

Module Outline: *Effective Chapter Meetings*

Overview

In this module:

- a. Learn how to plan for a chapter meeting
- b. Determine how to arrange the meeting room
- c. Discover tools for effective meetings
- d. Access resources for conducting meetings

Key Points

1. Regular chapter meetings help prepare students to participate in American democracy.
 - a. Students vote to make decisions for the direction of their chapter
 - b. Meetings provide an opportunity for members to:
 - i. Communicate about chapter happenings
 - ii. Evaluate project and event progress
 - iii. Plan for upcoming events and projects
2. Meetings encourage student responsibility every step of the way:
 - a. Students create the meeting agenda
 - b. Students prepare the meeting room
 - c. Students delegate tasks required to complete their projects and events
 - d. Students evaluate progress and end products of their events
3. Two strategies useful for organizing meetings include:
 - a. Adequate planning
 - b. Use of parliamentary procedure
4. Well-planned meetings result in better attendance and a higher level of efficiency.
 - a. Chapter meetings serve as a method of communicating important and necessary information to chapter members. When members are well-informed about opportunities, they are more likely to participate in those opportunities.
 - b. Chapter meetings help establish a community environment among chapter members. Members can begin working toward common goals when they see the contributions others will make for the same purpose.
 - c. Some pointers and questions to think about when planning a meeting include:
 - i. Before the meeting...
 - Ensure that the meeting is really needed
 - Plan the meeting in advance
 - Never substitute a meeting for action
 - Establish the goal of the meeting with the officers so they can effectively help the rest of the membership understand

Key Points Continued

- ii. Officer preparation duties
 - Create and circulate a written agenda
 - Prepare the meeting room
 - Ensure the presence of a presiding officer
 - Prepare members to use parliamentary procedure
 - Practice opening and closing ceremonies
 - Invite the appropriate people
 - Plan a recreational/entertaining activity to follow the meeting
 - Past minutes, treasurers report or any committee reports
 - iii. Meeting logistics
 - Start and end on time
 - Establish a positive mood
 - Post and use meeting ground rules
 - Encourage all members to participate
 - Use a decision making model
 - Record meeting minutes to track meeting decisions and ensure members complete their respective duties
 - iv. Prepare the room
 - Proper meeting room arrangement sets the context for a structured meeting and establishes the expectation for how members shall behave while in the meeting. Officer location eases tasks they must complete. For example, the secretary must take minutes of the meeting and being positioned beside the president allows him/her to ask questions if necessary.
 - Arrangement of the room is completed by the vice-president and parliamentarian before other members begin arriving at the meeting.
 - Officers sit at a table in the order of: (left to right) (2nd position) Reporter, (3rd position) Treasurer, (1st position) Parliamentarian, (4th position) President, (5th position) Secretary, (6th position) Vice-President and (7th position) Optional Officer. If you have the following items, here is where they should be placed. The SkillsUSA banner should hang behind the officers. On the side nearest the Parliamentarian, the American flag and framed SkillsUSA charter should stand/hang. The framed SkillsUSA Creed and state flag should hang/stand on the side nearest the Optional Officer.
5. Using correct parliamentary procedure will ensure meeting efficiency and effectiveness.
- a. Parliamentary procedure has several benefits:
 - i. Only one person presides over the meeting and enforces the rules
 - ii. Members can focus their attention since only one topic is discussed at a time during the meetings
 - iii. All members have an equal opportunity to share thoughts and ideas
 - iv. The rule of the majority is observed, and the rights of the minority are respected

Key Points Continued

- b. Having an agenda will serve as a timeline and guiding tool during the meeting. The suggested basic order is:
 - i. Opening
 - Call to Order
 - Invocation or Thought for the Day
 - Opening Ceremony
 - Pledge to the Flag
 - ii. Roll call or sign in sheets and reading of minutes by the secretary
 - iii. Correspondence
 - iv. Reports
 - Officers
 - Standing committees
 - Special committees
 - v. Business
 - Unfinished business
 - New business
 - vi. Announcements
 - vii. Program
 - Speakers
 - Educational activities
 - Presenting awards
 - viii. Ceremonies
 - Initiation
 - Installation of officers
 - Granting of honorary memberships
 - ix. Closing ceremony
 - x. Entertainment
- c. The president or chairperson oversees the events of the meeting. The gavel serves as a tool for helping the presiding officer keep all members on task.
 - i. One tap tells members to be seated
 - ii. Two taps call the meeting to order
 - iii. Three taps indicate to the audience or members that it is time to stand
- d. Members will introduce new topics of discussion. The correct method to make a motion is:
 - i. A member who desires to make a motion and introduce an item of business for discussion seeks recognition from the chair by stating: "Madame/Mister President,"
 - ii. The individual waits until the president recognizes them and then states, "I move to..." or "I move that..."
 - iii. A second must be provided by another member, indicating that there is a desire to discuss the topic. That member simply states, "Second."
 - iv. Discussion follows, and if necessary, a vote is taken.
 - v. The result of the vote is announced.
 - vi. Business is conducted using the above procedures until the meeting is adjourned.



Key Points Continued

6. There are several resources for learning more about conducting chapter meetings.
 - a. Chapter Management Web page
 - b. SkillsUSA Leadership Handbook
 - c. Advisor's Success Kit Chapter 8: Plan and Conduct SkillsUSA Meetings.
 - d. Robert's Rules of Order, Newly Revised
 - e. Parliamentary Procedure at a Glance
 - f. Set of books on Parliamentary Procedure

Review

Effective chapter meetings:

1. Provide planning time for the SkillsUSA chapter
2. Provide an opportunity to participate in a democratic process
3. Encourage student responsibility
4. Equip students with life skills