



# JUNIOR FARMERS' ASSOCIATION OF ONTARIO

## President's Meeting Guide

This is a collection of statements a JF club President would normally make through the course of a monthly club meeting. This is by no means a requirement of how to run your meeting and is only meant as a resource on procedure that can be adjusted to meet the needs of your club.

### 1. Call To Order

**You Say:** "I'M CALLING THIS MEETING TO ORDER AT (*current time*)."

### 2. Roll Call

**You Say:** "THE ROLL CALL IS..." (*members state name and answer question going around the table – print roll call on agenda before meeting*)

### 3. Approval of the Agenda

**a) You Say:** "HAS EVERYONE REVIEWED THE AGENDA?"

**b) You Say:** "ARE THERE ANY REVISIONS NEEDED?" (*Members suggest any needed*)

**c) You Say:** "CAN I HAVE A MOTION TO ADOPT THE AGENDA?" (*Response: "I move we adopt the agenda as circulated/amended"*)

**d) You Say:** "CAN I HAVE A SECONDER FOR THE MOTION?" (*Response: "I so second." or "I second the motion."*)

**e) You Say:** "DISCUSSION? ALL IN FAVOUR? OPPOSED? ABSTAINING? MOTION CARRIED / DEFEATED."

### 3. Minutes of the Previous Meeting

**a) You Say:** "HAS EVERYONE HAD A CHANCE TO REVIEW THE MINUTES OF THE LAST MEETING?"

*or* "CAN THE MINUTES OF THE LAST MEETING BE READ?" (*if not sent out ahead of time*)

**b) You Say:** "ARE THERE ANY ERRORS OR OMISSIONS?" (*Members point out any*)

**c) You Say:** "CAN I HAVE A MOTION TO ADOPT THE MINUTES FROM THE LAST MEETING?" (*"I move to..."*)

**d) You Say:** "CAN I HAVE A SECONDER FOR THE MOTION?" (*Response: "I so second." or "I second the motion."*)

**e) You Say:** "DISCUSSION? ALL IN FAVOUR? OPPOSED? ABSTAINING? MOTION CARRIED / DEFEATED."

### 4. Old Business

**a) You Say:** "IS THERE ANY BUSINESS NOT ON THE AGENDA TO DISCUSS FROM THE MINUTES?"

### 5. Treasurer's Report

**a) You Say:** "CAN WE HEAR THE TREASURER'S REPORT?" (*Treasurer gives report*)

**b) You Say:** "DOES ANYONE HAVE ANY BILLS OR MONEY TO PRESENT?" (*members must hand in*)

**c) You Say:** "CAN I HAVE A MOTION TO PAY ALL BILLS PRESENTED?" (*Response: "I move to pay all bills..."*)

**d) You Say:** "CAN I HAVE A SECONDER FOR THE MOTION?" (*Response: "I so second." or "I second the motion."*)

**e) You Say:** "DISCUSSION? ALL IN FAVOUR? OPPOSED? ABSTAINING? MOTION CARRIED / DEFEATED."

**f) You Say:** "CAN I HAVE A MOTION TO RECEIVE THE TREASURER'S REPORT?" (*Response: "I move to receive..."*)

**g) You Say:** "CAN I HAVE A SECONDER FOR THE MOTION?" (*Response: "I so second." or "I second the motion."*)

**h) You Say:** "DISCUSSION? ALL IN FAVOUR? OPPOSED? ABSTAINING? MOTION CARRIED / DEFEATED."

NOTE: RECEIVING a report means it is to be included in the minutes. ADOPTING means an action or request is supported and normally should be done for each specific action, not an entire report. Monthly treasurer's reports are RECEIVED, and the Treasurer's final report for the year is only ADOPTED at the Annual General Meeting, after an audit shows it is correct.

