

TSA Opening and Closing Ceremonies

Opening Ceremonies

- P) (gavel 1 everybody sit)
(gavel 2 call to order)
Will the meeting please come to order. Mr./Madam Sergeant at Arms.
- SaA) *Yes, Mr./Madam President.*
- P) *Are all officers present and in their places?*
- SaA) *They are Mr./Madam President.*
- P) (gavel 3 all stand)
Mr./Madam Sergeant at Arms, will you please lead the assembly in the pledge to the flag of the United States of America.
- SaA) *Will the assembly please rise. (wait) Please note that there is no pause between "one nation under God" Attention. (all turn) Salute. hand over heart) Pledge.*
- All Pledge
- P) (gavel 1 all sit)
Mr./Madam Secretary
- S (stand)
Yes, Mr./Madam President?
- P) *Will you please call the roll. (sit)*
- S) *Mr./Madam Sergeant at Arms*
- SaA) (stand) *Present. The symbol of my office is the hearty handshake. It is my responsibility to see that the assembly is comfortable and properly welcomed. It is also my duty to serve as doorkeeper for this organization (remain standing)*
- S) *Mr./Madam Reporter*
- R) (stand)
Present. The symbol of my office is the beacon tower, and it is my duty to see that our school, community, and national association have a complete report of our organization's activities. (remain standing)
- S) *Mr./Madam President*
- P) (stand)
Present. The symbol of my office is the gavel. The duties vested in me, by my office are to preside at all regular and special meetings of this organization and to promote the cooperation in carrying out the work and activities of this organization. Mr./Madam Secretary (remain standing)

- S) *Present. The symbol of my office is the pen, and it is my responsibility to see that accurate and proper records are kept of all business and correspondence of this association. Mr./Madam Treasurer*
- T) (stand)
Present. The symbol of my office is the balanced budget, and it is the duty of my office to keep accurate records of all funds and to see that all financial obligations are met promptly. (remain standing)
- S) *Mr./Madam Vice President*
- VP) (stand)
Present. The symbol of my office is the star, and it is the duty of my office to see that we always have a strong membership, a good work program, and are alert to the welfare of our chapter. (remain standing)
- S) *Mr./Madam President, All officers are present and in their places and a quorum has been established.*
- (gavel 1)
- P) *Mr./Madam Sgt-at-Arms*
- SaA) *Yes, Mr./Madam President?*
- P) *Are there any guests present?*
- SaA) *Yes, Mr./Madam President. We would like to welcome our distinguished judges and thank them for being here today.*
- P) *Mr./Madam Secretary, will you please read the minutes from the previous meeting?*
- S) *MINUTES (Respectfully submitted by _____, secretary)*
- P) *Are there any additions or corrections to be made to the minutes?*
- Mr./Madam President*
- P) *Mr./Madam _____*
- I move we accept the minutes as read.*
- Second*
- P) *All those in favor of accepting the minutes as read please signify by saying "Aye"
All opposed say "Nay" By unanimous vote the minutes will be accepted as read.
(gavel 1) Mr./Madam Treasurer*
- T) *Yes, Mr./Madam President.*
- P) *Will you please read the financial report?*
- T) *FINANCIAL REPORT*
- P) *The financial report will be accepted and filed for audit. (gavel 1)*

P) *We are now ready to transact business. Are there any committee reports?*

COMMITTEE REPORTS (*Respectfully submitted by _____*)

P) *Is there any old business to be discussed?*

S) *Yes/No Madam President.*

OLD BUSINESS (If there is any)

P) *Is there any new business?*

NEW BUSINESS

CLOSING CEREMONIES

P) (gavel 3 - all stand)
Will the assembly please rise as we recite the TSA creed.

VP) *I believe that Technology Education holds an important place in my life in the technical world. I believe there is a need for the development of good attitudes concerning work, tools, materials, experimentation, and processes of industry.*

SaA) *Guided by my teachers, artisans from industry, and my own initiative, I will strive to do my best in making my school, community, state, and nation better places in which to live.*

T) *I will accept the responsibilities that are mine. I will accept the theories that are supported by proper evidence. I will explore on my own for safer, more effective methods of working and living.*

R) *I will strive to develop a cooperative attitude and will exercise tact and respect for other individuals.*

S) *Through the work of my hands and mind, I will express my ideas to the best of my ability.*

P) *I will make it my goal to do better each day the task before me, and to be steadfast in my belief in my God, and my fellow Americans.*

P) *Will the assembly please repeat the TSA motto after me, "
Learning to live in a technical world."*

Learning to live in a technical world.

(Gavel 1 - all sit)

P) *Does anyone know of any reason why this assembly should not adjourn. Hearing none, I now declare this meeting adjourned until the next regularly scheduled meeting or special meeting is called.*

(gavel 1)

Handling Motions

After a Motion is made and seconded

President says... It has been moved and properly seconded to _____ . Is there any discussion?

After the question has been called

President says... The question has been called for...Are there any objections? Hearing none... All those in favor of the motion please signify by _____ . All opposed?

After a motion is amended

President says ... It has been moved and properly seconded to amend the motion by taking out the word(s) _____ and inserting the word(s) _____ . Is there any discussion.

Remember: After the question has been called for in an amended motion, you continue voting until you reach the main motion. You may not discuss any of this unless the vote on the amended motion fails. Then you may ask for further discussion on whatever motion remains.

After a motion is referred to a committee

President says... The _____ has moved that we refer this motion to a committee and it has been properly seconded. Is there any discussion.

If the vote passes, name the person who referred the motion to a committee as the committee chairperson

Say... The motion passes to refer this motion to a committee Mr./madam _____, I appoint you chairperson for this committee with permission to act. You will choose your committee members after the meeting and report back to us at our next meeting. Do you accept this position?