of resignation. The motion was adopted.

Region III Vice President, David Bird, moved that the State Executive Board approve the state officer consequence that if an officer is ten or more minutes late to rehearsal, that will result in non-participation at that session. The motion was unanimously adopted.

State Historian, Abby Cartwright, moved that the State Executive Board approve the state officer consequences for missed monthly officer reports as follows: One missed report resulted in a phone call from the president, two missed reports results in the loss of complimentary registration to SLC, three missed reports is a sign of resignation. The motion was adopted.

State President, Mark Wellman, announced that the North Dakota Voting Delegates would be the State President, Mark Wellman, and Vice President representing

Region I, Haley Barnes. First, second, and third choices for National President, Secretary, and Treasurer will be decided at the state caucus.

State President, Mark Wellman, announced the following deadlines for the Fall Leadership Conference: August 10 is the postmark deadline for the workshop planning sheet; August 28 is the postmark deadline for the workshop script.

State President, Mark Wellman, announced the upcoming deadline for the ND Website. The first article must be received by John Sorenson by August 12.

The meeting was adjourned at 9:25 a.m.

Beth Bransford
North Dakota FBLA State Secretary

John Vafis
Adviser

Appendix C

1505 East Main Avenue
Morgan Hill, ND 58777
October 12, 2022

Mr. Jim Floyd, FBLA Adviser
Notre Dame High School
596 South Second Street
San Jose, CA 95112

Dear Mr. Floyd:

On behalf of the North Dakota Future Business Leaders of America (FBLA), welcome to the largest student career education organization in the world. Being a part of FBLA allows you to learn and explore the business community.

The interpersonal, communication, and leadership skills that students can acquire from the organization allow members to not only succeed in high school but also acquire the transition from school to career.

Live Oak High School is a very active chapter and is willing to assist you to get off the ground. Please contact Mrs. Kiki Norman at 555-5210 ext. 435 if you have questions and concerns regarding your chapter. Enclosed you will find the names and addresses of the State Officers. Please feel free to contact them at any time.

Best wishes to you and your chapter in your future endeavors!

Sincerely,



Caroline Lund
Region IV Vice President




Kiki Norman
Chapter Adviser

Enclosures (2)

Appendix D

MEMO

TO: North Dakota State FBLA Leadership Team and Advisers

FROM: Ms. Jessica DeVaal, State Director 

DATE: May 13, 2022

SUBJECT: State Officer Training June 13-16, 2022

State Officer Training is just around the corner, and I'm really excited about this opportunity to get to know all of you. I can already tell you will be an enthusiastic group of leaders and you will make the coming FBLA year a memorable one. Our training schedule will be jam packed, and it will be a time for you to learn about yourself and our organization. Most importantly, it will be a time for you to grow into a cohesive officer team.

As you can see on the attached tentative training schedule, it will probably be some of the busiest four days you will ever spend on FBLA. You will perfect your leadership skills by learning more about the FBLA organization, written and oral communications, parliamentary procedure, and etiquette. You will be able to brainstorm on various activities and will do some detail planning on your program of work, projects, and the Fall and State Leadership Conferences. Of course, there will also be some time to just have fun.

The training will take place at the Ramada Inn in Bismarck. Plan to arrive at the hotel by 2 p.m. on June 13 so we can get checked in and be ready to start by 3 p.m. We will finish by noon on Thursday, June 16.

Here is a list of what you need to bring to officer training:

- Code of Conduct Form
- Brainstorm sheet for program of work ideas
- Workshop Planning Sheet
- Three-four minute prepared speech and outline

Great things can happen next year, but great things can only happen when efforts of each and every officer and adviser are combined in reaching goals. Teamwork, accountability, and enthusiasm can go a long way, so let's get the most out of the coming year.

Attachment



North Dakota

FUTURE BUSINESS LEADERS
OF AMERICA



Office Resource Guide

TREASURER



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Congratulations!

Your FBLA chapter has bestowed a great honor on you in electing you chapter treasurer. During the coming year, it will be your responsibility to serve your chapter to the best of your ability.

