



Ponderosa High School FBLA

EXECUTIVE LEADERSHIP

MEETING GUIDE

Parliamentary Procedure, Agendas, Motions, Debate, Voting, and Follow-Through
Leadership Team Reference | 2026-2027

This guide is built for Ponderosa FBLA officers who must lead meetings that are fair, efficient, and decisive. Use it before a meeting, during a meeting, and when reviewing what happened afterward.

FAIR Every officer has a clear path to be heard.	ORDERED The agenda and motion process keep business moving.	OFFICIAL Votes, minutes, and action items create a reliable record.
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Chapter implementation guide - use with Ponderosa FBLA protocol, bylaws, and adviser direction.

1. What this guide governs

Leadership meetings are decision meetings. Committee meetings are work meetings.

The Ponderosa FBLA Executive Board uses formal meeting procedure to make chapter business clear, fair, and official. The purpose is not to slow students down. The purpose is to prevent drift, protect valid minority concerns, and ensure decisions are actually recorded and acted on.

Where formal procedure applies

Meeting Type	Operating Standard
Executive Board Leadership Meetings	Formal, cooperative decision-making meetings presided over by the President. Parliamentary procedure is used for chapter business, finances, policy, and official action.
Committee / VP Work Sessions	Execution-focused work sessions led by the responsible Vice President. Professional behavior is expected, but formal Robert's Rules procedure is not the default structure.

Rule priority

This guide is a chapter operating guide. Ponderosa FBLA protocol and adopted chapter rules come first. Robert's Rules provides default parliamentary guidance when local rules do not specify otherwise.

Every leadership meeting should produce three outcomes

1. Decision The board approves, rejects, delays, or assigns the issue.	2. Record The minutes show what action was taken and the vote result.	3. Owner A person or committee leaves with the next step and deadline.
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2. The standard Ponderosa leadership agenda

Use the same order consistently so officers know where business belongs.

Order	Agenda Item	What happens
1	Call to Order	President opens the meeting at the scheduled time.
2	Roll Call	VP of Membership records attendance against the officer attendance expectation.
3	Approval of Minutes	The board confirms that the previous meeting record is accurate.
4	Officer Reports	Each VP gives a concise department update: Membership, Service, Competition, PR, or other assigned areas.
5	Unfinished Business	Previously introduced business that was not resolved returns here.
6	New Business	New proposals are introduced. Most motions begin here.
7	Adjournment	The meeting closes officially after business is complete.

Chair opening script

"The Ponderosa FBLA Executive Leadership Meeting will come to order. We will begin with roll call."

Keep the agenda clean

- Place unresolved items in Unfinished Business.
- Place new decisions in New Business.
- Do not let reports become open-ended debates unless a motion is made.

When discussion drifts

- The chair redirects speakers to the pending item.
- An officer may call for Orders of the Day to return to the agenda.
- If a side issue deserves action, assign it or place it on a future agenda.

3. Meeting roles and responsibilities

The meeting works when every officer knows the job they hold in the room.

Role	Meeting Responsibilities
President / Presiding Officer	Calls the meeting to order, follows the agenda, recognizes speakers, states motions, conducts votes, announces results, maintains order.
VP of Membership	Records roll call and supports the attendance expectation specified in Ponderosa FBLA protocol.
Secretary	Maintains minutes, records motions and results, preserves official meeting history.
Vice Presidents	Deliver concise officer reports and lead assigned committee work outside formal board meetings.
Parliamentarian, if assigned	Advises the chair on procedure, answers parliamentary questions, and helps preserve correct meeting process.
All Board Members	Obtain the floor before speaking, make motions clearly, debate the issue rather than the person, and vote when the chair calls the question.

Chair neutrality at Ponderosa

Per the Ponderosa FBLA Leadership Protocol, the President should remain neutral during debate and vote only to break a tie. This is the local operating expectation for Executive Board Leadership Meetings.

