

SAMPLE Secretary Minutes

Official Minutes

Chapter: _____ FFA

Date: March 27, 2018

Susan called the meeting to order at 2:25pm

Bill moved to hold a district FFA basketball tournament. Paul seconded the motion.

Jill moved to refer the motion to the recreation committee. Sam seconded the motion. Members debated, and a vote was cast. The motion was lost due to failing to receive the majority vote.

Chris moved to amend the motion to add "...on November 10, 2018 at 8:00 p.m." Bill seconded. Members debated, a vote was cast, the motion passed with the majority vote.

Motion now reads: The chapter will hold a district FFA basketball tournament on November 10, 2018 at 8:00pm.

Paul moved to postpone the motion to the November chapter meeting. Jill seconded the motion, the membership debated. The motion was lost without the majority vote.

Bill moved to take a five-minute recess. Susan seconded. The motion passed with majority vote.

5-minute recess

Sam moved to limit debate to 2 minutes per side. The motion was seconded, but failed to receive the 2/3 vote. Motion failed.

Chris moved the previous question on the main motion. Sam seconded the motion, vote was cast and the previous question was adopted.

Sam called for a parliamentary inquiry, this was handled by the chair.

Jill moved to lay the main motion on the table. The motion was seconded and debated. Vote was cast Paul called for a division of the assembly. On a vote of 1 in favor and 4 opposed, the motion did not receive the majority vote to pass.

With no further debate on the main motion, a vote was cast, motion passed.

The motion for the chapter to hold a hay ride on November 10, 2018 at 8:00 p.m. was adopted.

Jill moved to adjourn. The motion was adopted.

Meeting adjourned at 2:37 p.m.

Respectfully Submitted,

_____, FFA Secretary