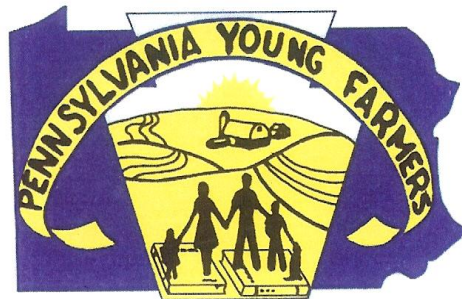


PENNSYLVANIA YOUNG FARMERS ASSOCIATION



OFFICERS MANUAL

Officers Manual
Pennsylvania Young Farmers Association

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Revised 2013 by Betsy E. Huber, PYFA Executive Secretary.

PREFACE

This manual is written with the expressed intent that it will help Officers of the Pennsylvania Young Farmers Association in their assigned task of directing the State Association. It is your responsibility to develop those skills of leadership necessary to make the State Association a smooth operating, forward looking organization, representative of the local chapters. The State Association exists for the total membership, and should never be a self serving body. As state officers you must be constantly aware of this fact, and strive to be an effective advocate of the purposes and goals of PYFA.

The State Association can be an effective force in advancing instruction in the Adult Young Farmer program of local public schools and effecting change in the College of Agricultural Sciences at the Pennsylvania State University. Leadership learned in the Young Farmer program can be a very effective instrument for providing needed leaders for other farm oriented associations and organizations in the state.

The Young Farmer Program can be an instrument of “opinion” for its membership: (1) to inform the public or the consumer of the importance of agriculture, and (2) to inform other agencies, through educational activities, of the importance of developing workable, far-sighted agricultural programs.

It is also important that the Association cooperate with other agencies and agricultural organizations in an effort of common purpose. It is the responsibility of each state officer to lead the local chapters in this cooperative effort.

Each officer must become familiar with the working parts of this Association – the constitution, by-laws, etc., and should become familiar with the individual duties and responsibilities, and those of the other offices in the Association. Responsibility is often something left for other people but not here; each and every officer must take responsibility. It is the duty of every officer to cooperate with fellow officers, the advisors, and the University, to work together in an enthusiastic spirit of achievement. All officers should develop their leadership potential to the fullest, and use this leadership at the local and regional level, in a spirit of conduct and ethics becoming of this organization.

This manual is not now, nor can it ever be finished. It must be updated and flexible in purpose and fact. It is hoped that the users of this manual will in the use of it try to improve it with their suggestions and experiences, so that future additions to the contents will be useful in purpose and provide future officers with the information needed to become effective leaders of The Pennsylvania Young Farmers Association.

Guy Bravo, 1978

Donald L. Mincemoyer, 1986

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THE YOUNG FARMER PROGRAM

The Young Farmer Program is organized, systematic instruction in agriculture aimed specifically at helping farmers and agriculturalists solve their problems in becoming successfully established in businesses and advancing to the highest efficiency status to which they may aspire.

Most local groups of Young Farmers organize and elect officers. The officers direct the activities of the group with the aid of the teacher of vocational agriculture. Young Farmer Committees are assigned to plan programs and care for group needs. Organized, local groups are called Young Farmer Chapters. Generally, the name of the school district identifies the local Young Farmers Chapter.

WHO IS A YOUNG FARMER?

The word “young,” as used in the names of all groups, is not intended to restrict the age of those who participate. “A young farmer is any farmer willing to learn.”

YOUNG FARMER PROGRAM SPONSORSHIP

Local school boards provide the teacher and facilities. Young farmer educational programs are usually offered in school districts where vocational agriculture is taught in the high school. Funding for these programs is provided from local and state education funds. [School Code 24 PS 25-2507; provides for payment of 80% of \$8.60/hour for teachers of young farmer programs (\$6.88 per hour), plus 80% of travel costs].

INSTRUCTIONAL PROGRAMS

Local young farmer groups take an active part in planning the yearly educational program. Participation in program formulation insures a sound basis for each educational activity. Group and individual instruction are offered. Classes meet on a regular schedule. Individual instruction on the farm is an important aspect of the program and is available on a regularly scheduled basis. The teacher of agriculture is responsible for coordinating the total instructional program.

THE PENNSYLVANIA YOUNG FARMERS ASSOCIATION

The Young Farmers Association is organized on the local and state levels. Local chapters in good standing with the State Association are entitled to representation by two delegates during the annual business meeting at the state conference. The state conference is usually held in February. Some activities conducted at the state conference are the annual business meeting, election of state officers, presentation of awards, educational programs, speakers, and displays.

THE PURPOSE OF THE YOUNG FARMERS ASSOCIATION

The purposes for which this organization is formed are:

1. To develop competent, aggressive, rural and agricultural leadership.
2. To create and nurture a love of country life.
3. To encourage members in the development of individual farming programs and establishment in farming.
4. To encourage and practice conservation.
5. To provide and encourage the development of organized rural recreational activities.
6. To encourage members to improve the farm home.
7. To develop character, train for useful citizenship, and foster patriotism.
8. To acquaint members with agriculture legislation.
9. To assist and cooperate with other farm organizations and the FFA.
10. To promote better consumer-producer relationships and study market conditions.
11. To actively promote studies of the economics of Farm Financial Management and Marketing.

HISTORY, STATUS, POTENTIAL

During its first fifteen years, vocational agriculture in Pennsylvania was confined to adult farmer night classes. The Great Depression stimulated young farmer classes from 1927 to 1941 because several million young men were unemployed in rural America. During World War II, classes were devoted primarily to reconditioning used farm implements. Soon after WWII the boom in veterans' agriculture training programs resulted in additional, special instructors teaching classes and providing on-the-job training.

In 1949, The Pennsylvania Young Farmers Association, organized through the veterans' classes on a county basis, held its first annual meeting at the State Farm Show. Most veterans discontinued their membership as their entitlement to subsidized training expired. Subsequently, teachers of agriculture assumed responsibility for the total adult program.

The year 1955 marked the beginning of the current Pennsylvania Young Farmers Association involvement in improved instruction, increased leadership development and enhanced community relations. In October 1954, the State Council on Education approved on-farm instruction of young/adult farmers as a regular feature of the vocational agriculture program.

Regional leadership training began in 1955, and one year later six regional vice presidents were elected to supervise and promote local association activities. The State Outstanding Young Farmer Award program was initiated in 1957.

In 1960, the annual convention date was moved to the Wednesday after Thanksgiving at the Pennsylvania State University. The change resulted in a boost in member and family attendance.

Continued annual convention success is a credit to members' leadership and active involvement of local associations throughout Pennsylvania. Currently the annual meeting is held in February.

Today The Young Farmers Association serves as the primary opportunity and vehicle for providing systematic, effective, adult instruction in agriculture education. Determined at the grass roots level, it also serves as a medium for sharing public opinions and current technologies, resulting in constant upgrading of the total agriculture program in the public school system. Moreover, the association is an excellent forum for leadership development of agriculturists of all ages, thus providing a leadership pool for local government and both agricultural and non-agricultural businesses and organizations. In the 1990's and the next century, partnerships with private industries, government, educational institutions like Cooperative Extension, and strengthened bonds with agricultural youth organizations, are vitally important for the sustainability of American agriculture.

