

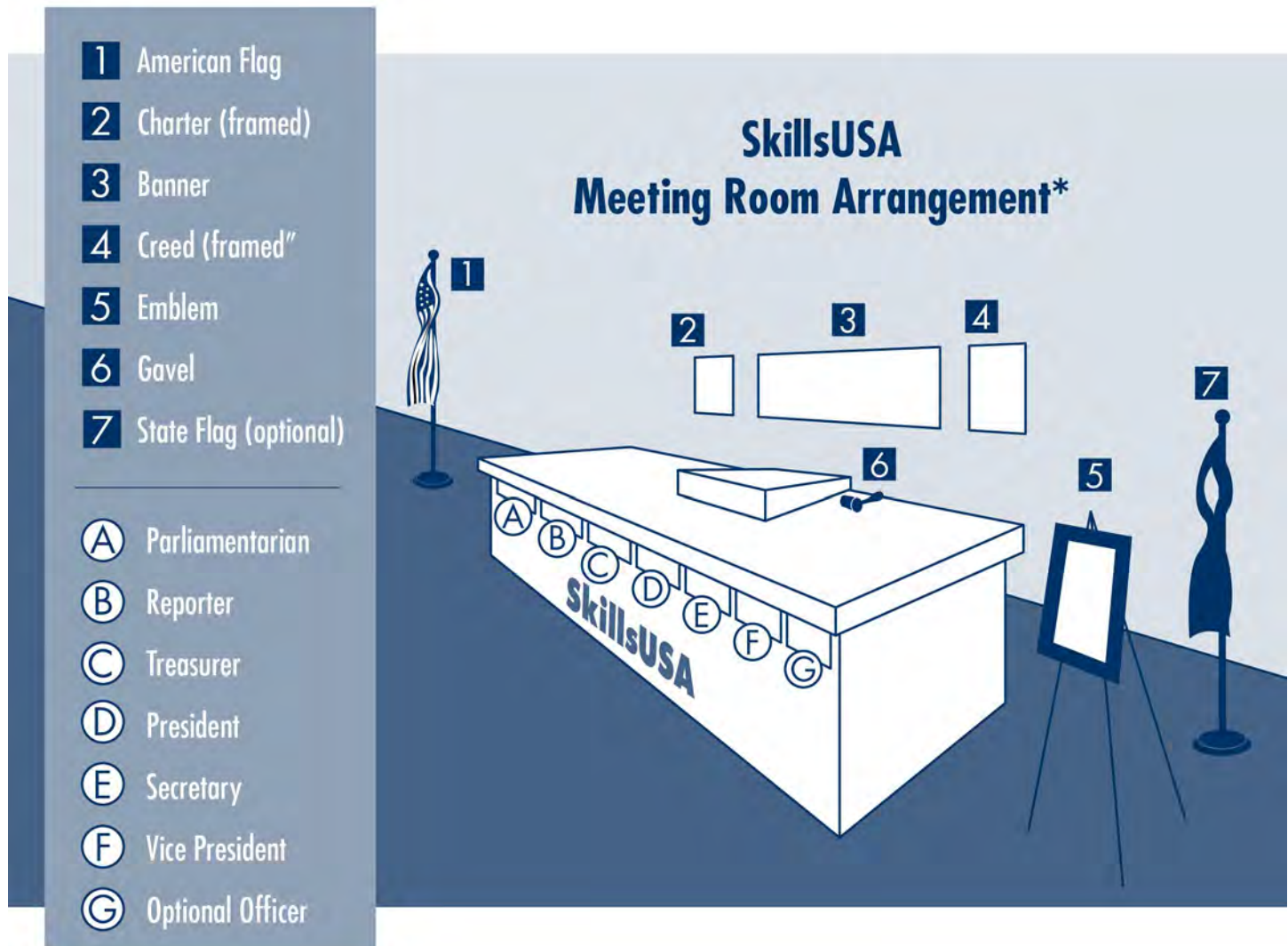


Chapter Meeting **GUIDE**

How to Plan a Chapter Meeting

Key Questions for Planning:

- ✓ What is the purpose of the meeting?
 - ✓ Who will attend?
 - ✓ When will it be held?
 - Pick a consistent monthly day/time (e.g., “first Wednesday”).
 - Adapt to class/lunch/after-school times based on school policy.
 - Limit meeting length to what’s needed for agenda items.
 - ✓ Where will it be held?
 - Reserve a location
 - Designate time and people to assist in set-up
- ✓ Do you need any of the following?
 - American Flag
 - SkillsUSA Banner
 - Gavel
 - Ceremonial SkillsUSA Emblem
 - Secretary’s & Treasurer’s Notebooks
 - Official Scrapbook
 - Framed SkillsUSA Charter & Creed
 - Robert’s Rules of Order, Newly Revised
 - Powerpoint & Projector/Sound Equipment
 - Print Materials
 - ✓ Officers (especially the president and secretary) should write a clear agenda.
 - Draft Agenda
 - ✓ Distribute or display the agenda in advance.



Suggested Order of Business

1. Opening

- The president or presiding officer calls the meeting to order. This may be followed by a thought for the day, the opening ceremony, and the Pledge to the Flag.

2. Roll Call

- The secretary conducts a roll call. While not always necessary, this is a useful method for taking attendance during a SkillsUSA meeting.

3. Correspondence

- The secretary reads the minutes of the last meeting. The president asks for corrections to the minutes. If there are none, the minutes stand approved and become the official record of the meeting.

4. Reports

- Reports are given by officers, boards, and standing committees.
- The treasurer's report is shared to inform members of:
 - Income
 - Expenditures
 - Current balance
- This report is filed (not voted on).
- The president calls on each standing committee with a report.
- Committees may make recommendations in the form of a main motion.
- Special/ad hoc committees report next.

5. Business

- Unfinished Business (Items left over from the previous meeting should be addressed first.)
- New Business (Any member may present a new item or idea in the form of a main motion.)

6. Announcements and Programs

- Members may make announcements.
- Once business is concluded, a special program (speaker, demo, activity) may be presented.

7. Ceremonies

- Hold initiations, officer installations, or member honors.
- Conduct the closing ceremony.
- The president adjourns the meeting when all business is concluded.



Best Practices

- Follow the agenda.
- Use roll call to track attendance.
- Ensure the president effectively handles the gavel.
- Approve minutes from previous meeting.
- Use parliamentary law (reference Robert's Rules of Order).

Using Parliamentary Procedure

- One subject at a time, majority rules, minority rights protected.
- Teach students how to:
 - Make a motion
 - Second it
 - Debate
 - Vote
 - Announce the result

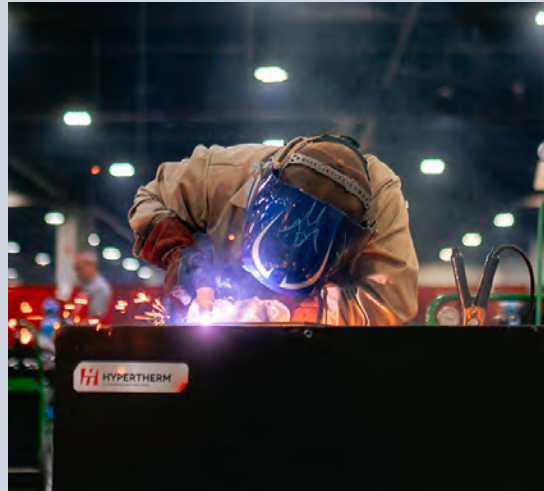
Using the Gavel

- 1 rap = Seat members, announce results or adjourn
- 2 raps = Call to order
- 3 raps = Everyone rise

(Use a gavel block to protect surfaces.)

Minute-Taking

- Sit near the president, circulate an attendance sheet.
- Note start time, motions, outcomes, and actions—not full discussions.
- Record who speaks and votes if needed.



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