

Hardin County 4-H

Parliamentary Procedure Educational Kit

This kit is designed to help clubs increase members' knowledge about parliamentary procedure and business meetings. The material it covers are basic concepts that all members can comprehend. Using the enclosed materials should help members better understand the meeting process and help improve the quality of your club's business meetings. Website address to find activity - <http://hardin.osu.edu/4h/4hforms.htm>

Topic I - Parts of a Business Meeting

Business Meeting Line Up

Time needed: 10-15 Minutes

Supplies: Parts of a business meeting (Pages 11-20) Role of masking tape

Conducting the activity in clubs with ten or fewer members -

Getting Ready

All club members will participate in the activity. Place the ten "Parts of a Business Meeting" cards on a table. Give the following instructions.

This activity is designed to test your knowledge of the ten parts of a business meeting. All of you will go to the table and pick up one card. (Some may need to pick up more if you have less than ten members) You will look at the cards and then attempt to line up in the proper order of a business meeting facing the advisors. You can talk amongst yourselves as you line up. The president will tell the advisors when he or she thinks the order is correct. If your order is correct, you will be told you can be seated. If the order is not correct, we will tell you how many parts are incorrect.

Doing the Activity

On your signal the members move to the table and attempt to line up in the proper order. Remind the members to remember which card/part they selected.

Members try as many times as are needed to line up in the proper order.

Once the members are in the proper order take the cards and tape them in a location where the members can see them.

Discussion

Ask the member to share a brief description of their part. If they are not sure ask for volunteers, who can help them.

End the activity by indicating this is how all organizations, not just 4-H clubs, conduct their meetings.

Conducting the activity in clubs with eleven or more members -

Larger clubs can conduct this activity in a number of ways. You can involve all members, part of your members etc. Review the following instructions and secure the necessary supplies based upon how you plan to conduct the activity. If you plan to use only ten members refer to the instructions above for clubs with ten or fewer members and follow those.

Time Needed: 15-20 Minutes

Supplies: One set of cards for every ten members you plan to include.
Masking tape.

Getting Ready

First decide how many teams you will use. Teams should have from seven to ten members, with ten being the ideal number. Place a set of cards on a table for each team participating. Designate a team captain. Give the following instructions

This activity is designed to test your knowledge of the ten parts of a business meeting. All of you will go to your assigned table and pick up one card. (Some may need to pick up more if you have less than ten members) You will look at the cards and then attempt to line up in the proper order of a business meeting. You will be given three minutes to put your team in the proper order. You can talk amongst yourselves as you line up. The captain will tell the advisors when he or she thinks the order is correct. Do not show your order until you are instructed.

Doing the Activity

On your signal the members move to the table and attempt to line up in the proper order. When a team believes they are in the correct order, they should tell the advisor and then line up facing away from the other teams and have the advisor look at their order. If they are correct, they can sit down, but should keep their card. If they are incorrect tell them to try again. Follow this procedure until all teams are correct.

Discussion

Once all the teams are done take one set of take one set of the cards and tape them, in proper order, in a location where the members can see them. Ask for volunteers to share a brief description of each part. End by indicating this is how all organizations, not just 4-H clubs, conduct their business meetings.

Meeting Order

1. Call to Order
2. Pledges
3. Roll Call
4. Secretary's Report
5. Treasurers' Report
6. Committee Reports
7. Old Business
8. New Business
9. Announcements
10. Adjourn

Topic II - Business Meeting Terms

Name Those Terms

Time: 15 - 20 Minutes

Supplies: Paper and Pencils

Getting Ready

Divide the entire club into teams of 5-6 members. Teams should be divided so there are members of all ages on each team. A team captain/recorder should be selected. It is especially important that an older member be on each team. This is important because she/he will probably know more of the terms and can help the team be successful. Give each team paper and pencil. Separate the teams so they cannot see each other's work.

Doing the Activity

Share the following instructions.

Each team will have ten minutes to make the longest list you can of terms/words that are related to a 4-H business meeting. These can be such things as parts of a meeting, terms used in conducting business, and words that describe some actions or step taken in conducting a business. Be sure to talk quietly so the other teams cannot hear your discussion. At the end of that time we will stop and see who came up with the most legitimate terms. (More time can be added if the teams are still actively involved in the activity when the ten minute period ends.)

