



Parli-Pro



A Fun Guide for Learning Parliamentary Procedure

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Parliamentary Procedure

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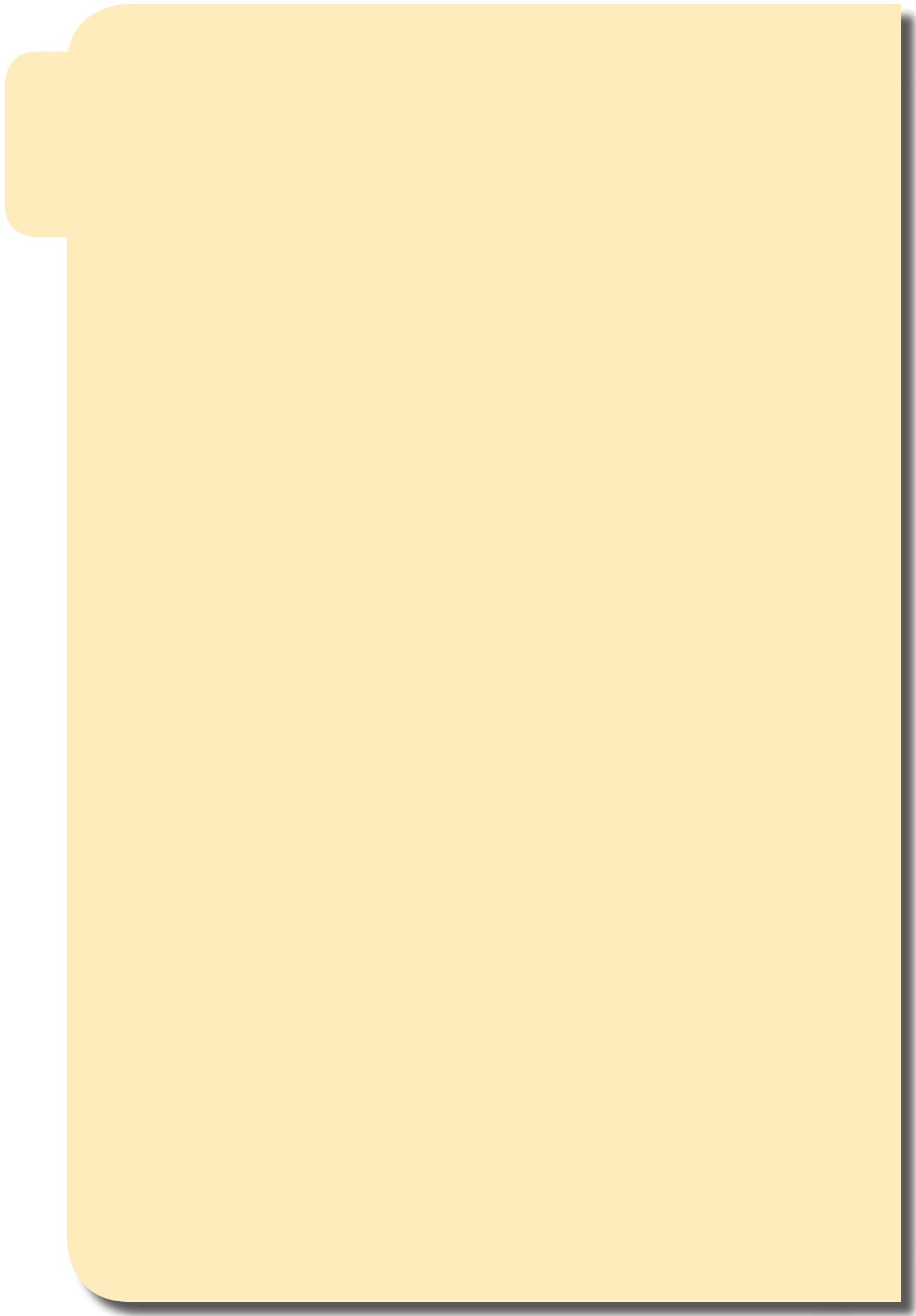
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INTRODUCTION



INTRODUCTION

Parliamentary procedure helps us conduct business meetings efficiently. The explanations, examples and activities in this guide will help club officers and members conduct effective club meetings and make sound decisions for the group.

Parli-Pro, 4-H COM 11.010, covers the basic principals of parliamentary procedure. Sessions include the following:

- Preparing for the meeting
- Getting the meeting started
- Giving reports
- Discussing new business
- Amending a motion
- Nominating and electing club officers.

Use this information as it best fits your group. Remember that each session is part of the overall club program. To protect the rights of all members, each club member should know how to conduct and participate in a meeting.

Classification and Summary of Motions
(in order of rank)

Classification of Motion	Second Required	Debatable	Amendable	Vote Required	Can Be Reconsidered
Privileged Motions					
26 Adjourn (when unqualified)	Yes	No	No	Majority	No
27 Orders of the Day	No	No	No	<u>1</u>	No
Incidental Motions					
18 Point of Order	No	No	No	None	No
19 Appeal	Yes	Yes ²	No	Majority	Yes
21 Suspend Standing Rules	Yes	No	No	Majority	No
22 Division	No	No	No	None	No
23 To Close Nominations	Yes	No	Yes ³	Two-thirds	No
23 To Reopen Nominations	Yes	No	Yes ³	Majority	Yes ⁴
23 To Make Nomination	No	Yes	No	Majority	No
24 Parliamentary Inquiry	No	No	No	None	No
25 Leave To Withdraw a Motion	No	No	No	Majority	Yes ⁴
Subsidiary Motions					
13 Lay on the Table	Yes	No	No	Majority	No
14 Previous Question	Yes	No	No	Two-thirds	Yes ⁵
15 Refer to Committee	Yes	Yes	Yes	Majority	Yes ⁶
16 Amend	Yes	Yes ⁷	Yes ⁸	Majority	Yes
Main Motion					
12 Main Motion	Yes	Yes	Yes	Majority	Yes
Unclassified Motions					
28 Take from the Table	Yes	No	No	Majority	No
29 Reconsider	Yes	Yes ⁹	No	Majority	No
30 Rescind	Yes	Yes	Yes	<u>10</u>	Yes ⁴

¹Two-thirds negative vote required to NOT return

²No, if it relates to (e.g.) indecorum

³Time only

⁴Only the negative vote

⁵Before affirmative vote has been taken on the pending question or questions

⁶Before any action is taken by committee

⁷If applied to a debatable question

⁸Only first degree amendments

⁹If the motion to be reconsidered is debatable.

