

## Parliamentary Procedure Programming Worksheet

### *How to Run a 4-H/Business Meeting 101--Basic Parliamentary Procedure Guidelines*

#### **Why use Parliamentary Procedure?**

Yes, it may seem very difficult to do and very frustrating to learn, but once your club has taken it on and they learn it your meetings will run smoother. It makes the meeting have structure and helps prepare youth for things they may see when they enter the business world. In addition, it assists with organization and management skills that will be used in club meetings and in the future. Parliamentary procedure is used everywhere from all levels of government to businesses and corporations.

#### **What do you need to know?**

- How to call a meeting to order.
- What order do you follow when running meetings.
- How to make a main motion.
- How to speak at meeting.
- How to change a motion.
- How to vote.
- How to take a break.
- How to call out a breach of rules.
- How to stop discussion immediately and go directly to a vote.
- How to close a meeting.

#### **Agenda for the Day**

1. Call the meeting to order (Tap the gavel 3 times)
2. Pledges
  - a. Pledge of Allegiance
  - b. 4-H
3. Roll Call
4. Officer Reports
5. Committee Reports
6. Old Business
7. New Business
8. Adjourn the meeting (Tap the gavel once to adjourn)

The President leads calling a meeting to order. In some instances this individual is referred to as the “chair”. This person needs to have a firm and clear voice, since they are presiding the meeting.

Once the meeting is called to order, someone will lead the Pledge of Allegiance and 4-H pledge. Then, roll call is taken. Next, reports from officers are given followed by committee reports. After the reports of a meeting, old business is discussed and then new business. During new business, motions can be made or re-introduced and a debate may occur on certain topics.

Once the business portion of the meeting has concluded, there will be the adjournment of the business meeting.



## **Officers**

Every 4-H Club should have officers; they will play a huge role in the running on the meeting. Officers represent not only your club, but the 4-H program in your county and throughout the state. Your skills and abilities, standards and ideals, grooming, speech, even your smile represents Ohio 4-H members. Representing others is one of your most important duties because you perform it at all times—not just while you are at 4-H events.

The officers you should have and their responsibilities are:

- **President**
  - Meet with advisors prior to the meeting to plan the agenda for the business meeting.
  - Conduct the 4-H club meeting using Parliamentary Procedure.
  - Maintain order and control during meetings. Be courteous, but firm.
  - Guide the meeting in a tactful, courteous way. Avoid talking too much or voicing personal opinions on motions under discussion. The President is the “guide” or “pilot” for the meeting.
  - Encourage everyone to participate in the meeting and provide opportunities for all members to be heard.
  - Decide points of order fairly.
  - Work with other club officers as a team to plan and follow through with programs and events.
  - Appoint committees as needed by the club and define the responsibilities of the committees.
  - Check frequently on progress of committees and ask for a report from each chair.
  - Delegate responsibilities and make sure that everyone gets to serve on a committee or have a job in the club at some time during the year.
  - Be courteous to guests and introduce them to the club.
  - Cast the deciding vote in case of a tie.
  - Attend as many 4-H meetings and activities as possible and be prompt and enthusiastic.
  - Let the advisor know well in advance if you cannot attend a meeting so that the Vice President will have time to prepare to take over the role of the President and preside over the meeting.
- **Vice President**
  - Chair of the Program/Education Committee.
  - Assure that all members and advisors receive a complete club program.
  - Work with all standing committees.
  - Work with all special committees.
  - Assure that the club has a well rounded program, including social activities, community service, demonstrations, project work, recreation, and education.
  - Check with those putting on a program to see if they are ready or need any help.
  - Work with the club at the beginning of the year to set club goals.
  - Assure that a program or presenter is properly introduced and thanked. As vice president, you will assume the duties of the president in his or her absence.