OBJECTIVES OF PENNSYLVANIA YOUNG FARMERS' ASSOCIATION

1. To provide instructional opportunities (either classroom or on-site settings) with support from professionals to aid agriculturalists in maximum efficiency.
2. To educate the consumer in the areas of agriculture that affect the health, safety and welfare of the public.
3. To communicate with local chapters and leaders in response to their need.
4. To communicate and provide means by which local chapters and the state association can share knowledge and experiences that would be of value to PYFA chapters, members, stakeholders, and organizations outside of PYFA.
5. To provide those in production and agribusiness careers the necessary support for sound business organization, record keeping, farm laws, estate planning, etc.
6. To provide state officer leadership training, as well as provide leadership development for all members.
7. To provide educational networking opportunities through recreational and social activities.
8. To communicate and partner with agricultural organizations to enhance cooperation and learning at all levels of agricultural education.

OFFICERS

State association officers are elected annually by majority vote in a secret ballot. The eleven officers are president, president-elect, past president, 5 regional vice presidents, secretary, treasurer, and public relations director.

All elected state officers hold office for one year or until the election of their successors. The president and president-elect are limited to one-year terms; all other officers, except treasurer, shall be limited to three consecutive years in the same office or as otherwise provided in the Pennsylvania Young Farmers Association Constitution and By-laws.

Local chapter officers conform to the constitutional guidelines, and usually include a president, vice president, secretary, treasurer, and public relations director.

Current PYFA Officers are listed at www.payoungfarmers.com/officers.

ADVISORY COUNCIL

The advisory council is composed of the state agriculture education advisor, a representative of the Pennsylvania Association of Agricultural Educators, advisors of state officers, and industry representatives as determined by the executive committee. The advisory council provides guidance and recommendations to the Young Farmers Association.

Constitution and Bylaws
Pennsylvania Young Farmers Association, Inc.
www.payoungfarmers.com

ARTICLE I. NAME AND PURPOSE

Section A. Name

The name of this organization shall be the Pennsylvania Young Farmers Association. Local chapters shall use the same name except that the name Pennsylvania shall be deleted and suitable local name substituted.

Section B. Purposes

The purposes for which this organization is formed are:

1. To develop competent, aggressive, rural and agricultural leadership.
2. To create and nurture a love of country life.
3. To encourage members in the development of individual farming programs and establishment in farming.
4. To encourage and practice conservation.
5. To provide and encourage the development of organized rural recreational activities.
6. To encourage members to improve the farm home.
7. To develop character, train for useful citizenship and foster patriotism.
8. To acquaint members with agriculture legislation.
9. To assist and cooperate with other farm organizations and the FFA.
10. To promote better consumer-producer relationships and study market conditions.
11. To actively promote studies of the economics of Farm Financial Management and Marketing.

ARTICLE II. ORGANIZATION

Section A.

The Pennsylvania Young Farmers Association is a state organization made up of members from affiliated local chapters.

Section B. Local Chapters

1. A chapter shall be considered active upon application for a charter and payment of annual dues.
2. Local chapters shall be composed of any person(s) interested in adult agricultural education. The Pennsylvania School Code provides the foundation for local adult programs.

Section C.

1. The State Advisor of the FFA as employed by the PA Department of Education shall be the State Advisor of the Pennsylvania Young Farmers Association.
2. Each local chapter should have an advisor which may be an instructor teaching agriculture.
3. There shall be a State Young Farmers Advisory Council for Pennsylvania Young Farmers Association. The members of the Advisory Council shall serve on the Executive Board of the Pennsylvania Young Farmers Association but shall not be eligible to vote.

4. The State Advisor shall be responsible for coordinating the appointment of Advisory Council members.

ARTICLE III. MEMBERSHIP

Section A. Types

Membership in this organization shall be active, active married, affiliate, life, and honorary.

Section B. Active Annual Membership

Any individual interested or actively engaged in farming or other related agricultural occupation or education shall be entitled to become an active member of a local chapter.

Section C. Active Life Membership

Any individual interested or actively engaged in farming or other related agricultural occupation or education shall be entitled to become an active life member of the association.

Section D. Active Married Membership

Any spouse of an active or life member shall be entitled to become an active married member.

Section E. Honorary Membership

Any individual interested in the improvement of agricultural conditions in Pennsylvania may be elected to honorary membership by a majority vote of the members present at any regular meeting. Honorary members shall not vote nor hold office. They will receive all publications produced by the organization.

ARTICLE IV. OFFICERS

Section A.

The state officers of the Pennsylvania Young Farmers Association shall be President, President-Elect, Vice President for each of the Northern, South Central, and Western Regions and two Vice Presidents from the Eastern Region, Secretary, Treasurer, Director of Public Relations and State Advisor. These officers with the President of the previous year and the members of the State Advisory Council shall constitute the Executive Board of the Organization.

The membership chair is an appointed position and is a full voting member of the Executive Board.

The Executive Board shall have full authority and control over the organization subject only to such regulations as The Pennsylvania Young Farmers Association may adopt as By- Laws. The elective officers shall be elected annually by a majority vote of the delegates present at a regular state conference. The State Advisor and consultants of agricultural education will serve in an advisory capacity for local chapters.

Section B.

All elective state officers shall hold office for one year after the election or until the election of their successor(s).

Section C.

All questions involving the relationships between The Pennsylvania Young Farmers

Association and the Pennsylvania Association of FFA; or the relationships between the Young Farmers Association and any farm organization shall be settled by a relationships committee. This committee shall consist of the President and the Secretary of the Pennsylvania Young Farmers Association, the President and the Secretary of the Pennsylvania Association of FFA and the State Advisor.

Section D.

The President and President-Elect shall be limited to a one (1) year term of office. All other officers except for the office of treasurer shall be limited to three (3) consecutive years in the same office or until a successor is elected.

ARTICLE V. MEETINGS

Section A.

Any state dues paying member (including state life membership) of a chapter active or inactive may have up to two (2) voting delegates at the annual conference provided those members are in attendance and no proxy voting shall be permitted.

Section B.

During the annual conference session, the delegates present shall determine the place for the conference to be held two (2) years following the current conference.

ARTICLE VI. DUES

Section A.

Actual membership dues in the Pennsylvania Young Farmers' Association including all privileges shall be fixed by the State Executive Board on the basis of a budget approved by the Advisor, and a majority vote of the delegates present at the annual conference.

Section B.

Dues for life membership shall be 15 times the annual dues rate. Life membership for an active married member shall be 15 times the active married annual dues. Upon the death of the member, the invested dues will become a part of the state treasury.

Section C.

Active married membership and affiliate member dues shall be one half the rate of active membership.

Section D.

Dues shall be due and payable starting January 1 of each year. A chapter will retain its active membership for a period of ninety days after the previous calendar year expires December 31.