This resource guide is designed to aid you in the implementation of your responsibilities – managing your chapter's funds and keeping an accurate record of all money.

The members of your chapter will be looking toward you for guidance this year. You will be a leader and an inspiration to them. What you do makes a great difference to the success of the chapter.

Good Luck!

The Treasurer's Role

As treasurer, they are responsibilities and expectations placed upon you. You must be a leader and a friend to the members of your chapter. You must also take an active role in participating in chapter activities.

Always keep up the image the FBLA has in your community and in your school. You represent your chapter, so it is important that people perceive you in a positive light.

Your major duty is to keep an accurate record of all money received and spent. You must keep an up-to-date membership count and make sure you send both the names of the members and their national and state dues to the national FBLA office.

You play an important role in the operation of your chapter. Meet all budget deadlines and make sure you always have an up-to-date treasury balance on hand.

Keeping a Membership Count

A treasurer's job is not only to keep track of the money, but to keep track of the number of members as well. Membership is very important to every chapter, so it is of the utmost importance your count is accurate. The number of members must equal the amount of dues collected.

The first step to making sure your membership count is accurate is to keep detailed records of the dues received. To make sure the records and list of members is accurate, make sure your chapter has a receipt book. In the book, you will write receipts for ALL members when they pay their dues. In this way, both the chapter and the member will have a copy of the proof of payment.

After national and state dues are collected, they MUST be sent to the national FBLA office before the membership deadline.

FBLA state dues of \$4 and national dues of \$6 (total of \$10 per member) should be sent directly to the national office using the online reporting process. Go to www.fbla.org and click on the "LOGIN" link. After reporting the membership online, print a copy of the membership form and send it to the national office along with a check made payable to FBLA-PBL, Inc.

As treasurer, you will work with your chapter adviser to determine who will go online to do the reporting.

Creating a Budget

A budget is necessary in the operation of an FBLA chapter. It is prepared by the Treasurer at the beginning of the year and adopted by the officer team (who should assist in the preparation process). A budget is a plan by which the chapter will earn and spend its money throughout the year. This is necessary to avoid impulse spending. With a budget, everything is planned in advance. Also, when you present an up-to-date budget showing the amount spent or received to date, the team can decide in which areas they should cut spending, increase spending, increase revenue, etc. All in all, a chapter NEEDS a budget.

There are two different areas on a budget, the income and the expenses. In the income area, there are three columns: the "Budgeted" column, the "Received to Date" column, and the "Account Balance" column. Then, in the expense area, there are three columns as well. There's the "Budgeted" column, the "Spent to Date" column, and the "Account Balance" column.

The budgeted column of income addresses the amount of money that your chapter expects to take in during the year. As an example, let's take dues. You might expect to take in \$400.00 for 40 members at \$10.00 each. If you're considering the budgeted column of the expenses for the dues for the example just given, you will put in \$400.00 (40 members @ \$6.00 each for national dues and \$4.00 each for state dues.)

"Received to Date" is the amount of money you have taken in up to the point you created the report. For example, if you expect to receive \$400.00 for dues during the year and on January 24 you have taken in \$250.00 of that money, then that would be the amount you have "Received to Date". In the "Spent to Date" column for the dues example, you will have \$250.00 that was sent in (\$6.00 each for national dues and \$4.00 each for state dues).

The final column is the account balance column. For this, the amount in the "Received to Date" or "Spent to Date" column is subtracted from the "Budgeted" column to tell you how much more you need to receive or have available to spent. For example, on January 24, you have received \$250.00 of the \$400.00 you expected to take in for dues. This means the account balance will be \$150.00. (\$400.00 - \$250.00 = \$150.00)

A sample budget can be found in Appendix B.

The Journal and Treasurer's Report

The journal is the best way for you to keep an accurate record of the money your chapter spends and takes in. It's easy to record transactions in your journal, and it's a quick reference for your chapter's cash on hand.

There is a sample journal in Appendix C.

At each executive board meeting, it is your job to report the chapter's financial standing. The types of budgets vary from chapter to chapter, so speak to your adviser to find out if he/she wants you to use a different format.