What strong officers do

- Arrive prepared to report, move, debate, or decide.
- State proposals in a form that can be acted on, not as vague suggestions.
- Accept procedural correction without treating it as personal criticism.
- Leave with clear ownership for any work created by the board.

4. Before, during, and after the meeting

Effective meetings are designed before they are chaired.

Before

- Agenda is drafted and sequenced.
- Previous minutes are ready.
- Officer reports are prepared.
- Likely motions are written clearly.
- Attendance materials are ready.

During

- Open on time.
- Move through the agenda.
- Use motions for board action.
- Keep debate on the pending question.
- State and record votes clearly.

After

- Minutes capture actions, not speeches.
- Action owners and deadlines are identified.
- Unfinished business is preserved.
- Next meeting items are queued.
- Follow-through begins immediately.

Strong motion formula

I move that [the board / chapter] [specific action] by [date or event] using [budget, resource, or person responsible].

Example:

"I move that Ponderosa FBLA allocate up to \$75 for refreshments at the September recruitment meeting."

5. The six-step motion process

Use this sequence every time the board needs to take official action.

Step	Action	What it means
1	Obtain the floor	Officer waits for recognition from the President.
2	State the motion	Officer says: "I move that..." followed by a clear action.
3	Receive a second	Another member says: "Second." A second means the item deserves discussion, not that the seconder supports it.
4	Chair states the question	President says: "It has been moved and seconded that... Is there discussion?"
5	Debate	The maker of the motion speaks first. Members debate the pending question, one recognized speaker at a time.
6	Vote and announce	President takes the vote and states the result: "The motion carries" or "The motion fails."

Fast memory aid

FBLA's Meeting Skills Toolkit summarizes the core motion sequence as SARD: Suggest, Approval, Reiteration, Discussion.

A motion is ready when it is...

- Specific enough to vote on.
- Connected to board authority.
- Clear about money, timing, or responsibility when those matter.

A motion is not ready when it is...

- A general opinion without an action.
- A side conversation during reports.
- A proposal so vague that nobody can tell what passing it would do.

6. Full script: one motion from start to finish

Students should be able to hear the flow in their heads before they lead it.

Scenario: The board is considering a small recruitment expense for an upcoming FBLA meeting.

Speaker	What to say
President	"We are now in New Business. Is there any new business?"
Officer	"President."
President	"The chair recognizes Taylor."
Officer	"I move that Ponderosa FBLA allocate up to \$50 for recruitment pizza at the October member meeting."
Another Officer	"Second."
President	"It has been moved and seconded that Ponderosa FBLA allocate up to \$50 for recruitment pizza at the October member meeting. Is there discussion?"
Mover	"This would help welcome prospective members and increase attendance."
President	"Is there further discussion?"
President	"Seeing none, we will vote. All those in favor say Aye. All those opposed say Nay."
President	"The ayes have it. The motion carries."

What the Secretary records

Taylor moved that Ponderosa FBLA allocate up to \$50 for recruitment pizza at the October member meeting. The motion was seconded and adopted.

If someone wants to change the amount

Speaker	What to say
Officer	"I move to amend the motion by striking \$50 and inserting \$75."
Another Officer	"Second."
President	"It has been moved and seconded to amend the motion by striking \$50 and inserting \$75. Discussion is now limited to the amendment."

7. Debate, decorum, and chair control

The chair protects both fairness and focus.

Debate rules

- Debate the issue, not the person.
- One recognized speaker at a time.
- All remarks are directed to the President, not to another officer.
- The maker of the motion speaks first.
- No member should speak a second time until members who want to speak once have had the chance.

Chair phrases that restore order

- "Please direct remarks to the chair."
- "Please speak to the pending motion."
- "The chair will recognize a member who has not yet spoken."
- "That issue can be placed on a future agenda or referred to the appropriate VP."
- "We will return to the order of business."

When may a speaker be interrupted?