Section E.

Dues of any local chapter shall be fixed by a majority vote of the members of the chapter.

ARTICLE VII. PROCEDURE

Section A.

Parliamentary procedure of all meetings of this organization shall be in accordance with "Roberts Rules of Order."

Section B.

A quorum for state conferences shall be delegates from not less than one third of the local young farmer chapters affiliated with the state organization.

Section C.

A quorum for the Executive Board shall consist of a majority of the members of the Board. The Executive Board shall elect members to fill any vacancy in the Board created by resignation, death, and the like, until the next annual meeting of the association.

ARTICLE VIII. AMENDMENTS

Section A.

Amendments to the State Constitution or By-Laws shall be submitted in writing first to the Pennsylvania Young Farmers Association Executive Board for consideration. The Board shall then prepare the amendments for the vote of the delegates assembled at the annual conference.

Section B.

Constitution and By-Laws may be adopted to fit the needs of any local chapter providing they are not in conflict with the Constitution and By-Laws of the Pennsylvania Young Farmers Association.

ARTICLE IX. DISSOLUTION

Upon the dissolution of the corporation or the organization, the Board of Directors or governing staff shall, after paying or making provision for the payment of all the liabilities of the corporation or organization, dispose of all the assets of the corporation or organization in such manner, or to such organization(s) organized and operated exclusively for charitable, education, religious, or scientific purposes as shall at the time qualify as an exempt organization(s) under section 501 C (3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law), as the Board of Directors or governing staff shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the corporation or organization is then located, exclusively for such purposes as said Court shall determine, which are organized and operated exclusively for such purposes.

BY-LAWS

ARTICLE I. ORGANIZATION

Section A. Method of Issuing Charters to Chapters.

The secretaries of the Local chapters shall submit with their applications for charters the following information:

1. A copy of the local chapter's Constitution and By-Laws that must not conflict with the State Constitution and By-Laws.
2. A copy of the local chapter's program of work for the coming year.
3. The name and addresses of the local officers, members and advisor.

4. The application for a charter to the State Advisor shall be signed by the President, Secretary and Advisor of the local chapter and shall be accompanied by a fee of \$2.00 to cover the cost of the charter engraving, postage, etc. A charter will be granted upon such application accompanied with dues for each member provided the proposed Constitution and By-Laws are not in conflict with the State Young Farmers Association Constitution and By-Laws.
5. The Executive Board of The Pennsylvania Young Farmers Association shall have the power to suspend such charter upon receipt of evidence of infringement of the provisions of the State Constitution and By-Laws of The Pennsylvania Young Farmers Association.

ARTICLE II. OFFICERS

Section A. Elections

1. The state officers will be elected by secret ballot by a majority vote of the delegates present at the annual state conference of the Pennsylvania Young Farmers Association.
2. The chairperson of the nominating committee shall be the President Elect.
3. A nominating committee shall be appointed by the state president and shall consist of one delegate from each of the regions of the state.
4. The nominating committee shall nominate well-qualified members for state officers. Nominations may also be made from the floor of the conference following the report of the nominating committee provided the nominee has given consent for his or her name being placed in nomination.
5. The candidate for President shall be the President-Elect who shall have served as an officer prior to being elected President-Elect.

Section B. Duties

1. President

- a. It shall be the duty of the President to preside over all meetings of the Pennsylvania Young Farmers Association and of the Executive Board.
- b. The President shall call special meetings of the State Association or of the Executive Board when requested to do so by a majority vote of the State Executive Board or by the State Advisor.
- c. The President shall appoint all special committees and may serve as an ex-officio member of these committees.
- d. The delegate to the National Summer Conference and the Winter Institute shall be the president and the past president. Should either of the presidents not be able to attend, the president-elect shall fill in and then the Regional vice-presidents starting with seniority.
 1. All delegates shall be reimbursed by the treasurer for travel and basic registration only, including basic hotel rate.
 2. Most economic rate for travel east of the Mississippi River.
 3. Plane fare for west of the Mississippi River.
 4. The reimbursement applies to delegates only, not spouses or guests.

2. Past President

- a. The delegate to the National Summer Conference and the Winter Institute shall be the president and the past president. Should either of the presidents not be able to attend, the president-elect shall fill in and then the Regional vice-presidents starting with seniority.

1. All delegates shall be reimbursed by the treasurer for travel and basic registration only, including basic hotel rate.
 2. Most economic rate for travel east of the Mississippi River.
 3. Plane fare for west of the Mississippi River.
 4. The reimbursement applies to delegates only, not spouses or guests.
3. President-Elect
- a. The President-Elect shall assume all duties of the President in the event that the office becomes vacant by resignation or otherwise.
 - b. The President-Elect shall preside over all meetings in the absence of the President.
 - c. The President-Elect shall serve as a representative of PYFA on the Foundation Board of Directors.
4. Vice President
- a. A Vice President shall be elected from each of the areas designated.
Northern Region – Bradford, Cameron, Centre, Clearfield, Clinton, Columbia, Elk, Lackawanna, Luzerne, Lycoming, McKean, Montour, Northumberland, Pike, Potter, Snyder, Sullivan, Susquehanna, Tioga, Union, Wayne, Wyoming.
South Central Region – Adams, Bedford, Blair, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Mifflin, Perry, York.
Western Region – Allegheny, Armstrong, Beaver, Butler, Cambria, Clarion, Crawford, Erie, Fayette, Forest, Greene, Indiana, Jefferson, Lawrence, Mercer, Somerset, Venango, Warren, Washington, Westmoreland.
 - b. Two Vice Presidents shall be elected from the following area: Eastern Region – Berks, Bucks, Carbon, Chester, Delaware, Lancaster, Lebanon, Lehigh, Monroe, Montgomery, Northampton, Philadelphia, Schuylkill.
 - c. The Regional Vice Presidents shall assist the local chapters in their activities. They shall assume the leadership in their regions in completing such state activities as are assigned them by the state Executive Board.
5. Secretary
- a. The secretary shall perform the duties common to such an office, such as keeping an accurate record of the minutes of the state association, and the minutes of the Executive Board, one copy of which shall be given to the State Advisor for the permanent files and one copy for his/her own files. A copy shall be sent to the secretary of each local chapter affiliated with the State Association and members of the Executive Board and advisory committees.
6. Treasurer
- a. The treasurer shall perform those duties common to such an office and other duties as directed by the State Advisor or the Executive Board.
7. Director of Public Relations
- a. It shall be the duty of the Director of Public Relations to assist with the publications of any state report and prepare news notes suitable for publications on all meetings of the State Association. Other duties may be assigned by the Executive Board.