A Treasurer's report consists of the same numbers that you placed in the "Received to Date" column and the "Spent to Date" column on the chapter budget. It, like the budget, is divided into two areas, income and expenses. If the income is larger than the expenses, your chapter has a net gain. If the income is smaller than the expenses, then your chapter has a net loss.

There is a sample Treasurer's report in Appendix D.

Appendix A

ANY SCHOOL FBLA CHAPTER 20-- - 20-- BUDGET October 5, 20--

INCOME:	Budgeted 20-- - 20--	Received to Date	Account Balance
Membership Dues	\$ 320.00	\$ 170.00	\$ 150.00
Professional Membership Dues	\$ 460.00	\$ 115.00	\$ 345.00
Candy Sales	\$ 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	<u>\$ 100.00</u>	<u>\$ 50.00</u>	<u>\$ 50.00</u>
TOTAL INCOME	<u>\$2,830.00</u>	<u>\$ 606.00</u>	<u>\$2,224.00</u>

EXPENSES:	Budgeted 20-- - 20--	Spent to Date	Account Balance
State/National Membership Dues	\$ 320.00	\$ 170.00	\$ 150.00
Professional Membership Dues	\$ 460.00	\$ 115.00	\$ 345.00
Candy 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	<u>\$ 400.00</u>	<u>\$ 200.00</u>	<u>\$ 200.00</u>
TOTAL EXPENSES	<u>\$2,830.00</u>	<u>\$ 920.00</u>	<u>\$1,910.00</u>

<u>Summary</u>	
Total Income	\$2,224.00
Total Expense	<u>\$1,910.00</u>
Net Income	<u>\$ 314.00</u>

Appendix B

ANY SCHOOL FBLA
20-- - 20-- School Year
Journal

Date		Description	CH# RC#	Received		Paid		Balance	
Sept. 20--	1	Beginning Balance	R101					1,340	38
	7	Candy Purchase	C123			600	00	740	38
	10	Dues (1 @ \$10)	R102	10	00			750	38
	11	Dues (1 @ \$10)	R103	10	00			760	38
	17	Candy Sales	R104	400	00			1,160	38
	23	Dues (1 @ \$10)	R105	10	00			1,170	38
Oct. 20--	3	Dues (1 @ \$10)	R106	10	00			1,180	38
	5	Dues to National FBLA (4 @ \$10)	C124			40	00	1,140	38

Appendix C

ANY SCHOOL FBLA REPORT OF THE TREASURER FOR THE MONTH ENDING APRIL 30, 20--

Balance on hand, April 1, 20--	\$ 1,549.63
--------------------------------	-------------

Income (Receipts)

Dues	\$ 80.00
Candy Sales	\$ 250.00
Easter Basket Sales	\$ 135.00
Car Wash	\$ 100.00
Donations	\$ 200.00

Total Income	<u>\$ 765.00</u>
--------------	------------------

Total Funds Available	<u>\$ 2,314.63</u>
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Expenses (Disbursements)

Dues to National FBLA	\$ 80.00
Kathryn Beich Candy Company	\$ 125.00
Postage	\$ 15.00
Miscellaneous	\$ 30.00

Total Expenses	<u>\$ 250.00</u>
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Balance on hand, April 30, 20--	<u>\$ 2,064.63</u>
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North Dakota

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Office Resource Guide

**REPORTER/
WEBMASTER**



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Congratulations!

Your FBLA chapter has bestowed a great honor upon you in electing you as either your chapter reporter or webmaster. During the coming year, it will be your responsibility to serve your chapter to the best of your ability.

This resource guide is designed to aid you in the implementation of activities, which will strengthen your chapter. Chapter Check-Ins and publicity are other important points that will be reviewed.

The members of your chapter will be looking toward you for guidance this year. You shall be a leader and an inspiration to them. What you do makes a great difference to the success of the chapter.

Good luck!

The Reporter's Role

As reporter or webmaster, you have the responsibility of publicizing the events and accomplishments of your chapter. As a leader in communication, you will be interacting with many people within your chapter and community.

Your main responsibility is to compose articles and newsletters about chapter events. If your chapter has a website, you will also be responsible for maintaining and updating this site. In addition, you may also be required to design or update the look of the website. Communication to chapter members, community members, and business professionals will begin with you. You play an important role on the officer team as the chapter plans events and needs publicity.

You will also be involved in public relations activities. How your community and school perceive your chapter will greatly depend on you. Maintain a professional image and never lower yourself to the standards of others. Never belittle your officers or members; they are the ones who supported you, and now it's time for you to support them.

Throughout this resource guide, you will be introduced to forms and manners in which you can best publicize your chapter and its accomplishments.

Duties and Responsibilities

It is the responsibility of the reporter/webmaster to bring recognition of the chapter and its members to the public—the national and state chapters and your own community. This is done by reporting the activity of your chapter through the national and state FBLA publications/websites as well as your local public media.

When you provide information to the people outside your chapter, you bring awareness of your chapter to the public and perhaps stimulate and sustain public support for your chapter activities. The benefits of a job well done include increased interest from the local business community in your chapter's activities, attraction of new members, and good will toward your FBLA chapter in your community and school.

Your main duty is to gather, classify, and write the news to submit to the various media, including the local community newspaper, the school newspaper, and when appropriate, your local radio and TV. When you provided information to people outside the chapter, you bring your chapter to the public.

In addition to submitting news to the various media, your duties as chapter reporter/webmaster may include the following:

- Prepare your chapter's monthly Chapter Check-In. You should keep a copy for your files. You should also include a photograph of your chapter members in action. Make sure that website release forms are on file in the state office so photos can be published on the state website.
- Send newsworthy items to the national FBLA publication, *Tomorrow's Business Leader*.
- Publicize your chapter's community or school service project in your local paper.
- Keep complete files of all your monthly Chapter Check-Ins in order to assist in the preparation for the Local Chapter Annual Business Report, and/or the "Go for ND Gold" application.
- Create or update the design of your chapter's website.
- Maintain and update your chapter's website on a regular basis.
- Make sure your chapter's website is linked to the state website.
- Work with each chapter officers and advisers for ideas and suggestions.

News Releases

What should be included in a news release? Remember to include the facts of your story:

- What: Business meeting, social, speaker, or other activity
- Who: Names of the organizations and people involved, such as committee chairpersons, elected officers, and speakers
- When: Date and time of meeting or activity
- Where: Location of the event
- Why: Purpose of the activity or meeting
- How: Details of how the activity was carried out

The lead (the first couple sentences) should answer these questions. The lead is designed to give the reader information quickly and in such a manner that he or she will want to read the rest of the story.

After the lead, the details should be written in declining order of importance. This permits the editor to cut from the bottom, if necessary, without having to rewrite the story.

Never editorialize. Stick to the facts. If opinions are stated, be sure to give the name of the person who is being quoted.

News release must be typed when submitted. Double space the article on one-sided, white, letter sized paper.

Put your name, title, address, phone number, other identifying information, and date at the beginning. Leave about one-third of the first page blank at the top for the editor's use. If more than one page is needed, conclude each page at the end of a paragraph and write "more" at the bottom. At the end of the release type "end" or ###.

Indicate by means of a release date just above the first line of the story when the story can be published. If a specific release date is not necessary, write "for immediate release" and be sure you have typed the date on which it was sent. Keep in mind the release date so that the use of "today" and "yesterday" makes sense in the story. Allow sufficient time for the release to reach the publishing office. Delivery by hand is the best guarantee.

Chapter Check-In

The Chapter Check-In form is a quick and easy way for chapters to report their activities. The purpose of the form is to develop strong communication between the chapter and the FBLA state office, as well as with other chapters in the state via the ND FBLA website.

Several things will happen when you complete the Chapter Check-In:

1. It will be posted on the ND FBLA website.
2. By submitting a Chapter Check-In form, on three separate months, prior to the State Leadership Conference, your chapter will have fulfilled one of the requirements for the "Go for ND Gold" event.
3. The Chapter Check-In is your chapter's way of letting other chapters know what's happening with FBLA at your school.

