FFA | GUIDE

FFA Parliamentary Procedure Guide

Reference guide to parliamentary procedure for FFA members, listing the basic steps for making motions, discussing, voting, and keeping order so meetings stay fair and efficient.

Farm / unit: _____ Date: _____ By: _____

1. Call the meeting to order
2. Read and approve minutes
3. Recognize a member to speak
4. Make a motion
5. Second the motion
6. State the question
7. Allow fair discussion
8. Take the vote
9. Announce the result
10. Move to the next item

YOUR NOTES

TIP Practice with short mock meetings so members feel confident using motions before a contest or real vote.