8. State Advisor

- a. The state advisor is an ex-officio member of the Executive Board and all other committees. It is his duty to advise the Executive Board and other committees on matters of policy and assist the state officers in conducting the meetings and programs.
- b. The state advisor shall review all official state reports, pass on all applications for state and national honors, and other business of a statewide nature. His/her word shall be final in case of interpretation of this Constitution and By-Laws between the regular state meetings or meetings of the Executive Board.
- c. He shall review all reports from the local chapters and inform the Executive Board of any proceedings which appear to conflict with the provisions of the state constitution.
- d. He shall serve as advisor at all statewide meetings of the State Association and perform such duties as may pertain to the furtherance of the organization.

9. FFA Members

- a. The FFA is entitled to two FFA State Officers to sit on the PYFA Executive Board as voting members.
- b. They will serve a two year term with a new member appointed each year by the State FFA organization.
- c. They will advise the PYFA Executive Board as to all FFA functions and activities.

ARTICLE III. COMMITTEES

Section A.

The Executive Board shall be empowered to perform all business of the State Association between annual meetings.

ARTICLE IV. OFFICIAL COLORS

Section A.

The official colors of the organization shall be blue and gold.

ARTICLE V. OPENING AND CLOSING CEREMONY

President: This meeting of the (Chapter Name) Young Farmers Association will now come to order. The Chaplain will now lead us in prayer.

Chaplain: The (Chapter Name) Young Farmers Association dedicates itself through this meeting to establish sound agricultural practices on our farms, increase our skills and our education practices on our farms, increase our skills and our educational knowledge and to create and nurture a love of farm living; our aims are to accomplish these purposes.

President: I now declare this meeting duly opened for the transaction of business.

(Closing Ceremony)

President: As we adjourn this meeting, may our friendship ties be strengthened, our search for knowledge motivated and each of us go forth better prepared to meet the challenge of the future.

ARTICLE VI. OUTSTANDING AWARDS

Section A

There shall be an awards program. The Executive Board shall appoint an awards committee to determine the various categories and the number of awards to be presented annually.

1. The persons selecting these award winners shall be a three-member committee; one from the state office, one from The Pennsylvania State University, and one from The Pennsylvania Young Farmers Advisory Committee.
2. The completed awards forms shall be in the hands of the Public Relations Director

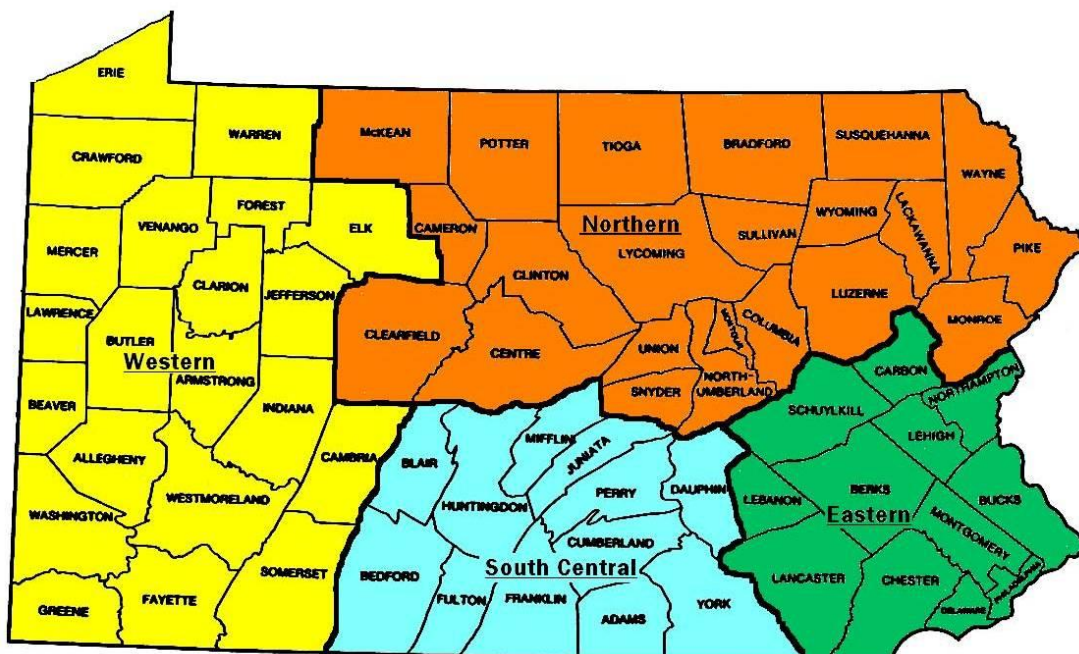
OFFICIAL COLORS AND EMBLEM

The official colors of The Pennsylvania Young Farmers' Association are royal blue and corn gold. The emblem background illustrates that the Pennsylvania Young Farmers' Association is a state organization. Four silhouettes, standing on books of knowledge, embody the young farmers' belief in education. The contoured fields depict the members' pride in well-kept farmstead, efficient production, and conservation of natural resources. Finally, the rising sun represents hope of a bright tomorrow.



REGIONAL DIVISION

Pennsylvania is divided into four regions providing equal leadership opportunities throughout the Commonwealth as well as facilitating time and travel of officers and advisory committee members who counsel local chapters within their regions.



All Past Presidents of PYFA are listed at www.payoungfarmers.com. The immediate past president serves as an officer for one year after his/her term as president.

Honorary members of PYFA may be elected by a majority vote of the members present at any regular meeting of the Pennsylvania Young Farmers Association. An Honorary member is any individual interested in the improvement of agricultural conditions in Pennsylvania. They may not vote nor hold office. Usually only one Honorary member is elected each year. All Honorary members are listed at www.payoungfarmers.com.

DUTIES OF OFFICERS

THE PRESIDENT

1. Preside over and conduct meetings according to accepted parliamentary procedure.
2. Call the meeting to order on time and determine the presence of a quorum.
3. Call special meetings when needed.
4. Plan meeting agenda with other officers and advisors.
5. Call other officers to assume the chair as necessary or desirable.
6. Keep discussion on the subject and within time limits.
7. Maintain decorum and conduct the meeting in a fair and equitable manner.
8. Know the constitution and bylaws of the PYFA. Ensure that the Association functions in accordance with them.
9. Coordinate association efforts by keeping in close communication with other officers, members and advisors.
10. Represent the association in public relations and official functions.
11. Be sure to invite and inform all officers, advisory group, advisory council of meeting dates. This can be done by mailing a copy of the agenda and addenda.
12. Keep the President-Elect informed of all activities and business of the Association so that the President-Elect can carry on if the need should arise.
13. Establish and appoint committees and chairpersons annually to be responsible for each activity. The committee list may include but is not limited to:

Ag Education
Agri-business Displays at Conference
Auditing
Awards, Honorary Membership
Banquet
Budget
Conference guests
Conference program
Conference registration
Conference sites (summer, winter)
Constitution, Bylaws, Policy
Educational program at convention
FFA
FFA Foundation
Leadership
Legislation Policy
Management
Membership
Newsletter

Nominations
NYFEA (National Young Farmers
Education Association)
NYFEA Institute Finance
Officers manual & handbook
Opening banquet
PA Council of Farm Organizations
PA Farm Show
PAAE
Past Officers
Proclamation & Resolution
Public promotion
PYFA/PAAE Summer conference
Resolutions
Spokesperson for Agriculture
Spouses conference program
Technology
Winter conference, education
Youth Stipend & Scholarship

