

DELEGATION MEETING roberts rules of order

CALL TO ORDER

president or designee: (rap gavel) This meeting is called to order.

OPENING CEREMONIES (suggestions which may be added to or taken away as needed)

president or designee: Please join me in the Pledge of Allegiance. Please stand, attention, salute, pledge. "I pledge allegiance to the flag, of the United States of America, an to the republic, for which it stands, one nation, under God, indivisible, with liberty and justice for all." Thank you...you may be seated.

president or designee: At this time, _____ will come forward with a devotion/challenge/motivation moment for this meeting.

delegation officer or designee: Offers devotion, challenge, moment of inspiration to delegation.

president or designee: Thank you _____ for your words.

MEETING ORGANIZATIONAL ITEMS

president or designee: At this time, _____ delegation secretary will come forward for member roll call and previous meeting minutes.

secretary or designee: Roll Call. Read previous meeting minutes.

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MEETING ORGANIZATIONAL ITEMS

president or designee: Thank you _____. At this time _____ will come forward with an update regarding delegation fundraising ideas and information.

treasurer or designee: Report on current fundraiser and updates.

president or designee: Thank you _____. At this time _____ will come forward with an update regarding delegation project ideas and information.

president or designee: Thank you _____. At this time are there any committees appointed for the purpose of presenting at this delegation meeting?

MISCELLANEOUS MEETING NOTES/QUESTIONS

- are there any speakers to introduce for the meeting?
- are there any group games, icebreakers, or other activities to accomplish during the meeting?
- are there any topics/information which need to be covered?
- are there any conversations needed in regards to upcoming competitions, or other delegation program discussions

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WRAP UP AND DISMISSAL

president or designee: Thank you for joining us for today's meeting. Our next scheduled meeting is planned for _____. I now adjourn this meeting. [rap gavel]

ADVISOR/COACH HELPFUL INFORMATION

- not all schools/teams have traditional fixed officers such as president, secretary, projects chair, etc. rather they have general leadership teams and rotate responsibilities
- meetings do not have to be as formal as the procedure listed above, this is for those schools/teams wanting a true traditional club model
- some teams that focus more as a competition team may spend meetings conducting service projects and prepping for upcoming competitions
- should you need additional resources or information to assist with the planning of delegation meetings, please reach out to us at info@georgiacivics.org and we would be glad to assist



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AUGUST DELEGATION MEETING SUGGESTIONS

the ideas below are suggestions which may fit within this months meeting

- introductions and an overview of the competitions and events for the year
- icebreaker or get to know you activity
- overview of the statewide service project and statewide fundraising push
- discussion about leadership opportunities within the club and statewide

PLANNING FOR NEXT MONTH:

- plan leadership selection
 - leaders will lead meetings for the remainder of the year
 - one student representative will join a statewide leadership group and represent your group
- plan implementation of service and fundraising projects
- plan practice and school level competition to set roster for regional competition

AUGUST DELEGATION MEETING REMINDERS:

- Make sure all participating students have filled out the Membership Form and submitted. They will not be eligible to compete if they have not completed this form.
- Remember to submit your Monthly Report form to maintain stipend eligibility.



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SEPTEMBER DELEGATION MEETING SUGGESTIONS

the ideas below are suggestions which may fit within this months meeting

- announcement of leadership team and school representative
- share dates for school level competition and team roster submission
- plans for service and fundraising projects for the month
- release of preparatory materials for competitions

PLANNING FOR NEXT MONTH:

- hold school level competition and set roster for regional competition
- implementation of service and fundraising projects
- practice and prepare for regional competition

SEPTEMBER DELEGATION MEETING REMINDERS:

- Make sure all participating students have filled out the Membership Form and submitted. They will not be eligible to compete if they have not completed this form.
- Remember to submit your Monthly Report form to maintain stipend eligibility.
- Submit your competition team roster by the deadline for regional competition.



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OCTOBER DELEGATION MEETING SUGGESTIONS

the ideas below are suggestions which may fit within this months meeting

- finalize materials and prepare for regional competition
- discuss competition expectations, dress code, transportation plans and logistics for regional competition
- continue work on service and fundraising projects for the month

PLANNING FOR NEXT MONTH:

- implementation of service and fundraising projects

OCTOBER DELEGATION MEETING REMINDERS:

- Make sure all participating students have filled out the Membership Form and submitted. They will not be eligible to compete if they have not completed this form.
- Remember to submit your Monthly Report form to maintain stipend eligibility.