¹⁰Majority when previous notice given; otherwise, two-thirds

Source: Gray, J.D. (1964), *Parliamentary Guide for FFA*, Instructional Materials Service, College Station, Texas.

MISSIONS

MISSIONS



MISSION 1: Preparing for the Meeting

This section contains a general checklist of the items which the officer team should complete before and after each meeting.

Prior to the meeting

- Prepare an agenda (see Sample Agenda)
- Book a meeting room or location
- Contact guest speakers
- Advertise (flyers and announcements at schools and throughout the community)
- Prepare materials/handouts
- Plan refreshments

After the meeting

- Clean meeting room or location
- Dispose of all trash
- Executive meeting (where you plan the next meeting)
- Thank-you cards (for donors, volunteers, refreshment providers, guest speakers and any other party who helped make the meeting a success)

Sample Agenda

- Calling the meeting to order (President)
- Pledge of Allegiance
- 4-H Motto
- 4-H Pledge
- Roll call (Secretary)
- Minutes of the previous meeting (Secretary)
- Treasurer's Report
- Committee Reports
- Unfinished business (anything unresolved from previous meeting)
- New business
- Program (guest speaker, club activity, community service update)
- Adjournment
- Recreation and refreshments

Use of the gavel

All officers and members should understand the meaning and use of the gavel. It is

the symbol of authority. When used correctly, it ensures orderly meetings. The following explains what the different taps mean:

- One tap follows the announcement of adjournment and the completion of a business item. It may also tell members to be seated following the opening ceremony.
- Two taps of the gavel call the meeting to order.
- Three taps of the gavel signal all members to stand in unison.
- A series of sharp taps restores order at a meeting. Perhaps the discussion about the main motion gets off track, and the group attention needs to refocus on the matter at hand. The chairman should rap the gavel a number of times to gain members' attention.

MISSION 2: Getting the Meeting Started

The officers should also review the duties for which they are responsible during the meeting. They follow the agenda throughout the meeting. The president is to rise, tap the gavel twice and call the meeting to order. Other officer responsibilities for maintaining structure at the meeting can be found at <http://tx4h.tamu.edu/publications/officerbooks/index.htm>.

MISSION 3: Reports

Minutes of the previous meeting

Minutes taken at a meeting serve as a review of events from that meeting. They contain the results of committee reports, unfinished business, new business and program information. Other information, such as voting results and important details discussed at that meeting, is also included in the minutes. (You will find a minutes worksheet in the last section of this guide.)

Treasurer's Report

Briefly explain the club's financial statement in this report. Items of interest to the club should include any deposits, expenditures, and beginning and ending account balances.

Standing and Special Committee Reports

Committee Reports part of the agenda to inform the club of progress made on the committee's projects. Reports should include meeting time, members present, items discussed and recommendations made for the club's consideration.

MISSION 4: New Business

Main Motion

This is an example of a motion, which is made when you propose an item of business for the club's consideration:

Member 1: Mr./Mrs. President.

President: (Member's name)

Member 1: I move that...

Member 2: Mr./Mrs. President, I second the motion.

President: It has been moved and seconded that...The floor is now open for discussion.

MISSION 5:

Amend a Motion

You may amend a motion that someone has made when you see a change or addition that will make the proposal better for the club. You may notice changes that should be made as the club discusses the motion.

This is called “an amendment of the second rank.” The amendment can be debated when the motion to which it applies is debated.

Make your motions clear and as complete as you can.

An amendment is made after a motion has been made, and seconded, and when the discussion indicates changes need to be

made. If you want to amend a motion, follow these steps:

- The president recognizes you by name.
- Amend a motion by saying: “I move to amend the motion by (adding, striking out, adding or subtracting or substituting a word or sentence) in the motion.”
- The amended motion must be seconded.
- The president calls for discussion by restating the amended motion: “Is there any discussion on the proposed amendment?”

If the amendment carries, the president states the motion as it is amended, and the club proceeds to discuss and vote on that motion. If the amendment does not carry, the president takes up the original motion, completes the discussion and takes the vote.

A motion may be amended only once.

MISSION 6:

Give a Committee Report

The president calls for reports from committees at each club meeting. The chairman of the committee gives the report. The report should be brief and easy to understand.

There are three kinds of reports the committee chairman may give:

- One that asks the club to carry out plans or recommendations
- Another that states what has been done about recommendations
- One that provides information the committee was asked to research.

If a committee has no report to make, the chairman says, "No report," when called upon by the president.

The chairman reports those things upon which the committee members have agreed.

Refer to *4-H Club Officer's Handbook*, 4-H 15.011, for items to include in the committee report.

The committee chairman writes three copies of the recommendations, and the committee members sign them. Make one copy of the report for the committee, for the president and for the secretary.

The president calls for the report: "We will now have a report from the finance committee by Sue Brown, the chairman."

The finance chairman gives the report as previously outlined. She closes the report by saying, "I move that we adopt this report."

MISSION 7:

Nominate and Elect Officers

Club members should elect members for office who can do the best job. Nominees should be leaders and team players, and attend meetings.

A member rises, obtains recognition and says, "I nominate Leighton Smith."

The president says, "Leighton Smith has been nominated for president. Are there other nominations?"

Remember the following:

- Get the consent of the club member before you nominate him or her.
- Nominate no more than three individuals for any office.
- Make nominations from the floor.
- Conduct the election so that members have a chance to vote as they choose.

When the president has waited a reasonable length of time and no nominations have been made, voting may proceed. Club members vote by ballot or general consent.

To get elected, a person must get a simple majority of the votes of the members that are present and voting.

The president appoints at least two volunteers, who count the votes with an advisor.

The volunteers count and then record the votes.

If no candidate receives a majority on the first ballot, there is a runoff between the two candidates with the highest number of votes.

If there is a tie, ballots are cast until the tie is broken.

All officers are elected in the same way.

The president announces who was elected by saying, "_____ has a majority of the votes and is elected president."

MISSION 8: Adjourning the Meeting

Adjourn means to close the meeting.