14. Selection of Committees

- a. Serve as an ex officio member of all committees.
- b. Use judgment when selecting members of committees as the committee is the workhorse of the association.
- c. Do not stagnate the effectiveness of a committee by keeping the same names on the same committee perpetually.
- d. Ask all prospective committee members if they would be willing to serve, especially the chairperson, before making assignments.
- e. Appoint chairpersons who will organize and get the job done, and competent vice-chairpersons as assistants.
- f. Seek out and use those people who have special talents and interests in a particular phase of the operation. Take advantage of members' past experience when considering committee appointments.
- g. Follow up committee activities and check on progress. Keep committee activities moving in a satisfactory manner.
- h. Make sure that committees that have a far-reaching policy effect are well represented by the whole area covered by the Association. Do not appoint a specific interest group or area served by the Association to the same committee year after year.
- i. Consider travel constraints of committee members and try to keep each region of the Association represented on all important policy making committees.
- j. Non-policy making committees might well be made up of people who live close to one another to facilitate ease of completion of assigned tasks.
- k. Try to the best of your ability to give each and every member of the committee a chance to be heard and express their ideas; however, the chairperson should be the final spokesperson at all official meetings for the majority report.

THE PRESIDENT-ELECT

1. Preside over meeting in the absence of the President.
2. Work with the President in helping to carry out the program of work.
3. Serve on any committee and be in charge of committee work in general.
4. Be ready to help the President in any way.
5. Receive same mail from State that the President receives.

PYFA, through amending of the constitution, made possible the office of President-Elect. This means, in effect, that the office of President is never voted on, as such, and the President-Elect automatically becomes President after a one year training period. This office makes possible a tremendous improvement in the ability of the organization to change leadership and gives the new President several years of experience and learning what should, in most cases, make him/her a most effective leader.

The President-Elect should concentrate on learning the duties of the office of President by serving alongside the President. This will give the President-Elect an opportunity to get to know some of the people whom he will lead and the policies which will come up in his tenure of office as President.

The one year training period is not intended to make the office of President an exact copy from year to year, but it is intended to give the President an opportunity to know the responsibilities before taking office and use personal leadership abilities to accomplish organizational purposes.

The President should keep the President-Elect informed of all activities and business of the Association so that the President-Elect could carry on if the need should arise.

THE SECRETARY

1. Prepare and read the minutes of meetings.
2. With the president, prepare the agenda for each meeting.
3. Attend to official correspondence.
4. Send out and post notices.
5. Count and record non-voice votes when taken.
6. Prepare reports.
7. Keep the permanent records of the Association.
8. Cooperate with the treasurer and membership chair in keeping an accurate membership roll and issue membership cards.
9. Call meetings to order in the absence of a presiding officer.
10. Read communications at meetings.
11. Have on hand for each meeting the following:
 - a. Secretary's book and minutes of previous meetings.
 - b. List of committees and committee reports.
 - c. Copy of State program of activities.
 - d. Copies of constitution and bylaws.
 - e. Copy of the official manual or handbook.
12. Send minutes of each meeting to chapters, advisors, advisory council and state officers promptly after each meeting.
13. Keep all records with the utmost neatness and accuracy.
14. File and keep all minutes to pass on to the new secretary.
15. File the entire collection of the Association's past minutes in the Historical file.

POINTS ON PREPARING MINUTES

1. Record
 - a. The kind of meeting, whether regular or special.
 - b. The name of the club or group.
 - c. The place of the meeting.
 - d. The date of the meeting.
 - e. The time of the meeting.
2. Note whether or not the president and the secretary are present. If they are not present, their substitutes should be named.
3. Record whether or not the minutes of the previous meeting have been approved. If the reading is dispensed with, the fact should be noted.
4. Circulate a paper for attendees to sign.
5. Carefully write all the main motions, and the name of the person who introduced them. It is well to include any points of order or appeals and note whether or not these are sustained.
6. It is not necessary to include the debate, only the action taken.
7. Record all other motions which are not defeated or withdrawn.
8. Record topics covered, action items, decisions, items for follow-up, key facts, and questions needing answers.

9. Include the name of each committee reporting and the person presenting the report, along with a brief summary of the report.
10. Write minutes in a concise, accurate manner, not including any opinion.
11. Transcribe minutes soon after the meeting when memory is still fresh.
12. Sign as the secretary. If the minutes are to be published, the president also signs them.

THE TREASURER

1. Receive and serve as custodian of funds. Bank the money when received, disburse it with approval, and account for it.
2. Collect dues from local chapters.
3. Prepare an annual budget of estimated receipts and expenditures. The treasurer should be a member of the Budget Committee.
4. Keep accurate financial records of the Association.
5. Devise appropriate ways and means of financing the Association's activities with the help of the executive committee.
6. Expend Association funds only when authorized by written vouchers.
7. Coordinate with the membership chair to keep membership records and dues accurate and balanced.
8. Prepare financial statements and reports for each meeting.
9. Devise ways of increasing Association's financial standing.
10. Keep records in systematic order according to acceptable bookkeeping standards.
11. Have books up to date at all times. Balance the bank statement every month.
12. All activities involving the State Association should be run through the treasurer's accounts before being settled.
13. Present the accounts annually for audit.
14. Keep audit reports as permanent part of the treasurer's records.
15. Secure a Bond for \$10,000.
16. The books and records of the treasurer are always audited before a new treasurer takes over.
17. Preserve all records pertaining to the office and deliver them to the new treasurer.
18. Be responsible for preparing and filing all IRS, state and local forms required by law. The services of a professional CPA may be obtained to assure compliance with the law.

SUGGESTED TREASURER'S REPORT

Balance as of _____ \$ _____

Date

Receipts:

PYFA Newsletter	\$ _____
Dues	\$ _____
PYFA Foundation	\$ _____
Convention	\$ _____
Display Rent	\$ _____
Donations	\$ _____
Interest	\$ _____
Excess from _____	\$ _____
Jackets	\$ _____
Emblems	\$ _____
_____	\$ _____
TOTAL RECEIPTS	\$ _____

BALANCE PLUS RECEIPTS \$ _____

Expenses:

Convention	\$ _____
Postage	\$ _____
Stationery	\$ _____
Telephone	\$ _____
Newsletter	\$ _____
Awards	\$ _____
Travel (in state)	\$ _____
Travel (out of state)	\$ _____
Printing	\$ _____
Education	\$ _____
Dues	\$ _____
Promotion	\$ _____
Miscellaneous	\$ _____
_____	\$ _____
TOTAL EXPENSES	\$ _____

Balance as of _____ \$ _____

Date

INVENTORY SUPPLIES AND MATERIALS

<u>Item</u>	<u>Number in Stock</u>	<u>Cost</u>
Jackets	_____	\$ _____
Emblems	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
TOTAL INVENTORY		\$ _____