Interruption	Appropriate use
Point of Order	A member believes a rule is being broken.
Parliamentary Inquiry	A member needs clarification about procedure.
Point of Information	A member needs information related to the pending business.
Question of Privilege	Comfort, safety, audibility, or similar meeting conditions need attention.
Appeal	A member challenges a ruling of the chair.
Object to Unanimous Consent	A member objects when the chair seeks approval without a formal vote.

8. Voting, corrections, and fast decisions

Leaders should know when to vote, when to verify, and when to move quickly by consent.

Voice vote sequence

Step	Chair language
1	Chair asks: "Are you ready for the question?"
2	Chair states: "All those in favor say Aye. All those opposed say Nay."
3	Chair announces: "The motion carries" or "The motion fails."

Situation	Correct tool
Vote result seems unclear	Call "Division!" or request Division of the Assembly so the vote can be retaken by a clearer method, typically a rising vote.
Need a minor, likely noncontroversial action	Use unanimous consent: "Without objection, the minutes are approved as presented." Pause. If no objection is heard, proceed.
Need to revisit a vote from earlier in the same meeting	Move to reconsider, if eligible under the rules.
Need to change an action adopted at an earlier meeting	Move to rescind or amend something previously adopted, using the required notice/vote threshold.
Discussion wandered away from the agenda	Call for Orders of the Day to return to the proper order of business.

Unanimous consent example

President: "Without objection, the agenda will be approved as distributed." [Pause.] "Hearing no objection, the agenda is approved."

9. Quick reference: common leadership motions

Use this chart when an officer knows the goal but not the correct motion.

Goal	What to say	Second?	Debate?	Vote
Propose an action	"I move that..."	Yes	Yes	Majority
Change wording	"I move to amend by..."	Yes	Yes	Majority
Replace the proposal	"I move to substitute..."	Yes	Yes	Majority
Send for more study	"I move to refer the matter to [committee / VP]."	Yes	Yes	Majority
Delay to a definite time	"I move to postpone the motion until [date/time]."	Yes	Yes	Majority
Limit discussion	"I move to limit debate to [time / number of speakers]."	Yes	No	Two-thirds
End debate and vote	"I move the previous question."	Yes	No	Two-thirds
Set aside temporarily	"I move to lay the motion on the table."	Yes	No	Majority
Bring tabled item back	"I move to take [item] from the table."	Yes	No	Majority
Kill the pending proposal without a direct no vote	"I move to postpone indefinitely."	Yes	Yes	Majority

Most common misunderstanding

A motion to close debate does not automatically end discussion. It must be seconded and approved by the required vote before the board moves immediately to the pending question.

10. Quick reference: points, corrections, and meeting mechanics

These tools keep meetings lawful, understandable, and on track.

Goal	What to say	Second?	Debate?	Result / Vote
Return to the agenda	"Orders of the Day."	No	No	Chair acts / follows procedure
Take a break	"I move to recess for [time]."	Yes	No	Majority
End the meeting	"I move to adjourn."	Yes	No	Majority
Identify a rule violation	"Point of Order."	No	No	Chair rules
Ask about procedure	"Parliamentary Inquiry."	No	No	Chair answers
Ask for needed information	"Point of Information."	No	No	Chair recognizes question
Address audibility, safety, or comfort	"Question of Privilege."	No	No	Chair rules
Challenge chair ruling	"I appeal the decision of the chair."	Yes	Yes	Majority
Verify an unclear vote	"Division!"	No	No	Vote is retaken more clearly
Revisit a same-meeting vote	"I move to reconsider..."	Yes	Yes	Majority
Change prior-meeting action	"I move to rescind..."	Yes	Yes	Majority with notice; higher threshold without notice

Use procedure as a tool, not a weapon

The goal is to protect fair participation and clean decisions. Officers should use parliamentary tools to clarify and advance business, not to embarrass one another.

11. Minutes that preserve board decisions

Minutes record what the body did, not every sentence that was said.

The Secretary's minutes should make it possible to reconstruct the board's official actions later: who called the meeting to order, attendance, reports received, motions made, amendments, vote results, and adjournment time.