Practice with the following script:

Member: Mr./Madam President

President: Member's name

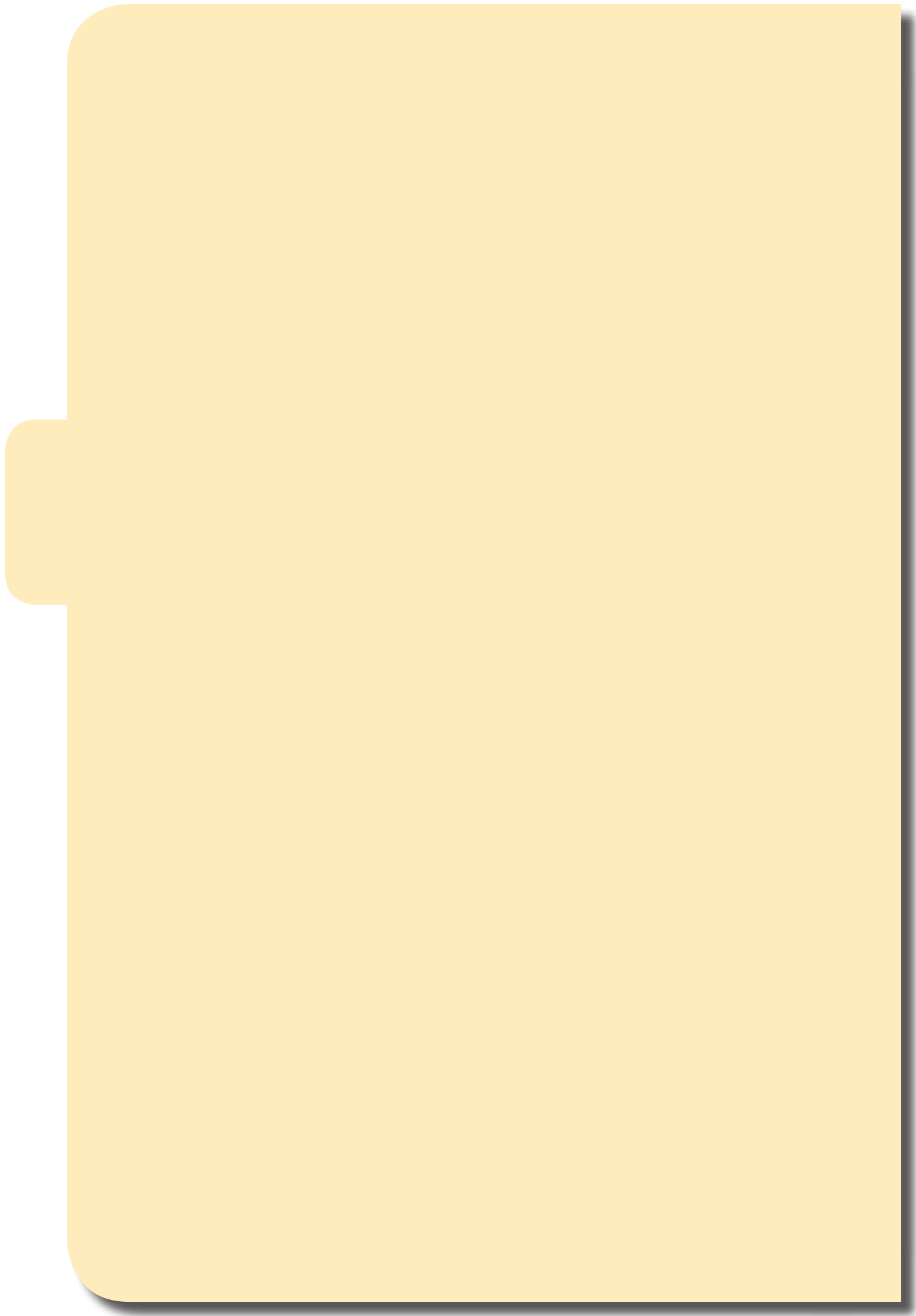
Member: I move that we adjourn.

Member: Mr. President, I second the motion.

President: It has been moved and seconded that we adjourn. This motion is undebatable, unamendable and requires a majority vote. Those in favor say "aye." Those opposed say "no." The aye's (no's) have it, and the motion is carried (lost). The meeting is adjourned.

**PARLIAMENTARY
PROCEDURE
ACTIVITIES**

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PROCEDURE
ACTIVITIES**



Ideas for Teaching parliamentary procedure

If you conduct some of these activities in your 4-H club, your members will understand parliamentary procedure better. They then will be more likely to use it in the future.

Let's Make Trail Mix

(Idea from a demonstration by Deb Ivey, 4-H Youth Development Agent in Iowa County, Iowa)

Items needed: Large bowl, spoon, ingredients for Trail Mix (Honey Nut Cheerios, raisins, peanuts, plain and peanut butter M&M'S®, others as desired), serving utensils and paper goods (e.g., cups and napkins)

Procedures:

- Display the ingredients and talk about the importance of parliamentary procedure to running a meeting smoothly.

- Tell your audience that you are going to make trail mix and that they will learn how to correctly make a motion as part of this process.
- Explain that ingredients will be added to the bowl as motions are made. (A youth must say, "I move that we add....") Ask for a second, discuss and vote. If the youth says, "I make a motion...," ask the person to restate it correctly.)
- As soon as all the ingredients are added, the members snack on the Trail Mix.
- In most cases, there will be one ingredient that is voted down. The leader may want to include at least one questionable ingredient in the choices to be sure this happens.
- NOTE: Karen Nelson, Columbia County Youth Development Educator, gave each 4-H club in her county signs that said "I MOVE..." in large letters for display at club meetings.

Mock Meeting

These are tips to follow when conducting a practice meeting:

- Gather a group of older members and have them sit together at the front of the room.
- Use the sample materials to compare a meeting that operates smoothly and one that does not.
- Compare and discuss their differences and similarities in the two meetings.
- Conclude by telling them why parliamentary procedure is important. You can also emphasize these points by writing them on the board or a chart, for example.

Parts of a Government

This activity shows how important every part of the government is.

Try these recommendations:

- To show the importance of parliamentary procedure, compare the

parts of something like a cookie without the sugar or the chocolate chips. Cookies without sugar don't taste good and don't bake correctly. When you add sugar and chocolate chips, they bake better and taste better.