All you need to do is complete the Chapter Check-In form on the ND FBLA website (www.nd-fbla.org). You will need to select the month and describe the activities completed by your chapter during that month.

You must submit at least one activity, but may submit more if you had a busy month. Forms must be turned in on three separate months, with at least one activity on each form, by the stated deadline, in order to qualify for the "Go for North Dakota Gold". Submit the Chapter Check-In by the 5th of each month.



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Office Resource Guide

HISTORIAN



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Congratulations!

Your FBLA chapter has bestowed a great honor upon you in electing you chapter historian. During the coming year, it will be your responsibility to serve your chapter to the best of your ability.

This resource guide is designed to aid you in the implementation of activities, which will strengthen your chapter. Creating a chapter scrapbook, obtaining community publicity, and marketing FBLA to the members and the community are other important points that will be reviewed.

The members of your chapter will be looking to you for guidance this year. You shall be a leader and an inspiration to them. What you do makes a great difference to the success of the chapter.

Good Luck!

The Historian's Role

As historian, they are responsibilities and expectations placed upon you. Your role ranges from documenting chapter accomplishments to publicizing FBLA to community members. You play a large part in how those around you see FBLA and the hard work of your chapter.

Your main responsibility is to keep a recorded history of the chapter and marketing FBLA to the community. One of your main priorities should be accurately informing members of the chapter's accomplishments, both past and present. The information you document will be useful to all future officer teams.

In the development of a chapter scrapbook, you will have the opportunity to remind others of the many aspects of FBLA, including community and school service, business preparation, socials, and other activities in which your chapter participates.

The community will respond to the publicity you give your chapter. Work to obtain publicity, so that your chapter will be supported by the community and its members. Publicize the events that benefit the community and its students and highlight the accomplishments of the chapter.

Events such as American Enterprise Day and National FBLA Week are the perfect opportunity for you to use your artistic talents to create displays recognizing the hard work of your chapter members.

Work closely with your officer team to successfully promote and document the accomplishments of your chapter and its members.

The Duties of the Historian

Here are some recommended activities for a chapter historian.

- Present your chapter's history upon request.
- Take photographs at all chapter events and activities.
- Label and compile the photographs along with other chapter memorabilia (i.e. nametags, newspaper articles about your chapter, ticket stubs, program of past conferences), in a chapter scrapbook and keep the scrapbook up to date.
- Submit your chapter's scrapbook for competition in the Chapter Activities Scrapbook - Digital event.
- Maintain a chapter bulletin board for purposes of display and membership recruitment.
- Develop and maintain a chapter video or power point presentation and present it at the end of the year.
- Prepare and submit a page for your chapter in your school yearbook.
- Assist with the planning and arranging of chapter exhibits.
- Complete a journal entry for each activity your chapter conducts and compile these to pass on to the incoming officers at the end of year.
- Assist the reporter in the preparation of the Chapter Check-In, articles for the state and national newsletters/websites, and articles for the local media.
- Create poster and other publicity items for chapter events and activities.
- Prepare personal invitations for community members and special guests for formal chapter events.
- Assist in other duties as assigned by the chapter president.

A Chapter Scrapbook

A chapter scrapbook is a fun way to remember the events of the year and to document the accomplishments of the chapter. Working with the officer team and the members of your chapter, select activities that are fun and unique to document in a scrapbook. Here are some tips to help you get started.

- Assign a photographer for each event who will be responsible for taking pictures of your chapter members at work.
- Have someone collect quotes from members and other people you meet.
- Find memorabilia from each event that will document your chapter's participation such as programs, letters, and certificates.

Once the event is completed, spend some time to compile all your work into a common book. You can also use a bulletin board or wall of a classroom to hang up duplicate photos or memorabilia. Use construction paper, drawings, and banners to highlight all of the chapter's accomplishments and draw attention to your event.

Publicity

Publicity is a necessity for an FBLA chapter. It encourages students to participate in activities of the chapter. Below are some ways to publicize events around campus and with your community.