Discussion

Have each team take turns sharing a term on their list. The captain should give a brief description or definition of the term.

A term that appears on only one team's list earns a point. If a term appears on more than one list the teams simply cross the term off and receive no points. The process of sharing terms from the list goes on until the last term has been shared. Teams then total the points and the high score is recognized.

There may be some terms shared that are questionable. It is impossible to make a list every term or word. Advisors should serve as the judges and reject or accept terms that are questioned by other teams. A good way to handle questionable terms is to ask the team captain to define the word and tell how it fits into a business meeting.

Topic III - Making a Motion

I Move We.....

Time: 10 -15 Minutes

Supplies: One copy of the script per actor.(Page 7)
Place for role play to be staged.

Getting Ready

This is simple exercise that is designed to highlight the six basic steps of making a motion during a 4-H business meeting. The president, secretary and three other club members should be recruited, assigned a part and practice their role in this activity. Each will follow the script that is included with this activity.

This activity will work best if it is planned the meeting before. This will allow time for practice by team members.

The five participants should set-up in front of the club. The president and secretary should be at a table and the remaining three seated facing the officers. The actors should be visible to all other members.

Doing the Activity

Advisor leading the activity says.

This activity is designed to show how a motion is made during a 4-H club business meeting. (Say the name of the five people) will be presenting a brief role play that shows the proper way to make a motion.

The setting is a 4-H club business meeting. At the time we join them the club is discussing possible ways to spend some of the money in their treasury.

The members then present the role play using the script.

Discussion

Advisor asks the following questions. Look for volunteers to answer the questions.

What did each person do before they spoke?

A: Got permission from the president

Why is it important for the motion process to be orderly?

A: So the ideas of members can be discussed, decided and recorded for future reference.

What can happen if the president doesn't do a good job of following this process?

A: A few members can make all the decisions, nothing gets decided, the business meetings are drawn out, records can be incorrect, bad decision can be made, people can lose interest in the meeting.

Which of these terms is the correct way to present a motion?

I move we.....

I motion we.....

Answer: I move we.....

Does anyone have anything else they saw that was good about the way the motion was acted on?

4-H Business Meeting Motion Script

Person # 1: Stands and says. “ Mr/Madam. President.”

President: “Yes _____” (insert the name of member)

Person # 1: “ I move we buy 4-H pins at a cost of \$1.25 for each of the members who wish to have one”

President: “It has been moved that our club purchase 4-H pins for each member who would like one. Is there a second to that motion?”

Person #2: “I second that motion.”

President: “It has been moved and seconded that we buy pins for club members who want one. Is there any discussion? (Pause while # 2 raises hand.)

Person # 2: Raises hand and is recognized by the president

President: “Yes _____” (Fill in the name of the person)

Person # 2: “I think that buying pins is a good idea. I would like to have one.”

Person # 3: Raises hand.

President: “Is there any other discussion?” Looks around and sees # 3 has hand in the air.

Person # 3: This person is recognized by the president

Person # 3: I agree, I have pins for each year I have been in 4-H. I think that is good use of our funds.”

President: “Any further discussion?” Look around. “Hearing none, I will ask the secretary to read back the motion.”

Secretary: “_____ moved that our club buy pins at the cost of \$1.25 for any member who would like a pin”

President: “At this time we will vote on the motion.” All in favor of the motion say “aye.”

Three members say “aye”

President: “All opposed say “nay.”” (Brief pause to look at the vote) “The motion is passed.”

Practice Motions

Time: 15 -25 minutes, depending on club size and number of practice motions
Supplies: Practice Motion Role Play Sheet (Page 9). Sample Motions (Page 10) Pens or pencil for each participant in role play.

Getting Ready

The club should be divided into groups of 4-6 members. Each group must select a president, motion maker, a person to second the motion and the two people who will provide discussion. Each group is given a **Made Up Motion Role Play Sheet** which they will use to plan their role play. Be sure to put an older member with each group. (Large clubs might want to do this activity at more than one meeting to allow all to participate, but not make the activity longer than 20 minutes.