Minutes Section	Record
Heading	Ponderosa FBLA Executive Leadership Meeting - Date, time, and location
Attendance	Officers present / absent; adviser present if applicable
Approval of Minutes	Approved as presented or approved as corrected
Reports	Officer reports received; only essential action notes if follow-up is created
Motions	Exact action, mover, second if desired by chapter format, and result
Adjournment	Time and whether adjournment occurred by motion

Sample minutes language

Morgan moved that Ponderosa FBLA allocate up to \$50 for recruitment pizza at the October member meeting. The motion was seconded and adopted. The meeting adjourned at 4:18 p.m.

Motion log template

Motion	Mover	Result	Owner / Follow-Up

12. President's run-of-show

A practical chair script for the entire leadership meeting.

Meeting Stage	Suggested Chair Language
Call to Order	"The Ponderosa FBLA Executive Leadership Meeting will come to order."
Roll Call	"VP of Membership, please call roll."
Minutes	"Are there any corrections to the minutes? Hearing none, the minutes are approved as presented."
Reports	"We will proceed to officer reports. Please keep reports concise and action-focused."
Unfinished Business	"We will now move to Unfinished Business. The next item is..."
New Business	"We are now in New Business. Is there any new business?"
Motion Handling	"It has been moved and seconded that... Is there discussion?"
Vote	"All those in favor say Aye. All those opposed say Nay. The motion carries / fails."
Close-Out	"Before adjournment, the action items are..."
Adjourn	"Is there a motion to adjourn?"

Before adjournment, verify

- Every motion has a clear result.
- Every action item has an owner.
- Unresolved business is captured for the next agenda.

After adjournment, preserve

- Minutes draft.
- Motion log.
- Attendance record.
- Action list for officer follow-up.

13. Common meeting problems and the correct fix

Good leaders spot drift early and correct it calmly.

Problem	Correct response
The board debates a topic for five minutes, but no motion exists.	The chair asks: 'Is there a motion before the board?' If not, the chair redirects or moves to the next item.
A member says 'Question!' to end discussion immediately.	Treat it properly as a motion to close debate / previous question if the member actually moves it. It requires a second and the required vote.
Two officers begin arguing directly with one another.	The chair instructs speakers to direct remarks to the chair and debate the motion, not one another.
The speaker drifts into a different agenda item.	The chair redirects. If needed, an officer may call for Orders of the Day.
A voice vote is too close to call.	Use Division of the Assembly to retake the vote by a clearer method.
A previous decision now looks unwise.	Use reconsideration for a vote from the same meeting when allowed; use rescind / amend something previously adopted for earlier meeting action.

Final leadership standard

Effective meetings are not casual conversations with titles. They are structured leadership work: prepare the agenda, state the motion, protect debate, record the decision, and assign the follow-through.

14. Sources and implementation note

This guide adapts chapter protocol and authoritative FBLA/parliamentary references into a practical student handbook.

Core source materials consulted

- Ponderosa FBLA Leadership Meeting Protocol: Parliamentary Procedure & Robert's Rules for Executive Officers, provided source document.
- Robert's Rules of Order - Simplified, provided source handout.
- FBLA Meeting Skills Toolkit, including presiding officer duties, debate guidance, motion sequence, voting, agendas, minutes, and motions chart.
- Official Robert's Rules of Order FAQ guidance on default-rule status and the relationship between parliamentary rules, bylaws, and adopted special rules.
- FBLA Brand Center / Logo Customization Guidebook color palette and official visual system references.

Implementation note

This is a Ponderosa FBLA leadership training guide, not a substitute for adopted chapter bylaws or an official parliamentary manual. For unusual or disputed procedural questions, consult the adviser, the designated parliamentarian if used, and the current parliamentary authority adopted by the chapter.

Lead meetings that are clear, fair, and decisive.

Ponderosa High School FBLA Executive Leadership Team