Poster: Posters are a simple and quick item to draw attention to an FBLA event. Using paints, remember to write the title of the event, time, date, and a concise and clear explanation of the event. Hang posters around campus near your event.

Newspaper Articles: Submit articles to your local paper reporting events and accomplishments of your chapter and its members. Not only do you receive community recognition, but it is a nice addition to your chapter scrapbook.

Flyers: When it is appropriate, use flyers to inform the school and community about FBLA. Make sure it is short, clear, and eye catching so people will take the time to read it.

Announcements: Take advantage of your school announcements and write short blurbs about FBLA events and accomplishments to gain recognition on your campus.

Invitation: There will be times where personal invitations to people will be important. At events such as your officer installation or recognition ceremonies, it is a nice gesture to write a formal invitation to community members inviting them to attend.

Planning for the Year

Below are some events and dates to publicize during the upcoming year.

September:	Officer Elections Officer Installation Membership Recruitment
October:	Fall Leadership Conference
November:	American Enterprise Day (Nov. 15)
February:	National FBLA Week
April:	State Leadership Conference
May:	Officer Elections End of the Year Event
Summer:	National Leadership Conference



North Dakota

FUTURE BUSINESS LEADERS
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Office Resource Guide

PARLIAMENTARIAN

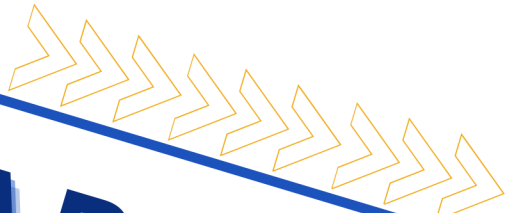


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Congratulations!

Your FBLA chapter has bestowed a great honor upon you in electing or appointing you chapter as parliamentarian. During the coming year, it will be your responsibility to serve your chapter to best of your ability.

This resource guide is designed to aid you in making sure meetings are run in an orderly fashion. Parliamentary procedure guidelines, running a meeting, and using motions are other important points that will be reviewed.

The members of your chapter will be looking toward you for guidance this year. You shall be a leader and an inspiration to them. What you do makes a great difference to the success of the chapter.

Good Luck!

The Parliamentarian's Role

As parliamentarian, they 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 the structure of your chapter agrees with its members

Develop a knowledge of parliamentary procedure. 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.

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

Parliamentary Procedure is a formal system of rules and practices that balances the rights of individuals and subgroups within an assembly's membership. Application of parliamentary law enables assemblies to accomplish the following:

- Maintains orderly meetings of all sizes.
- Protects the rights of the absentee, individual, minority, majority, and all of these groups together.
- Allows every opinion to be heard and considered.
- Enables the mass to rule.

Determine the general will on the maximum number of questions of varying complexity utilizing a minimum time and under a variety of internal climate ranging from total harmony to hardened or impassioned division of opinion.

The Duties of the Parliamentarian

The duties of the parliamentarian include:

Advise the President of the orderly conduct of business in accordance with FBLA Bylaws and Robert's Rules of Order, Newly Revised.

Assist members in understanding the basic purpose of parliamentary procedure.

Be prepared to advise the presiding officer and other members on parliamentary procedure.

Have reference materials pertaining to parliamentary procedure available at each meeting.

Watch for significant irregularities in parliamentary procedure and call them to the attention of the chair.

Explain any irregularity and its effect on the rights of members.

In addition, 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 you enjoy and look forward to the responsibilities of your office.

Parliamentary Terms

Abstention: Act of not voting, is not counted 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 conduction a meeting.

Amend: To change the wording of a motion.

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.

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

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

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

Chair: 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 committee.

Constitution: A document which contains the important rules of the organization.

Convene: To meet together.

Debate: Discussion of the merits of a motion.

Division of the Assembly: Used when a member doubts the results of a vote, thereby requesting that the vote be taken again by rising.

Ex-officio: By virtue of office.

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 consideration of a motion in order to deal with more urgent business.