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NOVEMBER DELEGATION MEETING SUGGESTIONS

the ideas below are suggestions which may fit within this months meeting

- recognize and celebrate regional competition team and begin setting state competition roster
- begin preparations for state competition
 - review trainings and preparatory materials
- continue work on service and fundraising projects for the month

PLANNING FOR NEXT MONTH:

- implementation of service and fundraising projects
- set and submit state competition roster

NOVEMBER DELEGATION MEETING REMINDERS:

- Make sure all participating students have filled out the Membership Form and submitted. They will not be eligible to compete if they have not completed this form.
- Remember to submit your Monthly Report form to maintain stipend eligibility.
- Submit your competition team roster by the deadline for state competition.



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DECEMBER DELEGATION MEETING SUGGESTIONS

the ideas below are suggestions which may fit within this months meeting

- finalize materials and prepare for state competition
- discuss competition expectations, dress code, transportation plans and logistics for state competition
- continue work on service and fundraising projects for the month
- end of semester wrap up celebration

PLANNING FOR NEXT MONTH:

- implementation of service and fundraising projects

DECEMBER DELEGATION MEETING REMINDERS:

- Make sure all participating students have filled out the Membership Form and submitted. They will not be eligible to compete if they have not completed this form.
- Remember to submit your Monthly Report form to maintain stipend eligibility.



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JANUARY DELEGATION MEETING SUGGESTIONS

the ideas below are suggestions which may fit within this months meeting

- welcome any new members
- new semester kickoff and midpoint check-in
- share dates for school level competition and team roster submission
- plans for service and fundraising projects for the month
- release of preparatory materials for competitions

PLANNING FOR NEXT MONTH:

- plan school level competition and plan roster for regional competition
- implementation of service and fundraising projects
- practice and prepare for regional competition

JANUARY DELEGATION MEETING REMINDERS:

- Make sure all participating students have filled out the Membership Form and submitted. They will not be eligible to compete if they have not completed this form.
- Remember to submit your Monthly Report form to maintain stipend eligibility.



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FEBRUARY DELEGATION MEETING SUGGESTIONS

the ideas below are suggestions which may fit within this months meeting

- share dates for school level competition and team roster submission
- plans for service and fundraising projects for the month
- release of preparatory materials for competitions

PLANNING FOR NEXT MONTH:

- hold school level competition and set roster for regional competition
- implementation of service and fundraising projects
- practice and prepare for regional competition

FEBRUARY DELEGATION MEETING REMINDERS:

- Make sure all participating students have filled out the Membership Form and submitted. They will not be eligible to compete if they have not completed this form.
- Remember to submit your Monthly Report form to maintain stipend eligibility.
- Submit your competition team roster by the deadline for regional competition.



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MARCH DELEGATION MEETING SUGGESTIONS

the ideas below are suggestions which may fit within this months meeting

- finalize materials and prepare for regional competition
- discuss competition expectations, dress code, transportation plans and logistics for regional competition
- continue work on service and fundraising projects for the month

PLANNING FOR NEXT MONTH:

- implementation of service and fundraising projects

MARCH DELEGATION MEETING REMINDERS:

- Make sure all participating students have filled out the Membership Form and submitted. They will not be eligible to compete if they have not completed this form.
- Remember to submit your Monthly Report form to maintain stipend eligibility.
- Submit your competition team roster by the deadline for regional competition.



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APRIL DELEGATION MEETING SUGGESTIONS

the ideas below are suggestions which may fit within this months meeting

- recognize and celebrate regional competition team and begin setting state competition roster
- begin preparations for state competition
 - review trainings and preparatory materials
- continue work on service and fundraising projects for the month

PLANNING FOR NEXT MONTH:

- implementation of service and fundraising projects
- set and submit state competition roster

APRIL DELEGATION MEETING REMINDERS:

- Make sure all participating students have filled out the Membership Form and submitted. They will not be eligible to compete if they have not completed this form.
- Remember to submit your Monthly Report form to maintain stipend eligibility.
- Submit your competition team roster by the deadline for state competition.



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MAY DELEGATION MEETING SUGGESTIONS

the ideas below are suggestions which may fit within this months meeting

- finalize materials and prepare for state competition
- discuss competition expectations, dress code, transportation plans and logistics for state competition
- continue work on service and fundraising projects for the month
- end of year wrap up celebration

PLANNING FOR NEXT MONTH: ~~YEAR~~

- help to connect students moving to the high school with the high school advisor/coach
- communicate leadership opportunities with rising students

MAY DELEGATION MEETING REMINDERS:

- Make sure all participating students have filled out the Membership Form and submitted. They will not be eligible to compete if they have not completed this form.
- Remember to submit your Monthly Report form to maintain stipend eligibility.

