

Name: \_\_\_\_\_

## ANSWER KEY

Date: \_\_\_\_\_

# FFA: CONDUCT OF MEETINGS LDE EXTRA PRACTICE

In FFA, the "Conduct of Meetings LDE" refers to a Leadership Development Event where a team of FFA members have to demonstrate their ability to properly conduct a meeting using correct parliamentary procedure. Along with this, this also has to include FFA opening and closing ceremonies. This contest is designed to showcase effective communication skills, all designed to introduce younger members to the mechanics of running an FFA chapter meeting. Along with performing the contest within the designated time, contest judges will ask questions to the participants to test their knowledge of the FFA manual along with proper procedures of Parliamentary Procedure. Let Sullivan Supply help you succeed in this contest by answering and then studying the 45 questions below. Good Luck!

1 – What does one tap of the gavel signify?

"One tap follows the announcement of adjournment, the completion of a business item or is a message to the members to be seated following the opening ceremony."

2 – The National FFA emblem consists of five symbols, name all 5.

"The cross-section of the ear of corn, The rising sun, The plow, The eagle, The owl, and the words "Agricultural Education" and "FFA"."

3 – What are the six types of SAEs?

Foundational, Ownership/Entrepreneurship, Placement/Internship, Research-Based SAE, School-Based Enterprise, Service-Learning

4 – What are the duties of the Vice President?

Assume all duties of the president, if necessary, develop the POA and serve as an ex-officio, nonvoting member of the POA committees, coordinate all committee work, work closely with the president and advisor to assess progress toward meeting chapter goals.

5 – What are the guidelines of official dress?

An official FFA jacket zipped to the top, black slacks and black socks/nylons or black skirt and black nylons, white collared blouse or white collared shirt, official FFA tie or official FFA scarf, black dress shoes with closed heel and toe.

**6 – What are the four rules that parliamentary procedure ensures?**

One item is addressed at a time, courtesy is extended to everyone, the majority rules, the rights of the minority are protected.

**7 – Three taps of the gavel is the signal for all members to do what?**

Stand in unison on the third tap.

**8 – Which officer coordinates all committee work?**

Vice President

**10 – What are the duties of the Secretary?**

Prepare and post the agenda for each chapter meeting. Prepare and present the minutes of each chapter meeting. Place all committee reports in the secretary's file. Be responsible for chapter correspondence. Maintain members attendance and activity records and issue membership cards. Have on hand for each meeting:

- The secretary's file
- Copy of the POA, including all standing and special committees
- Official FFA Manual and the Official FFA Student handbook.
- Copy of the chapter constitution and by laws.

**11 – What are the requirements to be eligible for the Discovery Degree?**

Be enrolled in an agriculture class for at least a portion of the school year while in grades 7-8, have become a dues-paying member of FFA at local, state and national levels, participate in at least one local FFA chapter activity outside scheduled class time, have knowledge of agriculturally related career, ownership and entrepreneurial opportunities, be familiar with the local FFA chapter's Program of Activities, submit written application for the degree.

**12 – What is the FFA Vision?**

Growing the next generation of leaders who will change the world.

**13 – What are the three divisions of the Program of Activities?**

Growing Leaders, Building Communities, and Strengthening Agriculture

**14 – What are the duties of the Advisor?**

Supervise chapter activities year-round. Inform prospective students and parents about FFA. Instruct students in leaderships and personal development. Build school and community support for the program. Encourage involvement of all chapter members in activities. Prepare students for involvement in career development events and leadership programs.

**15 – What is new business?**

New business allows members to introduce new items for consideration that are on the meeting agenda and others introduced by chapter members.

**16 – What is the official salute of the FFA organization?**

The Pledge of Allegiance

**17 – What is the FFA Code of Ethics?**

1) Develop my potential for premier leadership, personal growth, and career success. 2) Make a positive difference in the lives of others 3) Dress neatly and appropriately for the occasion 4) Respect the rights of others and their property 5) Be courteous, honest, and fair with others 6) Communicate in an appropriate purposeful and positive manner 7) Demonstrate good sportsmanship by being modest in winning and generous in defeat 8) Make myself aware of FFA programs and activities to be an active participant 9) Conduct a supervised agricultural experience program 10) Strive to establish and enhance my skills through agricultural education in order to enter a successful career 11) Appreciate and promote diversity in our organization.