Limit or Extend Limits of Debate: To require more or less time for debate.

Minutes: Written record of the proceedings of a meeting.

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 which has been stated by the chair and is under consideration by the assembly.

Point of Order: Calls attention to a violation of the rules.

Preamble: Introduction of a resolution including reasons for adoption.

Precedence: Rank or order of priority of motions.

Previous Question: A motion which requires a 2/3 vote to secure immediate vote on one or more pending questions, thereby ending 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.

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

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

Recess: A short intermission in a meeting.

Reconsider: To decide whether to bring the motion again before the assembly.

Rescind: To repeal action previously taken.

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

Ratify: Approve action previously taken.

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 which permits action otherwise prohibited by the rules.

Sustain: Uphold a ruling.

Take from the Table: To make pending a motion or series of motions which have been laid on the table.

Running a Meeting

Meetings are the forum in which ideas are brainstormed, decisions are made, and events are planned. Well planned, regularly scheduled meetings maintain the interest of members, ensure participation, and promote the general welfare of FBLA. They are held to conduct business or to present a specific program; however, they should be organized so that they are not informational only but also are opportunities for members to become involved and share their input. Keep in mind, the better the meetings are, the better the chapter will run.

Aspects of Meetings

- Always have clear objectives.
- Have a prepared agenda structured toward fulfilling the objectives.
- Start and end on time.
- Give each member the opportunity to participate and to give input.
- Maintain balance between business and social activities.
- Prepare in advance of the meeting motions known to be necessary.
- Those officers or members doing any type of presentation before the group are prepared to speak and come with materials if necessary.

Hints for Meetings

- Hold an officer meeting before every general meeting.
- Set regular days and times for meetings.
- Review the objective and the agenda at the start of every meeting.
- Have some system where members can become involved.
- Incorporate an activity not related to business that can be linked to FBLA such as a quote on leadership or a workshop on effective communications.
- Include a review of important aspects of the meeting (dates, decisions, etc.) and a preview of the agenda of the next meeting.

The Agenda

Planning the Agenda

First, determine an overall objective for the meeting; if there is no purpose there should not be a meeting. Then, brainstorm specific items of business that need to be covered. Referring to the previous meeting's agenda, minutes, and the suggested order of business is an organized way of determining those specifics.

Clarify, combine, and prioritize, keeping in mind the element of a time limit. Follow a set order of business in determining the placement of each of the items on the agenda.

For informal meetings (not run in the boundaries of parliamentary procedure), it is helpful to state the objective of the meeting and summarize the order of business. If members know what they are supposed to accomplish and the manner in which it is to be handled, they are more likely to achieve the set goal.

Near the end, review important dates and decisions made. Always remember to thank those present for attending and participating and tell them that you look forward to seeing them at the next meeting.

Refer to the next page for the outline of a formal agenda.

Outline of a Formal Agenda

- I. Call to Order – By the chairman
- II. Opening Ceremonies
 - Flag salute/pledge/extending greeting
- III. Roll Call of Members – By Secretary
- IV. Reading and Approval of Previous Meeting's Minutes – By Secretary
 - Distribute minutes before meeting for members to read
- V. Reports of Officers, Boards, and Standing Committees
 - Treasurer's report, fundraising committee, etc.
- VI. Report of Special (Select or Ad Hoc) Committees
 - Dance Committee, etc.
- VII. Special Orders
 - Matters which have been previously assigned a type of special priority
- VIII. Unfinished Business and General Orders
 - A. Any questions that were pending when the previous meeting adjourned.
 - B. Any questions that were unfinished business in the previous meeting but were not reached before the meeting adjourned.
 - C. Any questions that were set as general orders for the previous meeting but were not reached before it adjourned.
 - D. Any questions that were made as general orders for the present meeting.
- IX. New Business
- X. Announcements
- XI. Adjournment

Note: An agenda can be altered once the meeting has begun by using the motion, Suspend the Rules, which allows a matter to be considered sooner than an agenda calls for.

Classification of Motions

The word motion refers to a formal proposal by a member suggesting that the assembly take a certain action.