Doing the Activity

Each group finds a place to practice. Each member is given a copy of the outline. Within the groups, a president, a member who makes the motion, a member who seconds the motion, and two members who provide discussion are selected.

Each group proceeds with developing their role play around the motion that they were assigned. Each person should write, on their blank script, the words they will say when they present their motion. The group should complete and practice their script in preparation for presenting it in front of the club.

When everyone is ready, call each group up to do their motion role play.

Practice Motion Role Play Sheet

(Each member should have a copy of this sheet)

Motion Maker: Stands and says. “ Mr/Madam. President.”

President: “Yes _____” (insert a name)

Motion Maker: “I move we _____

President: “It has been moved that our club. _____

Is there a second to that motion?”

Member who Seconds Motion Stands, is recognized by the president and says. “I second that motion.”

President: “It has been moved and seconded that we _____ Is there any discussion? (Pause while # 1 raises hand.)

Member # 1: Raises hand and is recognized by the president

President: “Yes _____”

Member # 1 “I think that is a good idea that we _____
_____.”

(Brief pause)

President: “Is there any further discussion?” Looks around and sees #2 with hand in the air.

Member #2 Raises hand and is recognized by the president

Member # 2: I also think that _____
_____.”

President: “Any other discussion?” Look around. “Hearing none, we will proceed to vote All in favor say aye.”

All members say “aye”

President: “ All opposed say “nay.”” (Brief pause to look at the vote) “The motion is passed.”

Sample Motions for the “Practice Motion” Activity

(Cut apart and give a sample to each group)

Make a motion to change the name of the club to a really outrageous new name. (Make up a new name)

Make a motion to visit a nursing home as a community service project.

Make a motion to hold a family picnic at the end of the 4-H year.

Make a motion to purchase new decorations for the club’s livestock pens at the fair.

Make a motion to have someone present a program to the club and to send a thank you note following the program.

Make a motion to sell candy bars as a fund raiser to buy club t-shirts.

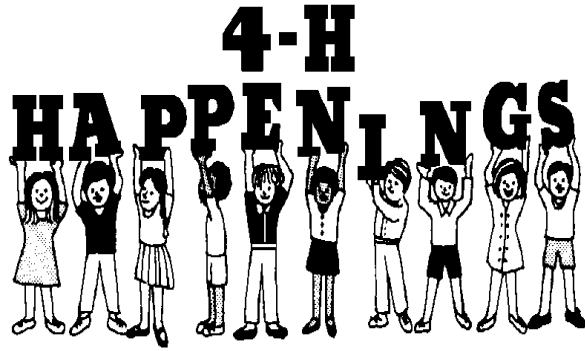
Make a motion to buy flowers to plant around the building the 4-H club meets in.

Make a motion to send a planter to one of the advisors who had surgery and cannot come to the meetings.

Make a motion to have a grandparent night and invite all grandparents to come and participate in a project review.

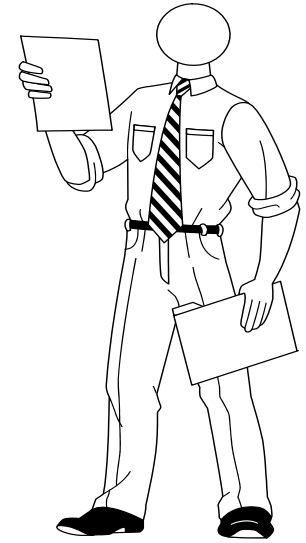
Make a motion to have a milkshake booth at the 4th of July celebration at the fairgrounds.

Make a motion to buy a gift for all last year 4-H members in your club.