- The leader can compare having all parts of the government and all parts of cookies.
- Summarize by saying: "If parts of a government are missing, there might be fighting or misunderstanding. It wouldn't work at all. If a cookie does not have all its ingredients, it will be yucky; and you wouldn't want to eat it. If your 4-H club meetings do not use parliamentary procedure, members, officers and parents may not want to be part of your 4-H club."

Parliamentary Procedure Skits

Use the skits on the attached pages to demonstrate some typical meeting situations.

Adapted from materials developed by Southern District Leadership Team, Wisconsin, October 2001.

Developed by Karen Nelson, 4-H Youth Development Educator, Columbia County, Wisconsin.

(Use with the handout, "The President Conducts a Meeting," Michigan State University Extension.)

1. 4 roles in skit: 1 president, 1 committee chair, 1 committee member, 1 club member

The recreation committee wants to report that the club secured the use of the community hall on Friday night, April 10. Use the handout to determine how this would be done during a meeting.

Next, a committee member moves that the club have a party on Friday night. Use the handout to determine how the motion is made and passed. Present your skit to the group.

2. 3 roles in skit: 1 president, 2 club members

Your task is to use the handout to determine the appropriate way for a member to be recognized to address the club and make a motion about a fund raising project.

Present your skit to the group.

3. 5 roles in skit: 1 president, 4 club members

Your task is to use the handout to determine the appropriate way to amend a motion and to take a vote. One person in the group will make a motion, 1 will second the motion, 1 will amend the motion and 1 will second the amendment. The president will call for 2 votes!

Your first motion is: "The club will have an exhibit."

The amended motion is: "The club will have an exhibit at the county fair in July."

Present your skit to the group.

4. 3 roles in skit: 1 president, 2 club members

Use the handout to determine the appropriate way to call roll and adjourn a meeting.

Present your skit to the group.

5. 35 roles in skit: 1 president, 24 committee members

Use the handout to show at least 2 different ways of voting. You should develop at least 2 possible motions. For those motions you need 2 seconds, and the president will call for a vote.

Present your skit to the group.

6. 3 roles in skit: 1 president, 1 secretary, 1 club member

Use the handout, the attached minutes and what you know about parliamentary procedure to determine the appropriate way to present a correction to the previous meeting's minutes. You will decide which item is not correct.

Present your skit to the group.

Sample Mock Meeting

The regular meeting of the Clover Clan 4-H Club was held at Chris Johnson's on October 21. The meeting was called to order by Barb Jones at 1 PM. Roll call was answered by 20 members. Two visitors were present. Minutes of the previous meeting were read and approved. The Treasurer's Report was given. The balance on hand was \$30.15.

Sandy, the chairman of the program committee, reported that the committee had met and prepared the program for the year. She presented the program to the group for their approval.

Ray Brown moved that the report be accepted and that the program be copied for each member. Motion seconded and carried.

It was moved by Ann Strong that the meeting adjourn. Motion seconded and carried. The meeting adjourned at 2:30 PM.

Secretary,

Bill Hawley

What Makes a Good 4-H Club Meeting

Business leaders say that one-third of the time spent in business meetings is unproductive. Here's how 2,000 business leaders ranked the four most important ingredients of a good meeting:

- Adequate preparation
- Agreement on follow-up action
- Having an effective moderator
- Staying on track

These are good points to consider about your 4-H club meetings. This also shows why learning how to conduct a good meeting in 4-H now will help later in life. Meetings are held in all careers. Good meetings help get things done. Poor meetings do not.

Value of Meetings in 4-H

Youth

- gain an understanding of how groups operate
- learn how to participate in groups
- develop leadership skills

Club/Group

- gains an understanding of how decisions are made and how information is shared
- receives learning opportunities
- has fun in a group

Community

- benefits from its youth' knowing how to participate in a democracy.

Parts of a 4-H Meeting: Recreation, Business, Program

Facts:

- Together these parts equal Getting Things Done, Learning and Fun.
- Time spent on each part can vary.
- These parts can be arranged in different orders on agendas.
- Planning by officers is the key to success.
- Clubs should be run by youth with adult support.

The President Conducts a Meeting

A Short Guide to Parliamentary
Procedure for 4-H Clubs

Order of Business

Each officer should know the proper order of business:

1. Call to order
2. Opening song or pledge
3. Roll call
4. Reading minutes
5. Approving minutes
6. Treasurer's Report
7. Committee Reports
8. Accepting the Committee Reports
9. Unfinished business
10. New business
11. Appointing committees
12. Adjourn

Some General Rules of Order

1. A member should always rise to make a motion or to address the group.
2. The president need not rise to recognize a member.

3. When making a motion, one should say, "I move that..." instead of "I make a motion that..."
4. A motion must be approved by a second person saying, "I second the motion."
5. Recognition from the chair is not required to second a motion. (This rule is true in most cases; however, some larger, more formal groups do require recognition for seconding a motion.)
6. A nomination doesn't require a second.
7. If there is a motion before the house, no other motion can be made except:
 - (a) to adjourn
 - (b) to table
 - (c) to move the previous question — that is, to end the discussion and bring up the motion for vote.
8. A member may rise to a point of order — that is, if a member observes the violation of a rule, he or she may rise, secure recognition and state the point which is out of order.

The President Conducts a Meeting

On the day of the 4-H meeting, these people arrived at the club room a few minutes early to talk over the business of the day and to make any last-minute arrangements: Mr. Brown, the leader; John, the president; and the officers.

Call to Order

When the other members arrived and had been seated, John rose and said, "The meeting will please come to order. Becky will lead the 4-H pledge." Becky asked all members to rise and repeat the 4-H pledge. When the members were seated again, John asked, "Will the secretary call the roll?"

Roll Call

"Instead of answering 'Present,' " questioned Bill, the secretary, "will each member stand and tell the club about the progress of his or her project since the last meeting?"

Reading Minutes

After each member reported, John rose and said, "The secretary will now read the minutes of the last meeting."

Approving Minutes

When Bill finished, John asked, "Are there any additions or corrections to the minutes?" He paused. "If not, they stand approved as read." (Had there been additions or corrections, they would have been made; and John would have said, "The minutes are approved as corrected.") "We will now have the Treasurer's Report."

Treasurer's Report

The treasurer announced the amount of expenditures for the past week and stated the balance in the treasury. Then the president asked, "Will the chairperson of the recreation committee now report?"

