

MONTHLY MEETING PLANNING

DATE OF MEETING: Early November (YA/JYA Preparation)

LOCATION OF MEETING:

CIVIC COACH/FACULTY MEMBER SUPERVISING MEETING:

MEETING PURPOSE: *Parliamentary Procedure Party*

ROLES OF OFFICERS

- **PRESIDE:** President
- **PROGRAM:** VPP
- **DOCUMENT:**
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AGENDA

Opening Procedure (in President's Handbook) and Adoption of the Agenda

Announcements and Action Items

Parliamentary Procedure Party

See Program Guide Below

Closing Procedure

Adjournment

PROGRAM:

Parliamentary Procedure Party:

- Meeting space should be set with central dais (and gavel) and suitable seating facing dais
- Projector or video screen queued with "According to Bob" YouTube Series from CCE
- Review "According to Bob" and "Basic Motions of Parliamentary Procedure" Guide
- **GAME:** Allow students to attempt to make motions-- without notes. For every motion correctly carried (as determined by presiding officer), the student receives one point. Motions must be correctly moved, a second requested (if required), and the student must correctly be able to answer if it can be amended and what the correct vote is. Winner should receive a prize (club shirt, candy, etc.)

MARKETING PLAN

BEFORE (TO CLUB MEMBERS)

- Make morning announcement, post on social media re: Parliamentary Procedure Party
- Add to club calendar
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AFTER (TO MEDIA, SOCIAL MEDIA, SCHOOL, ETC.)

- Post video footage of Parliamentary Procedure Party Game
- Highlight game winner in daily announcements, school news
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