Motions are classified into the following five groups:

1. Main motion
 - a. Original main motion
 - b. Incidental main motion
2. Subsidiary motion
3. Privileged motion
4. Incidental motion
5. Motions that bring a question again before the assembly.

Subsidiary motions, privileged motions, and incidental motions constitute secondary motions.

Main motion: Is a motion when introduced brings business before the assembly.

Subsidiary motion: Assists the assembly in treating or disposing of a main motion.
Privileged motion – matters of immediate importance which can interrupt consideration of nearly all motions.

Incidental motion: Relate in different ways to the pending business or the business otherwise at hand.

Motions that bring a question again before the assembly – either by their introduction or by their adoption, they bring a question before the assembly again for its consideration.

Many of the most important rules governing the use of the individual motions described can be reduced to eight standard descriptive characteristics. In addition to containing basic rules of procedure for each motion, these characteristics serve as points of comparison showing how the motions resemble or differ from each other.

The standard descriptive characteristics of a motion are: (1) its order of precedence if any, (2) what types of situations and motions it is applicable to, (3) whether it is in order when another has the floor, (4) whether it requires a second, (5) whether it is debatable, (6) whether it is amendable, (7) what vote is required for adoption, and (8) whether it can be reconsidered.

How to Make a Motion

1. The member rises and addresses the presiding officer by the title, Mr. or Madam President or Mr. or Madam Chairman.
2. The presiding officer recognizes the member. The chair may recognize a member by name, Mr. (name), or by a nod to him. After receiving formal recognition from the chair, a member is then said to "have the floor" and is the only member who may present or discuss a motion.
3. The member makes the motion. Always introduce a motion in the form "I move that. . ." or "Resolved, that. . ." followed by a statement of the motion.
4. Another member seconds the motion. Without recognition from the chair another member may say, "I second the motion" or "second". If the motion is not seconded, it dies, fails, or is lost for lack of a second.
5. The presiding officer states the motion to the assembly. The chair repeats or "states the motion" to the assembly. Once it has been formally stated to the assembly, it may be referred to as "the question".
6. The members discuss or debate the motion. After the motion has been stated by the chair, it is open for debate. Any speaker may be recognized by the chair. Several members may rise simultaneously, and then the chair should use the following guidelines when deciding which member should be recognized:
 - a. Preference should always be given to the proposer of the question.
 - b. No member may speak more than twice on the same question each day.
 - c. The chair should let debate alternate between pro and con to the best of his/her ability.
 - d. A member who has not yet spoken should be given preference over someone who has already debated.

The chair should also enforce the following rules during debate:

- a. All remarks must be germane (pertinent or relating) to the pending question.
 - b. All remarks are addressed to and through the chair.
 - c. A member may speak no longer than ten minutes per speech without the consent of the assembly.
 - d. Rights in regard to debate are not transferable.
 - e. To participate in debate, the presiding officer must relinquish the chair.
7. Members vote on the motion. When debate appears to have closed, the chair "puts the question" to a vote. First, he/she must inquire, "Is there any further

discussion?" or "Are you ready for the question?" If no one rises, the chair assumes that discussion is closed.

The presiding officer will then take the vote saying, "All those in favor (state the motion) say aye". Following the assembly's response, he/she says, "Those opposed say no." If the vote cannot be determined by the volume of the voices, the chair says, "The chair is in doubt. Those in favor please rise." After counting, he/she says, "Be seated. Those opposed please rise." After counting he/she says, "Be seated." Or the vote may be similarly taken by a show of hands, if the assembly is small. The chair must always call for the negative vote, no matter how nearly unanimous the affirmative vote may appear to be.

8. The presiding officer announces the result of the vote. The chair formally announces the outcome of the vote to the assembly. As may be appropriate the chair will say, "The ayes have it and the motion is adopted (or carried)." Or "The no's have it and the motion is lost." For a rising vote or a vote by show of hands, the chair will say, "The affirmative has it, and the motion is adopted." Or "The negative has it, and the motion is lost." After the vote has been announced by the chair, another motion may be considered.