Committee Report

Susie, the chairperson, rose. "Mr. President."

Recognition from the chair: "Susie," said John.

An enthusiastic discussion followed. Finally, one of the members who wanted the club to vote on the motion, called, "Question." Then John asked, "Are the members ready for the question?"

Oral Vote

Since no one seemed unready to vote, he said, "All those in favor of the motion signify so by saying 'aye.'"

"Aye," chorused all the members.

"All those opposed, by saying 'no,'" continued John. Since there were no opposing votes, John said, "The motion is carried."

Unfinished Business

When the other committee reports were given, John asked, "Is there any unfinished business to come before the meeting?"

New Business

Since none was introduced, John continued, "Is there any new business to come before the meeting?"

Out of Order

Tom began to speak without first addressing the president. "Tom, you're speaking out of order," said John. "You're addressing the meeting without recognition from the chair." This time, Tom stood and said, "Mr. President."

"Tom," replied John.

The Motion

"I move that we have an exhibit," said Tom. After the motion was seconded, Sally rose and was recognized.

Amending the Motion

"I amend the motion to read 'that our 4-H club have an exhibit at the county fair this July.'" After the amendment was seconded, the members held a short discussion. Then the president brought the amendment to vote: "All those in favor of this amendment signify so by saying 'aye.'"

"Aye." "All those opposed by saying 'no.'"

Voting on a Motion as Amended

Since there were no opposing votes, John said, "The amendment is carried. We're now ready to vote on the amended motion. Is there any discussion?" Since there was none, John said, "The motion was made, seconded and amended that our 4-H club have an exhibit at the county fair this July. All those in favor signify by saying 'aye.'" "Aye," answered all the members. "Those opposed, 'no.'" There being no opposing votes, John said, "The motion is carried. Is there any other business to come before the meeting?" Cathy stood and was recognized. "I move that we invite the Leesville 4-H Club to our party Friday night," she said. When

the motion was seconded and discussed, John conducted an oral vote in the usual way. Since there were many opposing votes, however, he couldn't tell whether the motion was carried or lost.

Standing Vote

Therefore, he said, "All those in favor of the motion please stand." After counting the votes he said, "All those opposed to the motion please stand." Since there were more votes against than for, he announced, "The motion is lost."

Adjournment

When all the business was finished, John said, "If there is no further business, a motion for adjournment is now in order."

"Mr. President," said Bill.

"Bill," replied John.

"I move that we adjourn until two o'clock next Saturday at the home of Sally Jones." When the motion was seconded, John said, "All those in favor, say 'aye.'" "Aye," answered all the members. "Those opposed, 'no.'" John paused. "The motion is carried," he concluded, "and the meeting stands adjourned until two o'clock Saturday at the home of Sally Jones."

If There Is No Business

When there is no business to be discussed, the president can call the meeting to order and ask the secretary to read the roll. The minutes can be read and approved. Then the business meeting can be adjourned. The rest of the meeting time can be spent on program and recreation.

Parliamentary Procedure Terminology for Members

Main Motion

Obtain Recognition
“(Give Reason); therefore, I move that....”
Second Required

Adjourn

Unqualified
Obtain Recognition
“I move that we adjourn.”
Second Required

Qualified
Obtain Recognition
“I move that we adjourn in ten minutes.”
Second Required

Amendment

1st degree
Obtain Recognition
“(Give reason); therefore, I move that we amend the motion by adding; striking out; or striking out and adding....”
Second Required

2nd degree

Obtain Recognition
“(Give reason); therefore, I move that we amend the amendment by adding; striking out; or striking out and adding....”
Second Required

Appeal from the decision of the Chair

No recognition required
“Mr. President, I appeal from the decision of the chair.”
Second Required

Division of the Assembly

No recognition required
“Division”

Lay on the Table

Obtain recognition
“We have more important business to take care of; therefore, I move to table the motion that....”
Second Required

Nominations

Open
Obtain recognition
“(Give reason); therefore, I move that we open nominations for...”
Second Required

Close

Obtain recognition

"I move that nominations cease."

Second required

Reopen

Obtain recognition

"(Give reason); therefore, I move that we reopen nominations for...."

Second required

Orders of the day, To call for

Recognition not required

"Mr. President, I call for the orders of the day."

Parliamentary Inquiry

Recognition not required

"Mr. President, I rise to a point of parliamentary inquiry."

Point of Order

Recognition not required

"Mr. President, I rise to a point of order."

Previous Question

Obtain recognition

"I move the previous question."

Second required

Reconsider

Obtain recognition

"(Give reason); therefore, I move to reconsider the vote on the motion

that... I voted on the prevailing side."

Second required

Refer to a Committee

Obtain recognition

"We need to secure more detailed information; therefore, I move that we refer the motion that... to a committee."

Second required

Rescind

Obtain recognition

"(Give reason); therefore, I move that we rescind the motion that...."

Second required

Suspend Standing Rules

Obtain recognition

"Our chapter has a standing rule that prohibits.... Since it might be desirable to do this, I move that we suspend this rule."

Second required

Take from the Table

Obtain recognition

"We tabled a motion earlier and now we need to discuss it; therefore, I move the motion be taken from the table."

Second required

Withdraw a motion, Leave to

Obtain recognition

"Permission is requested to withdraw my motion."

Terminology for Presiding Officer

Main Motion

“It has been moved and seconded that.... This motion is debatable, amendable, and requires a majority vote.”

Adjourn

Unqualified

“It has been moved and seconded that we adjourn. This motion is undebatable, unamendable, and requires a majority vote.”

Qualified

“It has been moved and seconded that we adjourn. In this case, this motion is debatable, amendable, and requires a majority vote.”

Amend

1st degree

“It has been moved and seconded to amend the main motion by.... This motion is debatable, amendable and requires a majority vote.”

2nd degree

“I has been moved and seconded to amend the amendment by....

This motion is debatable, but not amendable, and requires a majority vote.”

Appeal from the Decision of the Chair

An appeal has been taken from the decision of the chair. In this instance it is debatable, unamendable, and requires a majority or tie vote to sustain the chair.”

(Undebatable if it relates to indecorum)

Division of the Assembly

“A division has been called, all those in favor please stand.... All those opposed please stand.”