THE PUBLIC RELATIONS DIRECTOR

1. Gather and classify Association news.
2. Keep written records of Association successes and outstanding achievement by members.
3. Prepare news, notes and articles for publication and/or for broadcast. Contact local media to inform them of Association activities.
4. Provide cut or mat of the emblem and supply PYFA news to local newspapers when asked or whenever opportunity arises.
5. Send news notes to chapter reporters.
6. Gather news items from chapters for the Association newsletter.
7. File clippings and pictures of State Association activities and keep an Association scrapbook.
8. Serve as Association historian.
9. Supply material for reports.
10. Assist with planning and arranging exhibits.
11. Arrange for PYFA participation in local radio and/or TV programs.
12. Organize and oversee the “Spokesman for Agriculture” contest.
13. Merchandise PR materials to membership (jackets, emblems, pins, etc.)
14. Work with the executive secretary of the Association to publish an Association newsletter.
15. Find ads to sponsor PYFA newsletter, be seeking new advertisers, but keep in mind the work of past Public Relations Directors. Some advertisers expect a specific spot and date for placing their ads. Old friends are best to keep.
16. Locate companies for agri-business displays at the convention; try to get some new ones from the immediate area of the convention site.
17. Serve as the Association photographer.

THE REGIONAL VICE PRESIDENTS

1. Assist the president.
2. Oversee committee work.
3. Preside at meetings in absence of president.
4. Be prepared to assume duties and responsibilities of president.
5. Represent region at all meetings.
6. Extend the State Association to the respective region.
7. Attend organizational meetings of local chapters in region.
8. Assist local chapters in forming programs of activities.
9. Develop regional leadership training.
10. Have region reports available for State meetings.
11. Obtain copies of local chapter programs.
12. Send materials of interest to state reporter.

POINTS ON SUCCESSFUL ASSOCIATION OPERATION

1. All officers should be selected by the nomination committee, through review of their qualifications. However, nominations must be accepted from the floor.
2. Keep the advisory council informed of all activities.
3. Have a written program of activities formulated by the executive committee, with space provided for showing progress.
4. Make sure that there is a functioning committee in each division of present activities.
5. Have a written budget based on the program of activities, and the necessary funds with which to operate.
6. Insure that all officers get experience in the work of the Association, and that each has definite responsibilities.
7. Have a satisfactory system of record keeping and reporting.
8. Have a least six meetings per year with sufficient time allowed to carry out the Association's business.
9. Set meeting dates in advance and inform all members.
10. Develop skills within the executive committee with the power to act for the Association when necessary.
11. Attain new members to constantly increase the roll of the Association.
12. Encourage members to attend State meetings.
13. Keep the membership informed. You are their representative.
14. Conduct all meetings within the rules of parliamentary procedure.
15. Conduct leadership training early in the year for new members of the executive committee.
16. Keep the Association involved with other organizations of agriculture, the state government, the Department of Education, Farm Show, etc.

PLANNING A MEETING

Well planned regular meetings are essential in order to maintain interest and efficiency, and to promote the general welfare of the Association. Each meeting should be a unit in the series for the year. The primary reason for holding meetings is to conduct the business of the Association and to carry out a program of activities.

The State Association meetings are the backbone of the Association and attendance of all members involved should be stressed. The success or failure of PYFA depends on a well-organized and fluid state executive committee.

PLANNING A SUCCESSFUL MEETING

1. Use the executive committee effectively to assure careful planning in advance of the meeting time.
2. Start and close the meeting on time.
3. Proceed with an established order of business.
4. Conduct meetings according to parliamentary procedure.
5. Include reports from all committees.
6. Make sure each officer is familiar with his duties and responsibilities.
7. Keep the meeting as interesting as possible to all involved.
8. Provide for member participation and develop a cooperative attitude.
9. The meeting should move along fluidly, with efficiency, preventing monotony and wasting of time.
10. Conduct the meeting with a minimum of participation by the advisors; however, use the advisor's knowledge of the past and do not be afraid to call upon their wisdom and experience as needed.
11. An agenda should be made before each meeting with advice from the executive committee and the advisor. Deliver the agenda to attendees in advance of the meeting so they have the chance to look it over and make notes of anything they wish to discuss.
12. Recognize new members/guests and make them feel welcome.
13. Do not take sides. You must be impartial while chairing the meeting.
14. Keep the group on the topic; maintain focus.
15. Give everyone the opportunity to speak; include everyone's ideas.
16. Clarify questions; restate them so everyone understands. Practice the art of summation.
17. Capture and assign action items. Summarize key points at the end of meeting.
18. Express appreciation to those who have given reports or contributed to the meeting.

TIPS ON BEING A LEADER

To be an intelligent leader or participant requires knowledge of the rules of group discussion.

(1) Group Leaders

Group leaders may be classified into a number of categories. Following are some of the more common ones:

- (a) *The Driver* – The driver usually is the “go-getter” type and expects action right now. He comes to the meeting with some carefully thought out ideas which he wants to put across. He is ordinarily very self confident but usually does not have much faith in the group’s ability to think through its own problems. He not only puts questions to the group but he has the answers. He is a leader of the “cut and dried beforehand” variety.
- (b) *The Police Officer* – This type of leader delights in “riding close herd” over the group. He is active in making assignments in dictatorial fashion. He swaggers in his own power. He expects everyone to click his heels and salute in his presence. Like the driver he, too, has the final answers and doesn’t like others to question his decisions.
- (c) *The Good Egg Muddler* – A leader of this type is very different from those previously mentioned. He muddles along believing that the group will solve its own problems somehow. He seldom takes a stand for or against any issue for fear of offending someone. He lacks nervous force. He has an idea that he is being democratic in his leadership by allowing the group to drift along.
- (d) *The Democratic Leader* – The democratic leader appreciates the fact that the group has delegated leadership responsibility to him. He is careful to democratically use this delegated power, yet he has confidence in his ability as a leader. He is a skillful planner and is able to keep the discussion moving along to satisfactory conclusions. The democratic leader has the opportunity and responsibility of:
 - Guiding discussion and action without ever becoming dictatorial.
 - Recognizing each member of the group as an important person and aiding him to become an active participant.
 - Keenly sensing the trends of group feelings and desires.
 - Helping group members to become acquainted and appreciative of each other.
 - Analyzing and clarifying issues and problems under consideration.
 - Refraining from monopolizing the time, talking only when necessary to further direct the discussion.
 - Helping the group keep the ball rolling and on the track.
 - Evaluating the progress made and the effectiveness of the group as a cooperating entity.
 - Using resource persons wisely by bringing in their contributions at appropriate times.

- Summarizing at appropriate times the decisions made, the conclusions reached or the goals attained.
- Keeping the channels cleared so that common purposing, shared thinking, and consensus decisions may prevail.

