



# Ohio 4-H Teen Leadership Council Reaches Out

## Parliamentary Procedure Basics

### Intended Audience:

- Teens (14-18 years old)

### Lesson Objectives:

Session participants will:

- Have a basic understanding of parliamentary procedure.
- Know how to use parliamentary procedure in a productive way to take back to their own clubs.

**Time:** 30-45 minutes

### Equipment and supplies:

- Matching Game Flashcards (1 set for each group of 7-8 people)
- Matching Game Answer Sheet
- Programming Worksheet
- Programming Cards (1 set for each group of 7-8 people)
- Gavel set (if available)
- Trail Mix Items, such as
  - Chex Cereal/Cheerios Cereal
  - Plain M&M's
  - Pretzels
  - Chocolate Chips
  - Mini Marshmallows
  - Raisins
  - Cheetos
  - Original Skittles
  - Dried Cranberries
- Sandwich Ziploc Bag (for each person)
- Mixing Spoon
- Large Mixing Bowl

### BACKGROUND

Think about how your 4-H meetings are run. Are they organized? Do people speak? How do you vote? In the business world the details ensure there are efficient meetings. Parliamentary Procedure has been around for a very long time and is the system used by Congress, the State Legislature, and businesses. This lesson will teach you the basic knowledge of parliamentary procedure or in other words, the official way to run a business meeting. In addition, it will provide members with organization and management skills that will be used in club meetings and in the future.

### WHAT TO DO

#### Activity 1: Parliamentary Procedure Matching Game

- Provide background information of Parliamentary Procedure (see above).
- Split the large into groups of 7 to 8 people.
- Give each group a set of matching game cards, (provided in your lesson kits). This should include a term or idea and a definition of these items.
- Have the groups match the terms or ideas with their definition.
- Allow the group to work together for about 6-10 minutes to match the terms or ideas with the correct definition.
- Once the groups are done, go over the correct answers.
  - Highlight how to properly move a motion: Say that to properly move a motion members say "I move that....." (fill in with whatever is on the agenda, e.g. "I move that the club host a car wash to raise fund for the homeless shelter.")

#### Activity 2: Parliamentary Procedure 101 Game

- You may split the large group into groups of 7 to 8 people or you can keep the same groups, depending on the size of the large group.
- Give each group a set of programming cards, (provided in your lesson kits), that are labeled with different parts of a business meeting.
- Let the groups work together for about 6 to 10 minutes to try to put the items of the business meeting in the correct order of how they would be handled during an official meeting.
- Once groups believe that they have their cards in the correct order, let them go around the room and present to the large group they came up with.
- Review the correct order of a business meeting and then go over again why it is important that you use official parliamentary procedure during 4-H meetings.



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**Do Ahead:**

- Review activity instructions.
- Gather equipment and supplies.
- Print off/cut matching cards.
- Print off programming cards.
- Review guidelines on basic parliamentary procedure and be prepared to give examples of each.

**Sources:**

- Robert, H. (2012). *Roberts Rules of Order Newly Revised* (11th ed., p. 716). Sarasota, Florida: Eclipse Publishing Services.

**Additional lessons in this series can be found online at:** <http://go.osu.edu/TLC>

**Activity 3: Parliamentary Procedure Trail-Mix Activity**

- After learning about the basics of how to bring up new business, have the large group make trail mix.
- Explain the activity.
  - The activity allows practical experience with Parliamentary Procedure. In order to add ingredients to the trail mix the group must properly vote on a motion. The order of events is:
    - Someone from the group must move to add an ingredient to the mix. (E.g. "I move to add pretzels to the trail mix.")
    - Someone needs to second the motion (so there is agreement from another member in the group). (E.g. "I second the motion to add pretzels to the trail mix.")
    - The president needs to ask if there is any discussion.
    - The president must call for a vote before the ingredient can be added to the mix. (E.g. "All in favor of adding pretzels to the trailmix signify by saying aye." "All opposed of adding pretzels to the trailmix signify by saying nay.")
    - If the majority votes to add the item, the item is added to the large mixing bowl. If it is voted to not add the item, it is not added.
      - The proper procedure must be followed in order to add items to the trailmix.
      - Stir items in the bowl as needed.
- This procedure continues until all ingredients have been added (or not), or when the group decides they are done.
- In order for the group to finish, the group must properly move, second, and vote to stop adding to the trail mix.
- After this, put trailmix in baggies and distribute to participants so they can eat the trail mix.

**TALK IT OVER****Reflect:**

- How did the activities go?
- What part did you find difficult to perform?
- How does team work play into Parliamentary Procedure?
- How does Parliamentary Procedure play into a successful meeting?

**Apply:**

- Go home to your own clubs and show them how to properly run a proper business meeting. Show them that parliamentary procedure can help them with organization and management skills they will use in the future.

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