Lay on the Table

“It has been moved and seconded to table the motion that.... This motion is undebatable, unamendable, and requires a majority vote.”

Nominations

Open

“It has been moved and seconded to open nominations for.... This motion is debatable, amendable, and requires a majority vote.”

Close

“It has been moved and seconded that nominations cease. This motion is undebatable, amendable to time only, and requires a two-thirds vote.”

Reopen

“It has been moved and seconded that nominations be reopened. This motion is undebatable, amendable to time only, and requires a majority vote.”

Orders of the day, To Call for

“Will the chapter please proceed to the orders of the day?” (Must have two-thirds vote in the negative to not return.)

Parliamentary Inquiry

“State your inquiry.”

Point of Order

“State your point.”

“ Point sustained (or point overruled).”

Previous Question

“The previous question has been called. This motion is undebatable, unamendable, and requires a two-thirds vote.”

Reconsider

“It has been moved and seconded that we reconsider the vote on the

question.... This motion is in this case debatable, unamendable, and requires a majority vote.” (If motion to be reconsidered is debatable, then the reconsider is debatable.)

Refer to a Committee

“It has been moved and seconded that we refer the motion that... to a committee. This motion is debatable, amendable, and requires a majority vote.”

Rescind

“It has been moved and seconded that we rescind the motion that.... This motion is debatable, amendable, and in this case requires a two-thirds vote.” (Majority vote required if previous notice is given.)

Suspend the Standing Rules

“It has been moved and seconded that we suspend the standing rule.... This motion is undebatable, unamendable, and requires a majority vote.”

Take from the Table

“It has been moved and seconded that we take from the table the motion that.... This motion is undebatable, unamendable, and requires a majority vote.”

Withdraw a Motion

“Shall we by general consent, grant permission to withdraw the Leave to motion.”

Parliamentary Procedure

The following educational, fun activities are focused around terms and procedures for conducting democratic business meetings using parliamentary procedure. They are suggested as brief, 10- to 15-minute fun activities. It is suggested they be done prior to the actual business meeting so members can practice what they just learned. Set a time limit and stick to the time rather than getting through a set number of questions.

Game One - Select the Correct Card

Equipment

- Get sets of 20 3x5 cards, with one of the 20 parliamentary terms printed on each card.
- You will need enough sets so that each team of 3 or 4 members will have a set.
- You could also have card sets with the definition of each term printed on them so you could play a “reverse” version.

Directions

- Divide the members into teams of 3 or 4.
- Give each team one set of cards (either the *terms* or the *definition* of the terms).
- Junior leader or advisor reads either the name of the term or definition of the term.
- The teams are given from 15 – 30 seconds (you decide how long) to confer and select the correct answer to the corresponding term or definition.
- Teams reveal their cards all at the same time.
- Teams with the correct answer all get: points toward a grand prize, or M&M’S®, or some other creative award.
- OPTION: The team that confers and holds up with the correct answer card first gets the point, etc. In this case, you’ll need 23 judges to decide who was “up” first.

Game Two – Up First

Equipment

- Get one 2- to 3-foot long “something” (flag, foam tube, noodle, etc.) for each team to hold up.
- Compile a list of the terms and a list of the corresponding answers for the narrator.
- Select one to three people (parents, advisors, teen leaders) to act as judges to decide who had their “flag” up first.

Directions

- Divide the members into teams of 3 or 4.
- Give each team a “flag”; team members rotate their flag after each question.
- Narrator reads the 1 term or 2 definition.
- Team members confer and hold up their flag when they have decided on their answer.
- Judges note which team had their flag up first, second, third, etc.
- 1st up flag bearer gives their team answer. If it is correct, they get the point.
- If the 1st up flag team answer is incorrect, the 2nd up flag team gets to answer, etc.

- Teams with 5 correct answers get the green award; 10 correct – bronze award; 15 correct – silver award; 20 correct – gold award or some other rating scale with appropriate recognition.

Game Three – Matching

Equipment

- Get a copy of the “Matching Parliamentary Terms and Definitions” quiz for each team.
- Provide pencils to each team.

Directions

- Divide the members into teams of 3 or 4 members.
- Hand out a quiz sheet and pencil to each team.
- Direct the teams to confer and compromise on an answer matching the terms with the respective definition by placing the letter of the definition next to the correct term.
- Review the answers together, letting each team score their own sheets.
- Teams with 5 correct answers get the green award; 10 correct – bronze award; 15 correct – silver award; 20 correct – gold award or some other rating scale with appropriate recognition.
- OPTION: Have members do the matching quiz individually.

Matching Parliamentary Procedure Terms/Definitions

Match the letter of the definition in the right column with the correct term in the left column.

- | | |
|--|---|
| <p>___ 1. To adjourn</p> <p>___ 2. The chair</p> <p>___ 3. To address the chair</p> <p>___ 4. The house</p> <p>___ 5. To table</p> <p>___ 6. A quorum</p> <p>___ 7. To make a motion</p> <p>___ 8. To amend</p> <p>___ 9. Minutes</p> <p>___ 10. To ballot</p> <p>___ 11. Majority vote</p> <p>___ 12. To obtain the floor</p> <p>___ 13. Pro tem</p> <p>___ 14. Out of order</p> <p>___ 15. The agenda</p> <p>___ 16. Special or Ad Hoc Committee</p> <p>___ 17. Parliamentary Procedure</p> <p>___ 18. Roll call</p> <p>___ 19. Vote</p> <p>___ 20. Standing committee</p> | <p>a. To receive from the president the right to speak</p> <p>b. To suggest that a certain thing be done by the club</p> <p>c. To put aside a motion for discussion at another meeting</p> <p>d. The number of members necessary to carry on business</p> <p>e. The record or report of each meeting's work</p> <p>f. The presiding officer</p> <p>g. "For the time being." For example, to act in the place of an officer who is absent</p> <p>h. Not following the approved rules of order</p> <p>i. To change or modify</p> <p>j. To vote by casting ballots</p> <p>k. The club or organization</p> <p>l. To end the meeting</p> <p>m. To rise and say "Mr. President"</p> <p>n. The vote of more than half the members</p> <p>o. A committee appointed to do one job or complete a specific task</p> <p>p. A methodical way of taking attendance</p> <p>q. A method for conducting a business meeting in an efficient, fair and friendly manner</p> <p>r. A listing of things to be done at a meeting and the order in which they will be discussed</p> <p>s. Committee that functions throughout the year</p> <p>t. A democratic method of allowing every member to have input into the final decision</p> |
|--|---|

Matching Parliamentary Procedure Terms/Definitions Answer Key

Match the letter of the definition in the right column with the correct term in the left column.

