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:

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
  
AFTER (TO MEDIA, SOCIAL MEDIA, SCHOOL, ETC.)
- Post video footage of Parliamentary Procedure Party Game
- Highlight game winner in daily announcements, school news
  