**18 – What are unfinished business and general orders?**

Unfinished business and general orders are designed to consider motions that were pending and items on the agenda that were not considered when the previous meeting adjourned, motions that were postponed to the present meeting, and motions that were laid on the table.

**19 – What does a series of sharp taps used for?**

A series of sharp taps is used to restore order at a meeting.

**20 – What are the official colors of the FFA organization?**

National Blue and Corn Gold



**21 – What is the FFA Mission Statement?**

FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

**22 – What does the plow signify?**

The plow signifies labor and tillage of the soil.

**23 – What items should be included as official chapter equipment?**

1 FFA Banner, a complete set of Officer Station Markers, 7 or more official FFA Manuals, 1 Official FFA Flag, 1 Gavel and Block, 1 Scrapbook.

**24 – What are the duties of the Reporter?**

Serve as chair of the POA public relations or related committee, plan public information programs with local radio, television, newspaper, and service clubs and make use of other opportunities to tell the FFA story, release news and information to local and regional news media, publish a chapter newsletter or website, prepare and maintain a chapter scrapbook, send local stories to area, district, and state reporters and to any school publications, send articles and photographs to FFA New Horizons and other national and regional publications and websites, work with local media on radio and television appearances and FFA news, and serve as the chapter photographer.

**25 – What are the duties of the Treasurer?**

Receive, record and deposit FFA funds and issue receipts, present monthly treasurer reports at chapter meetings, collect dues and special assessments, maintain neat and accurate treasury records, prepare and submit the membership roster and dues to the National FFA Organization through the state FFA association office in cooperation with the secretary, serve as chairperson of the finance or related committee.

**26 – What are three additional offices that a chapter might elect?**

Historian, Parliamentarian, Chaplain

**27 – What does 2 taps of the gavel indicate?**

Two taps of the gavel call the meeting to order.

**28 – What are the duties of the President?**

Preside over meetings according to accepted rules of parliamentary procedure, appoint committees and serve on them as an ex-officio, non-voting member, coordinate the activities of the chapter and evaluate the progress of each division of the POA, represent the chapter in public relations and official functions.

**29 – What is the FFA Motto?**

Learning to Do, Doing to Learn, Earning to Live, Living to Serve

**30 – What things can a well-planned Program of Activities ensure?**

Chapter activities meet the needs of its members, provide direction from year to year, lead to a workable budget, provide experience in planning, and serve as a reference point throughout the year.

**31 – For the proper order of business at meetings, which is address first, New Business or Unfinished Business?**

Unfinished Business Is addressed before New Business

**32 – Can the motion to commit or refer (refer to a committee) be amended?**

Yes

**33 – Can a motion to lay on the table (table a motion) be amended?**

The motion to lay on the table cannot be amended.

**34 – How do successful FFA chapters organize their POA?**

By using committees.

**35 – What does the plow signify?**

The plow signifies labor and tillage of the soil, the backbone of agriculture and the historic foundation of our country's strength.

**36 – Is the motion Division of Assembly debatable?**

No

**37 – What symbols are each officer stationed by?**

President (Rising Sun), Vice President (Plow), Secretary (Ear of Corn), Reporter (Flag), Treasurer (Emblem of Washington), Sentinel (Door), Advisor (Owl)

**38 – Why is a series of sharp taps used?**

Used to restore order at the meeting

**39 – When was the National FFA Organization Founded?**

1928

**40 – What does the rising sun signify in the emblem?**

The rising sun signifies progress and holds a promise that tomorrow will bring a new day, glowing with opportunity.

**41 – What does the eagle on the FFA emblem represent?**

The eagle is a national symbol that serves as a reminder of our freedom and ability to explore new horizons for the future of agriculture.

**42 – What is the purpose of a special order?**

A special order allows the consideration of specially scheduled business at this time.

**43 –What are the five degrees of student membership offered in FFA?**

Discovery, Greenhand, Chapter, State, American FFA Degree

**44 – What two officer reports are required at all meetings?**

Secretary and Treasurer

**45 – Which officer or officers is or are responsible for researching and preparing items of significance of the chapter's history?**

Historian