- | | |
|--|---|
| <p><u>l</u> 1. To adjourn</p> <p><u>f</u> 2. The chair</p> <p><u>m</u> 3. To address the chair</p> <p><u>k</u> 4. The house</p> <p><u>c</u> 5. To table</p> <p><u>d</u> 6. A quorum</p> <p><u>b</u> 7. To make a motion</p> <p><u>i</u> 8. To amend</p> <p><u>e</u> 9. Minutes</p> <p><u>j</u> 10. To ballot</p> <p><u>n</u> 11. Majority vote</p> <p><u>a</u> 12. To obtain the floor</p> <p><u>g</u> 13. Pro tem</p> <p><u>h</u> 14. Out of order</p> <p><u>r</u> 15. The agenda</p> <p><u>o</u> 16. Special or Ad Hoc Committee</p> <p><u>q</u> 17. Parliamentary Procedure</p> <p><u>p</u> 18. Roll call</p> <p><u>t</u> 19. Vote</p> <p><u>s</u> 20. Standing committee</p> | <p>a. To receive from the president the right to speak</p> <p>b. To suggest that a certain thing be done by the club</p> <p>c. To put aside a motion for discussion at another meeting</p> <p>d. The number of members necessary to carry on business</p> <p>e. The record or report of each meeting's work</p> <p>f. The presiding officer</p> <p>g. "For the time being." For example, to act in the place of an officer who is absent</p> <p>h. Not following the approved rules of order</p> <p>i. To change or modify</p> <p>j. To vote by casting ballots</p> <p>k. The club or organization</p> <p>l. To end the meeting</p> <p>m. To rise and say "Mr. President"</p> <p>n. The vote of more than half the members</p> <p>o. A committee appointed to do one job or complete a specific task</p> <p>p. A methodical way of taking attendance</p> <p>q. A method for conducting a business meeting in an efficient, fair and friendly manner</p> <p>r. A listing of things to be done at a meeting and the order in which they will be discussed</p> <p>s. Committee that functions throughout the year</p> <p>t. A democratic method of allowing every member to have input into the final decision</p> |
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Suggested Themes for Officer Training Sessions

When facilitating an officer workshop, the most important reason to use a theme is to make it interesting and exciting for the participants. Because so many participants will repeat the training, change the theme each year to maintain interest and fun while still allowing participants to learn about their offices.

CSI: 4-H Officers (Comprehensive Skill Instruction), Your County/District

- Provide each participant with an armband, letter or number at check-in.

Have participants get into groups according to the color of armband, letter or number. Give groups a parliamentary “crime” and let them find the missing “evidence” (parliamentary procedure) and identify the “suspect” (the problem). Each group must process the activity with the help of the facilitator. Continue using these same groups until participants are split into their respective officer groups.

- Focus the entire program on working together as a team and understanding that the different offices are all necessary so the club can solve all its “mysteries” before the “suspect” (the problem) can commit another crime. Use technical terms that can be “dissected” into a list of important officer traits. (Examples include: Examine — Energetic, eXcited, Able, Mindful, Imaginative, Never Late, Enthusiastic.)

Pirate Treasure Hunt (4-H is a Hidden Treasure)

- Each participant gets a piece of “treasure.” This can be anything from a 4-H button to a gold coin, candy or a piece of paper with a part of a business meeting or a responsibility of an officer. Participants are split into groups according to their treasure. Participants then rotate through a series of stations, beginning with their “treasure” group. The station activities can relate to dispelling stereotypes, qualities of a good leader, making meetings work for your club,

team building, parliamentary procedure fun facts and learning about your club members. During the mock meeting, each group is responsible for one announcement regarding such things as good parliamentary procedure and leadership facts from their first station.

- The program centers on the treasure that 4-H is to its members and how officers help members see their place in finding that treasure. Be sure to keep a pirate theme on posters or have presenters wear pirate hats or eye patches to add to the theme. Tropical refreshments like banana splits, frozen fruit slushies with drink umbrellas or similar treats are also appropriate.

Game Show

- Use a format that is recognizable and easy to play: Jeopardy, Hollywood Squares, Wheel of Fortune or The Price Is Right. Participants can be grouped according to a token given at check-in. It could be play money, a colored game piece or a playing card,

for example. Groups rotate through a series of stations with different games at each station. The group with the most points at the end of the event gets a reward, such as a 4-H pencil or wristband, or getting to be in line first for refreshments.

- Focus the program on the fact that all members are winners, and they all need the encouragement and guidance that club officers can give them — just like the audience input on the game shows. Officers also need to remember that they are like the host, who cannot play the game for the participant but can only explain and demonstrate.

Skillathon

- After a parliamentary procedure session, split participants into mixed groups and quiz them with basic questions and comprehensive questions involving scenarios that may occur in their club.

*Adapted from *4-H Officer Training made easy... Facilitator's Guide*, Kansas State University Agricultural Experiment Station and Cooperative Extension Service.

A Parliamentary Party

Use this game for a breakout session with Presidents, Vice Presidents and Parliamentarians or with the entire group to teach the importance of parliamentary procedure.

In order to run successfully, every meeting must have some basic ground rules for its participants. The same holds true for your club meetings. Parliamentary procedure is an excellent way to bring order to the chaos that can happen in youth meetings.

Benefits of Parliamentary Procedure

There are multiple benefits for meeting facilitators and club members to follow parliamentary procedure:

- It allows everyone to participate.
- The meeting runs more smoothly.
- It gives the president a way to stay on track and monitor the conduct of members.

- 4-H'ers and adults get a feel for what formal business meetings should be like.
- It models the democratic process for fair decision-making.
- Members also get a sense of security, since the basics rarely change. This is especially helpful when the club has many younger members. If they can anticipate what is going to happen, they may be more attentive than if they are completely lost during the meeting.

Background and Instructions

Before you start the game, here are some pointers you need to know:

- The session last 15 minutes.
- You need index cards, printed roles for the players and a gavel.