### 6. Director/Representative/Committee Reports

**a) You Say:** "CAN THE PROVINCIAL DIRECTOR / (OTHER) REP/COMMITTEE GIVE THEIR REPORT?"

**b) You Say:** "CAN I HAVE A MOTION TO RECEIVE ALL REPORTS?" (*Response: "I move to receive all reports."*)

**d) You Say:** "CAN I HAVE A SECONDER FOR THE MOTION?" (*Response: "I so second." or "I second the motion."*)

**e) You Say:** "DISCUSSION? ALL IN FAVOUR? OPPOSED? ABSTAINING? MOTION CARRIED / DEFEATED."

### 7. New Business Motions

**a) You Say:** "IS THERE ANY NEW BUSINESS?" (*Response: "No / Yes – I move we do something ..."*)

**b) You Say:** "MOTION MADE BY (*name*)."  
(*to assist the Secretary with recording*)

**c) You Say:** "CAN I HAVE SOMEONE SECOND THE MOTION?" (*Response: "I so second." or "I second the motion."*)

**d) You Say:** "DISCUSSION ON THE MOTION?" (*Mover gets first opportunity*)

**e) You Say:** "ANY FURTHER DISCUSSION?"

**f) You Say:** "SEEING NO FURTHER DISCUSSION, CAN THE SECRETARY RE-READ THE MOTION?"

**g) You Say:** "I WILL PUT IT TO QUESTION. ALL THOSE IN FAVOUR? ALL OPPOSED? ABSTAINING?"

**h) You Say:** "MOTION CARRIED / DEFEATED."

### 6. Adjourning

**a) You Say:** "CAN I HAVE A MOTION TO ADJOURN?" (*Response: "I so move."*)

**b) You Say:** "SECONDER? ALL IN FAVOUR?" (*Response: "I so second."*)

**c) You Say:** "MEETING ADJOURNED AT (*time*). CAN (*member*) LEAD US IN THE JUNIOR FARMER SONG?"



# JUNIOR FARMERS' ASSOCIATION OF ONTARIO

## Parliamentary Procedure at a Glance

The chart below outlines how most motions should be handled under Robert's Rules of Order.

The four basic principles are:

- Courtesy & justice for all.
- Recognizing the will of the majority.
- Considering one thing at a time.
- Protecting the rights of the minority.

TYPE OF MOTION (highest to lowest priority)	Must be seconded?	Can be discussed?	Can be amended?	Approval Required?
<b>PRIVILEGED – Stops all proceedings no matter what is happening.</b> -Motion to adjourn. -Motion to recess. -Point of privilege. (for something that will benefit the group) -Point of order. (member questions an improper procedure)	Yes Yes No No	No Length only No Chair/Mover	No Yes No No	Majority Majority Majority Chair Rules
<b>SUBSIDIARY – Determines immediate fate of a motion.</b> -to table a motion (indefinitely, until a specific time/date) -to call for a vote. -to refer to a committee. -to amend an amendment being discussed. -to amend a motion being discussed.	Yes Yes Yes Yes Yes	No No Yes Yes Yes	No No Yes No Yes	Majority 2/3 Majority Majority Majority
<b>INCIDENTAL – handled before action is taken on a related subject.</b> -to close nominations. -to re-open nominations. -to decide the method of voting. (heads down/hands up, secret ballot etc.) -to withdraw a motion. -to appeal the chair's decision.	Yes Yes Yes No Yes	No No No No Yes	Yes Yes Yes No No	2/3 Majority Majority Mover Majority
<b>UNCLASSIFIED – refers to motions needing to be considered again</b> -to reconsider (further discuss a previous decision) -to rescind (revoke a previous decision) -to take from the table (re-start discussion of a tabled motion)	Yes Yes Yes	Yes Yes No	Yes Yes No	Majority 2/3 Majority
<b>MAIN MOTION – presents a proposal to those assembled.</b>	Yes	Yes	Yes	Majority

In smaller groups, consensus can be used to unanimously make a decision without a formal vote.

### What should be included in the Minutes?

1. Name of organization.
2. Kind of meeting – regular, annual, special, executive.
3. Date, Place & Time held.
4. Name of the chairperson.
5. Names of members and any guests attending.
6. Approval of previous minutes.
7. Summary of all reports received/given and any actions adopted.
8. The motion, mover and seconder of all decisions carried or defeated.
9. Notes on any business discussed that could be important or useful in the future.
10. An outline of any special activities before, during and after the meeting.
11. Adjournment & Time.
12. Signature of the Secretary. (President signs once the minutes are approved.)



XYZ JF  
Regular Monthly Meeting AB  
Fairgrounds, Town, ON  
Date, 7:30 pm.

President JK called the meeting to order at (time).

Present: \_\_\_\_\_ Guests: \_\_\_\_\_

CK moved to accept the minutes of the X meeting, seconded by EF. CARRIED.

.....

Moved by GH to adjourn at (time), seconded by IJ.

Social time at K's Restaurant after meeting.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary