

HOSA CHAPTER MEETINGS

Good meetings are the result of several factors. At a minimum, the President and Secretary should plan the meeting. As part of the preliminary activities, the planners develop the agenda. Each agenda, unless the Chapter bylaws dictate differently, should follow the same basic outline.

Parliamentary Procedure

Unless otherwise dictated by the Chapter bylaws, all meetings should follow proper parliamentary procedure. The National HOSA Bylaws (Article VI, Section 2) states, "Parliamentary procedure for all meetings of HOSA shall be governed by **Robert's Rules of Order, Newly Revised.**" There are, however, many publications that will introduce a more simple form of parliamentary procedure into the Chapter. A sample agenda according to parliamentary law includes the following:

Sample Agenda

<i>Procedure:</i>	<i>Explanation:</i>
Call to order	≡ The official opening of a business meeting. It is done by the President.
Pledge of Allegiance	≡ The respect of the American flag.
Roll Call/Quorum	≡ Roll call and establishment of a quorum is necessary for any business meeting. The roll call may be taken by actually calling each member's name, having assigned seats, passing around a sign-in sheet or having someone take attendance at the door. A quorum, which is needed to conduct business, is established through the roll call.
Minutes of Previous Meeting	≡ Must be approved either as read or as corrected. Once approved, the minutes become a part of the official record of the Chapter. (See sample format for recording Secretary's minutes, Appendix F.)
Treasurer's Report	≡ Should be as brief and uncomplicated as possible. Once given, the report should be accepted subject to audit. (See sample, Appendix G.)
Officer's Report	≡ Should be as brief as possible. It may be given in writing or verbally. If an officer gives recommendations, their form should resemble a committee's recommendations. After the report is given, the President restates the recommendation and asks for a second. It then becomes a main motion.

COMMITTEE REPORTS

- Standing** ≡ Include those committees which serve all and have official tasks that are mentioned in the constitution or bylaws. In the case of the standing committee report, no motion is necessary because only facts are presented.
- Special** ≡ Includes committees which are appointed for a limited time and a specific purpose. Their existence is terminated with the final report to the Chapter. In the case of a special committee report, a motion for its adoption is necessary because it makes a recommendation.
- Unfinished Business** ≡ Include any question(s) that was pending at the last meeting when it was adjourned or any unfinished business at the last meeting that did not reach the floor.
- New Business** ≡ Any business item new to the Chapter.
- Program** ≡ An optional agenda item that is usually in order at this point on the agenda.
- Announcements** ≡ Any announcement pertinent to the organization is in order at this time.
- Adjournment/Recess** ≡ The ending of the meeting. The next time the Chapter convenes, it must start at the beginning of the agenda.

CONDUCTING A HOSA COMMITTEE MEETING

Committees must have a suitable place to meet, if the best results are expected. A table and chairs, located in a room where there is a minimum of interference, is the best arrangement.

The three kinds of participants of any committee are, the committee chairman, the committee secretary, and committee members. The three have different responsibilities in carrying out the work of the committee. These are as follows:

Duties of the Chairman

The Chairman should have an agenda ready. This is simply a planned list of things to be discussed or accomplished. This helps the committee to proceed with the business at hand.

The chairman receives the task assignments from the Chapter President. It is then the chairman's duty to communicate this task to the committee. The chairman may wish to assign each committee member specific responsibilities. However, the chairman should supervise and HELP the committee members with their individual assignments as much as possible. Usually the chairman is responsible for the following:

- Calls the meeting to order
- Outlines the task or problem to be handled by the committee
- Asks for suggestions from the committee members
- Summarizes and leads discussion of suggestions made in the group
- Directs the group in reaching a decision
- Adjourns committee meeting
- Reviews notes of meeting with committee secretary
- Prepares or assists secretary in preparing in duplicate the report of the meeting. Sees that the secretary files a copy and turns in one copy to the secretary for the Chapter files
- Prepares and is ready to give a committee report at the next Chapter meeting. (See sample format in Appendix L.)

Duties of the Secretary

- Records all decisions reached by the committee
- Prepares minutes of the meeting immediately after meeting is held and makes them available to all committee members
- Files a copy of the minutes for future reference
- Provides a copy of the minutes to the Chapter Secretary
- Assists in preparation of the committee report which must be ready to be given at the next Chapter meeting.

Duties of the Members

- Know committee obligations and attends all scheduled meetings
- Make positive contributions to the committee process
- Complete all accepted assignments on time
- Know the goals and plans of the committee and supports those ideals at chapter meetings.

Purpose of Committees

A committee is appointed or elected to consider, investigate, make recommendations to take or not to take action and present a report of its findings back to the other members of the Chapter. If the committee is to do more than report its findings or to make recommendations, it must be given specific directions concerning the extent of its authority.

Committees are used to help accomplish the work of the Chapter. The effectiveness of the committees determines how productive the Chapter will be. The most important reason committees are needed is that it is difficult to have the whole Chapter working on a single project at once. Several committees made up of the Chapter members can do a better job of organizing a project or an activity or research facts and reaching decisions. Additionally, a committee can usually work faster and is thus more efficient.

Types of Committees

Committees are of two types, standing and special/ad hoc. The standing committee is formed to remain in existence permanently and to fulfill a continuing function.

The special committee is formed as the need arises for a specific task.

Upon completion of its designated task, the committee automatically ceases to exist.

Examples of the two types of committees may be as follows: (see form for identifying HOSA committees for a particular year, in Appendix K.)

Standing Committees

1. Public Relations
2. Finance
3. Community Service
4. Social/Recreation
5. Hospitality
6. Education
7. Executive (made up of Chapter officers and Advisor)
8. Membership
9. Nomination/Election (see sample forms in Appendix)
10. Program

Special Committees

1. Decorations
2. Entertainment
3. Invitations
4. Food
5. Arrangements
6. Parade Float Design



Louisiana HOSA Executive Council
Order of Business
(Date)

- I. Call to Order**
 - a. This (Type of Meeting) is scheduled for (Date) at (time) located at (Location).
 - b. The Chairman of this meeting is (Chairman)

- II. Reading of the Minutes**
 - a. The Minutes from the (Date) Meeting will be read and approved by Secretary (Name).

- III. Reports of Officers, Boards, and Standing Committees**
 - a. Officer (Name) will be giving their report on (subject)

- IV. Reports of Special Committees**

- V. Unfinished Business**

- VI. New Business**

- VII. Next Meeting**

- VIII. Adjourn**
 - a. The meeting will be approximately adjourned at (time).