How To Play

These steps make the game easy and fun:

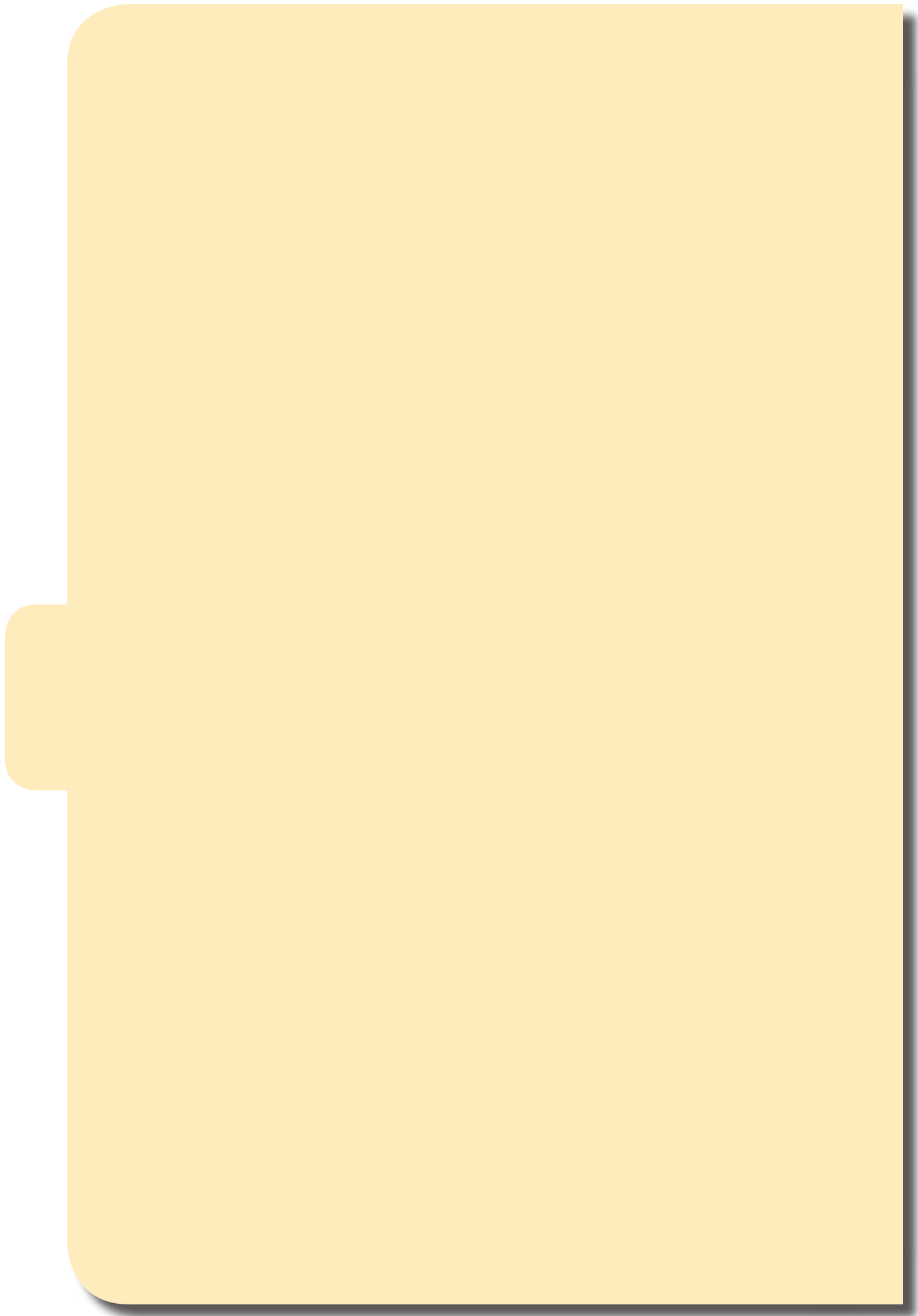
- Prepare note cards with instructions for each participant.
- Be sure each card is different and that you have one set of instructions for each member of the group.

The following are some examples of roles the members could play:

- As soon as the president says, "Is there any new business?," say that you think the club should have a party. Don't wait for the president to call on you; just start talking. There may be others trying to talk about something else, but talk first and keep talking until everyone does what you want.
- Stand up and be recognized by the president during committee reports. Speaking extremely quietly and mumbling, discuss the booth ideas your committee has developed for the county/district 4-H carnival. Repeat yourself when asked to speak, but still use an extremely quiet voice.

WORKSHEETS

WORKSHEETS



4-H Club
Meeting Minutes Worksheet

Date: _____

Number present:

Members _____

Leaders _____

Parents _____

Guests _____

Total Present _____

The regular monthly meeting of the _____ 4-H Club was held on _____ at _____. President, _____, called the meeting to order at _____ a.m. / p.m. _____ led the Pledge of Allegiance and 4-H Pledge. Roll call was answered with "_____" by _____ members, _____ leader(s), _____ parent(s) and _____ guest(s), for a total of _____ present. The minutes of the previous meeting were approved as read/corrected. (If there are any corrections, write them here: _____.)

_____, treasurer, reported that the club has \$_____ in the account and \$_____ in outstanding bills for _____, _____, _____, (office), reported that _____ . 4-H Club Manager, _____, reported that _____.

Committee reports: _____

Unfinished business: _____

New business: _____

Announcements: _____

_____ moved to adjourn. The motion was seconded and passed/failed.

Program: _____ by: _____
Recreation Leader, _____, led the club in _____ recreational activity.

Refreshments were _____, prepared by _____

Secretary _____ President _____

Committee Worksheet

(Name of committee)

Purpose of Committee: _____

Specific duties and responsibilities: _____

Chairperson Information

Name: _____ Home Phone #: _____

E-mail: _____ Cell Phone #: _____

Address: _____
Street or P. O. Box (City) (State) (Zip)

Committee Members:

Name	E-mail	Home Phone	Cell Phone
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____

Committee Advisor:

Name: _____ Home Phone #: _____

E-mail: _____ Cell Phone #: _____

Address: _____
Street or P. O. Box (City) (State) (Zip)

Reported by: _____
Name Title Signature Date

Committee Report

Agenda:

1. Discussion items:

2. Decisions to make:

Report:

1. Discussion items:

2. Recommendations:

Committee Chair Signature

Date

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Revision