Announcements

Secretary's Report



-13-

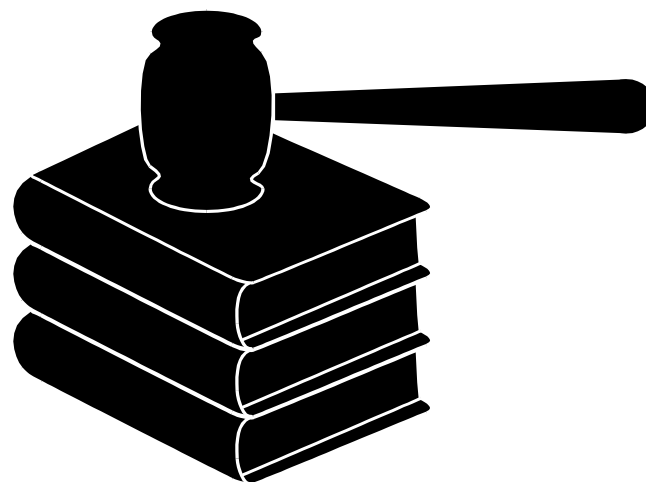
-14-



Roll Call

-15-

Call to Order



-16-



Opening & Pledges

-17-

Old Business

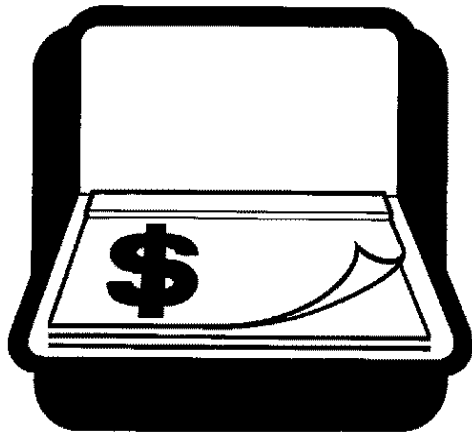


-18-

Adjourn



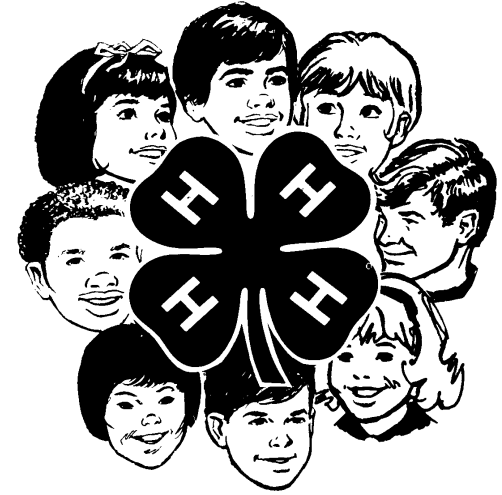
-19-



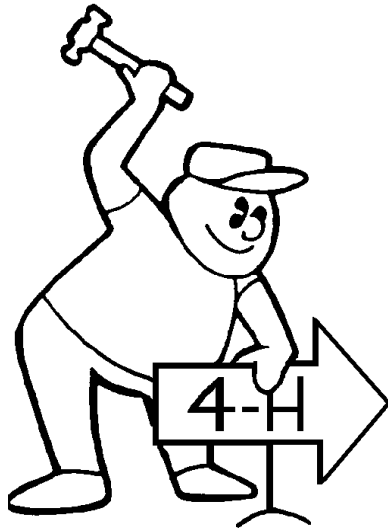
Treasurer's Report

-20-

Committee Reports



-21-



New Business

-22-

PARLIAMENTARY PROCEDURE TERMS/DEFINITIONS

(Written by John Fark, Extension Agent 4-H, Marion County)

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 -
- Sets of twenty 3 x 5 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 up 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 read off 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 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 points, etc. In this case you’ll need 2-3 judges to decide who was “up” first

Game Two - Up First

- Equipment -
- One 2 to 3 foot long “something” (flag, foam tube, noodle, etc.) for each team to hold up
 - A list of the terms and a list of the corresponding answers for the narrator
 - One to three people (parents, advisors, teen leaders) to act as judges to decide who had their “flag” up first
- Directions -
- Divide the members up 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 second up flag team gets to answer, etc.
 - Teams with 5 correct - green award; 10 correct - bronze award; 15 correct - silver award; 20 correct - gold award or some other such rating with appropriate minor recognition, prizes, etc.

Game Three - Matching

- Equipment -
- A copy of the “Matching Parliamentary Terms and Definitions” quiz for each team (or member)
 - Pencils for each team (or member)
 - Divide the members into teams of 3 or 4 members
- Directions -
- Hand out a quiz sheet and pencil to each team (or member)
 - 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 - green award; 10 correct - bronze award; 15 correct - silver award; 20 correct - gold award or some other such rating with appropriate minor recognition, prizes, etc.
 - 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.

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