(2) Group Discussion Participants

Young farmer group discussion participants, while much alike, are also different in their personal backgrounds, their attitudes, and their interests. Each is a personality with his own peculiar characteristics. Participants may be grouped into a number of classes. Among them are:

- The Timid Personality* – He is shy and seldom speaks unless encouraged by the leader to do so. He may have good ideas but is not aggressive enough to impress their importance upon his associates. He usually does not have an intense feeling of belonging to the group.
- The Silent Critic* – This group member is often inwardly ultra-critical in his attitude toward the leader, the subject under discussion, and even toward members of the group. He seldom speaks unless called upon to do so. After the meeting adjourns he often airs his views to individuals and says here what he should have said before the group.
- The Substantial Contributor* – A member in this classification is considerate of the rights of others, appreciates the value of time and thinks before he speaks. When he thinks he has constructive ideas, he does not hesitate to give them. He is sincere in his convictions and usually sound in his judgment.
- The Aggressive Talker* – This person is always a problem to the good group leader. He usurps a lot of discussion time. He talks much but usually says little. His ideas may be good or otherwise but his associates often tire of his excessive talking and are not impressed with them.
- The Needler* – This member is usually aggressive in his activities, readily making known his opinions. His tactics often stimulate group thinking which may be directed into constructive channels by the understanding leader.

(3) Discussion Premises

Group discussion is based on certain important premises among which are the following:

- How the group works together may be as important as what the group does.
- Free discussion based on shared thinking of the group is a process which brings results.
- Every member of the group is important and should have the opportunity to contribute something worthwhile.

(d) In every well conducted group discussion, communication is a two-way process.

(4) Discussion Procedure Leading to Consensus

Group discussion participants may direct their activities more intelligently if they understand the various steps in discussion procedure which lead to consensus. The following are the usual steps although the discussion does not always proceed logically from one step to another.

- (a) Step one – The group leader introduces all the group members if they are unknown to each other, then explains the reason for meeting and the problem or the project to be considered or discussed.
- (b) Step two – Group member responsibility is developed by members contributing ideas and understanding each other. The “we” attitude becomes evident, the atmosphere becomes informal and each feels at home and desirous of making contributions.
- (c) Step three – Ideas are batted around informally. All aspects of the problem are considered. The pros and cons are given free play before any major decisions are reached.
- (d) Step four – Ideas are evaluated and begin to evolve into a coordinated whole.
- (e) Step five – Consensus is eventually reached. Plans to do or not to do are developed.

ORDER OF BUSINESS FOR A MEETING

Every meeting should have an established order of business so that members know what to expect and can participate more effectively. The order of business may be changed by the president to better fit the occasion or situation. All participants should be informed of the changes at the earliest opportunity. With a regular order for business important items will not be overlooked, and a maximum effectiveness and member participation will be insured.

ORDER OF BUSINESS FOR A REGULAR MEETING

The order of business should include the following items:

- A. Call to order
- B. Opening ceremony
- C. Introduction of guests
- D. Roll call
- E. Reading of the minutes
- F. Officers' reports
- G. Committee reports
- H. Old business
- I. New business
- J. Installation ceremonies, awards, etc.
- K. Announcements
- L. Closing ceremony, adjournment
- M. Entertainment, refreshments, recreation, etc.

*Guests and speakers often find it difficult or impossible to stay through an entire meeting. Their role should be exercised early in the program.

**Always close the business meeting before engaging in recreation or entertainment.

PARLIAMENTARY GUIDE

SUMMARY OF MOTIONS

(Adapted from Robert's Rules of Order)

Kind of Motion	Second required	Debatable	Amendable	Vote required	Purpose
<i><u>Privileged Motions</u></i>					
Adjourn	yes	no (1)	no	majority	to end the meeting
Take a recess	yes	no	yes	majority	to interrupt a meeting for a short time
Raise a question of privilege	no	no	no	none	to interrupt debate to make a request
<i><u>Subsidiary Motions</u></i>					
Lay on the table	yes	no	no	majority	to set aside an item of business temporarily
Previous question	yes	no	no	two-thirds	to close debate immediately
Postpone to a certain time	yes	yes	yes	majority	to delay action
Refer to a committee	yes	yes	yes	majority	to place business in hands of committee
Amend	yes	yes	yes	majority	to modify or alter a motion
Postpone indefinitely	yes	yes	no	majority	to kill a motion without bringing it to a vote
<i><u>Main Motion</u></i>					
Main Motion	yes	yes	yes	majority	to introduce new business
Specific main motions:					
a. Reconsider	yes	yes	no	majority	to consider again a motion previously voted on
b. Rescind	yes	yes	yes	majority	to repeal
c. Take from the table	yes	no	no	majority	to resume consideration
<i><u>Incidental motions- non ranking</u></i>					
Point of order	no	no	no	none	to correct a parliamentary error
Appeal from the decision of chair	yes	no	no	none	to verify an indecisive vote
Suspension of the rules	yes	no	no	two-thirds	to act contrary to procedural rules
Call for a division of the House	no	no	no	none	to secure a counted vote
To close nomination	yes	no	yes	two-thirds	to limit number of nominees
Parliamentary inquiry	no	no	no	none	To request parliamentary information
Request for information	no	no	no	none	To answer questions of members
To withdraw a motion	no	no	no	none	To withdraw a motion before it is voted upon

(1) Adjourn is debatable when a main motion.

PARLIAMENTARY PROCEDURE

- I. How to introduce new business
 - A. First, a member must obtain the floor by saying, “Mr. President.”
 - B. After the chair has recognized the member by name, the member must state his motion carefully by saying, “I move_____.”
 - C. The motion must be seconded, as it is a main motion, to show that more than one person is in favor of presenting the idea or item of business for discussion.
 1. The second should be made quickly.
 2. The president should not have to ask for a second.
 - D. The president must repeat the motion in full.
 - E. The motion is then open for discussion.
 - F. After the motion has been discussed at length, a member may rise and say, “Question” to show that he is ready to vote. However, if there is still discussion the president can forget about this call for the question.
 - G. The president can then ask, “Are you ready for the question?”
 - H. The vote is then held and the result is announced.
 - I. If the vote is an aye and nay vote a member may rise and say, “I call for a division.”
 1. The president must immediately call for the vote again by saying, “A division is called for.”
 2. This time the vote is a standing vote.
 - J. In the case of a close vote, a member may rise and call for a recount which is done by standing vote.

