

Opening and Closing Ceremonies Contest Detailed Procedures

- The script for the ceremony will follow the most current Official FFA Manual with the following exception: Vice President: "The junior advisor." Junior Advisor: "Here by the owl."
- All team members will be in official dress as defined in the most current Official FFA Manual
- The sentinel will be required to arrange the paraphernalia for the meeting according to the Official FFA Manual prior to other team members entering the room. The sentinel will also be responsible for posting the item of business at each station (main motion note cards, the minutes, and the treasurer's report). The sentinel shall not move or rearrange the tables in the room.
- The event chairperson will designate the front of the room to the sentinel. The chairs in the room should be set up to resemble the diagram found in the Official FFA Manual as closely as possible.
- The event chairperson will designate where paraphernalia and items of business should be returned to at the conclusion of the contest.
- After members enter the room, the president will seat the members who will then silently review the motion for up to one minute.
- The president shall call for the secretary to read the minutes from the previous meeting. The secretary will read the minutes provided by the event chairperson. The minutes should be approved. The secretary will not be required to write current minutes for the event.
- The president will then call for any officer reports to be presented. The treasurer will read the treasurer's report provided by the event chairperson. This report will not be approved nor voted on. The president will ask the treasurer to see that the report is submitted to the secretary to be filed with the permanent records.
- The treasurer's report should be signed and dated by the treasurer before it is presented to the secretary.
- One item of business will be presented as new business. That main motion will be supplied by the event chairperson. Debate on the new business shall be limited to one debate per member; the president shall not debate. The main motion business item should be voted upon.
- There shall be no other reports, special features, unfinished business, special ceremonies, committee reports or other business.
- Immediately following closing ceremonies and while all members are present:
 - ✓ the sentinel will place all meeting paraphernalia in the designated area
 - ✓ the treasurer will present the secretary with the treasurer's report
 - ✓ the secretary will present the president with the treasurer's report & minutes
 - ✓ the president will sign & date the treasurer's report & minutes
 - ✓ the secretary will return all items of business to the designated area
 - ✓ all members may exit