



**PARLIAMENTARY PROCEDURE**  
**FCCLA SECRETARY'S RECORD**

Chapter Name: \_\_\_\_\_ Presiding Officer: \_\_\_\_\_  
 # of members present: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_

OPENING CEREMONY	
Yes	No

QUORUM PRESENT	
Yes	No

MINUTES OF THE PREVIOUS MEETING WERE READ	
Yes	No

APPROVED	
Yes	No

CORRECTIONS	
Yes	No

NOTES

TREASURER'S REPORT	
Yes	No

TREASURER'S REPORT	
Attached	Filed for Audit

BALANCE ON HAND

REPORTS, MOTIONS, ETC.	MOTION BY	SECOND	RESULTS/ACTION
Committee Report			
Unfinished Business			
New Business			

Meeting adjourned at: \_\_\_\_\_

Submitted by: \_\_\_\_\_

CLOSING CEREMONY	
Yes	No

Position held: \_\_\_\_\_