- II. How to modify, change or improve the original motion
 - A. The motion to amend
 1. An amendment may be made by anyone wishing to change or modify the original motion.
 2. Five ways to amend a motion
 - a. Add words
 - b. Cross out words
 - c. Cross out and add words
 - d. Divide the main motion into two parts
 - e. Substitute a completely new motion
 3. An amendment to an amendment can be made but never any more than this.
 4. An amendment must always directly relate to the main motion or to the amendment.
 5. One always votes on the amendments before the motion is voted upon in reverse order of how the amendments were made.
 6. Six steps to follow in amending a motion
 - a. The member rises and addresses the chair
 - b. The president recognizes the member by name

- c. The member states his amendment by saying, “I move to amend by (one of the five ways) in the original motion.”
 - d. The amendment should be seconded by another member, who need not be recognized by the chair, by simply saying, “I second the amendment.”
 - e. The president calls for discussion on just the amendment alone – not the main motion.
 - f. After discussion he calls for, takes, and announces the result of the vote on the proposed amendment.
 - g. If the amendment fails or not, the original motion is still before the assembly and must be voted upon whether “as amended” or not.
- A. The motion to refer to a committee
- 1. Occasionally there are items of business that are presented to the assembly which cannot be acted upon immediately.
 - 2. If during the course of discussion this fact is uncovered because of lack of information or similar reasons, a member may rise and say, “I move we refer this motion to a committee of _____ members appointed by the chair.” The member may also move to refer the motion to a standing committee.
 - 3. The motion to refer requires a second, is debatable, and amendable, and requires a majority vote.
 - 4. If the chapter votes to refer the motion to a committee the chairman can appoint committees to:
 - a. Investigate
 - b. Investigate and prepare recommendations
 - c. To act for the chapter
- III. How to stop discussion
- A. The best way is to call for the question, which requires no second and the vote is taken.
 - B. However, if members continue to discuss the motion a member may rise and say, “I move the previous question.”
 - 1. This requires a second, but must carry by a 2/3 vote.
 - 2. Then you still have to vote on the original motion.
 - 3. If the “previous question” motion fails you still have the original motion open for debate.
- IV. How to delay action on a motion
- A. The motion to table
- 1. The motion to table is used to lay aside an item of business temporarily in order to attend to more urgent business.
 - 2. It is not intended to kill a motion but only to lay it aside in such a way that it can readily be taken up again as new business.
 - 3. A tabled motion cannot be taken from the table unless another item of business has been transacted in the meantime.
 - 4. If a motion has not been taken from the table by the end of the next meeting, it ceases to exist
 - 5. The proper form for tabling the motion is to receive recognition from the chair and say, “I move to table this motion.”

6. The motion to table requires a second, is not debatable or amendable and must have a majority vote.
- B. The motion to postpone indefinitely
1. This is done if one really wishes to kill a motion.
 2. The motion must be seconded, is debatable, is not amendable, and requires a majority vote.
- C. The motion to postpone to a certain time
1. It is the proper motion to use when the purpose is to delay action on the motion to another day or another time and becomes unfinished business.
 2. The motion to postpone requires a second, is amendable, debatable and requires a majority vote.

PUBLIC SPEAKING TIPS

Personal Appearance

A speaker should have a clean, neat appearance at all times. Look nice, smell nice, be nice.

Posture and Stance

Often speakers do not stand straight and tall and they should stand square. Jitters also deter from a nice appearance.

Articulation and Pronunciation

Speak up and by no means memorize the speech. Slurred words are hard to understand.

Voice

Don't speak in a monotone; vary your voice range – at times speak loud; at other times softer. If you really want to stress a point, say it softer but with feeling; this makes your audience listen more carefully.

Vocabulary and Grammar

Always use correct grammar. A stranger may judge your intelligence by the manner in which you speak.

Gestures

Often a gesture will convey a particular thought better than a word. Facial expressions are also gestures. At all times they should convey a positive attitude.

Opening Remarks

Keep your audience awake by being a good actor. Say and do attractive things. Start strong. “A good beginning is half the battle.” Think of a way to get the audience's attention with the first words spoken. Get going on the subject as soon as the chairman says go. Don't forget to recognize the chairman. Give a gracious salutation – include guests and the audience in your first words.

Plan of Speech

Prepare a logical plan. If you feel you must have notes, don't give them too much attention. Notes should be on 3"x5" index cards. Practice by using them so you are totally familiar with the phrases they contain; they are a guide only – do not abuse them.

Concluding Remarks

Speakers often start with a bang and do a nice job of exposition, but they often forget to summarize or come to a conclusion. Thus the audience is left dangling. Audiences do not have the speaker's notes or thoughts to refresh a flagging memory. They need reiteration. Why not give it to them at the end of your speech? Be impressive. Conclude with a final note that impresses your listeners. Don't reach a climax until you are ready to close. End like a lion. Don't forget to come to a definite conclusion.

Flow of Words

Use variety in your idea. Use examples, use definitions to make sure they know what you are trying to tell them. Use contrasts and comparisons. Put reasoning behind your ideas. Say it in conversational style. Use parallelism (say it often, if it is important enough.)

Energy

Be enthusiastic. Use your eyes. Next to your voice, your eyes can be your most effective means of communication. Take note of the crowd's reaction and do something about it.

Audience Contact

"Hold the audience by eye as well as by ear" is a winning motto. Look at the people. Talk to them, not to the floor, ceiling, or outer space. Make them want to listen. Be direct, startle them, ask questions, use a quotation – when making quotations, give credit to the person quoted.

Value of Content

Tell appropriate jokes, not all good speeches being with jokes. If you can't tell jokes, forget it. Be humorous, not funny.

You've been asked to talk either because you are a specialist in your field and can speak with authority or because you have attracted public attention for one reason or another and people are anxious to see and hear you. Whatever the reason, you have an obligation to fulfill. Your listeners will expect to be rewarded with valuable information and profitable ideas. It is well to remember that only fools speak when they have nothing to say. Visual aids always help.

SPEAKER'S GUIDE

DO

Outline your presentation – organize
Rehearse your speech in front of a mirror
Be concise – keep to the point
Acknowledge the person who introduced you
Use visual aids when appropriate
Use gestures when meaningful
Add “ing” to words when appropriate
Use eye contact – look at your audience
Present a good appearance
Use word pictures and stories when appropriate
Be sincere
Speak loud enough and vary your voice

DON'T

Use “uh’s” or long pauses
Use “you know”
Apologize for your speaking
Use distracting mannerisms
Hold onto lectern or podium
Sway back and forth while speaking
Ramble by getting away from your subject
Close with, “That’s all I have to say.”

HOW TO MOTIVATE PEOPLE

1. Recognize differences. No two people are alike. Let people be themselves.
2. View each person's role as important in life. Don't talk only about the key roles. Remember to reward the followers as well as the leaders.
3. Expect a lot from people. There is undeveloped potential in everybody; encourage people to stretch for things to realize the full extent of their capacities.
4. View mistakes as learning experiences. Don't scold, convert mistakes into learning opportunities. Let a person go back and correct a mistake.
5. Help grow. Assure individuals of future growth by helping them develop and learn.
6. Look at results. Emphasize successful results rather than faults and weaknesses to generate security instead of anxiety.
7. Provide complete orientation. Every person has to know why things have to be done and why they have to be done a certain way. Set standards from the beginning and show why and where the person fits into the big picture.
8. Communicate to build trust. Don't keep information from people. Give the bad news as well as the good. Shielding people from the unpleasant news may inhibit mutual trust.
9. Make work meaningful. If the person understands why his job is significant and why it must be done, his sense of importance and worth will increase.
10. Share results with people. Let them know that "My success is your success."
11. Encourage free speech and two-way communication. Learn to listen to what people are really saying.