- Secretary
  - Keeping an accurate record of proceedings of all meetings and special activities.
  - Maintaining a list of all members and their attendance at meetings and activities
  - Calling the roll of members at the president's request.
  - Completing the minutes and signing them prior to the next meeting.
  - Standing to read complete and accurate minutes at every meeting.
  - Correcting minutes as directed by the president.
  - Having the president sign the minutes after they are approved.
  - Recording the treasurer's report and other officers' reports in the minutes.
  - Recording committee reports in the minutes.
  - Restating motions and looking up items in the minutes at the president's request.
  - Reminding the president of unfinished business.
  - Sharing correspondence with the club.
  - Writing letters as directed by the club.
  - Keeping a record of all officers and committees.
  - Maintaining a current copy of the club's program, constitution, and by-laws.
  - Conducting meetings when the president and vice president are both absent.
  - Turning in the completed book at the end of the year for the club's permanent records.
- Treasurer
  - Handle all money matters of the club and maintain accurate financial records.
  - Prepare a budget, with your finance committee and advisor, to guide the club.
  - Spend money only with club approval. (A motion, second, and passing vote must be included in the meeting minutes.)
  - Never mix your own money with club money. Never use club money for your personal needs. Both of these practices are illegal.
  - Keep an accurate record in the treasurer's book of all income and expenses.
  - Deposit all funds in the bank within a week.
  - Pay all bills promptly as approved by the club.
  - Only pay by check, and have paperwork for all bills paid.
  - Write receipts for all money collected and maintain a copy of receipts in your records.
  - Collect dues (if your club has dues) and keep accurate record of dues paid.
  - Prepare an accurate Treasurer's Report for each meeting.
  - Serve on the club executive committee.
  - Complete your Treasurer's Handbook, including the year-end summary, prior to an end of the year audit by the financial review committee.
  - Provide the following information for the financial review committee:
    - Club budget
    - Check register
    - Bank statements
    - Cancelled checks and deposit slips
    - Receipts of all income
    - Bills for all expenses
    - Treasurer's Handbook
  - Have the financial review committee complete the yearly audit certificate.
  - Act as chairman if the president, vice president and secretary are all absent.

#### Optional Officers:

- News Reporter
  - Submit announcements for events planned by your club, as appropriate
  - Prepare a news article after each meeting, event, or activity, and submit it to the news media in a timely manner
  - Keep a notebook with all your written articles and related clippings from the newspaper
- Health Officer
  - Plan a health-related activity for each meeting.
- Recreation Officer
  - Make recreation an important part of your club's meetings.
  - Serve as chairperson of the recreation committee, if your club has one. If not, and your club has enough members, it is a good idea to talk to your advisor about organizing one at the beginning of the 4-H year.
  - Based on the interests of club members, prepare games or activities for each meeting and lead those games or activities.
  - Practice each game or activity before using it at a meeting.
  - Teach your fellow club members how to learn from teamwork activities.
  - Make sure to have all "equipment" needed.
  - Teach the rules of a game or activity.
  - Encourage everyone to participate.
  - Be sure that all members have FUN!
  - Make sure that all facilities are cleaned up following a recreation game or activity.
- Safety Officer
  - Plan a safety-related activity for each meeting.
- Historian
  - Responsible for gathering and documenting written and visual information.
- Community Service Officer
  - Responsible for all aspects of one or more community service projects that your club participates in this 4-H year.
  - Give leadership to the project and will delegate responsibilities to other club members, advisors, parents, and community members.

## How to Make a Main Motion

What is a main motion? A main motion is a motion that brings a new idea to the floor for members to discuss. You make a main motion by rising to seek recognition from the chair. Once the chair has given you permission to speak, you say "I move that the club host a car wash to raise funds for the homeless shelter." Then, another member will second the motion and then the chair will open the motion up for debate. If the motion does not receive a "second" then the motion dies due to lack of support.

## Questions about this lesson or you want to learn from the creator?

Please feel free to contact me with any questions at all concerning this lesson or parliamentary procedure as a whole. I would be happy to help!

Have fun using Proper Parliamentary Procedure,

- Kameron Rinehart, President and Accredited Parliamentarian  
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## References (for officers and their duties)

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### **More In-Depth Information if you have a more advanced group:**

If you have individuals in your group who have a more advanced knowledge of parliamentary procedure, you might consider having them make an ability to the motion. These abilities are outlined below.

#### **How to make an ability to the motion**

Moving abilities could potentially alter the motion, change the time of a motion, take a break in the meeting, end the meeting, postpone a motion, and call out a breach of the rules, or anything that could affect the meeting or the motion.

You will find all the abilities with a description and an example of how they are done in the packet provided for you.

The most important abilities are:

- Recess- to take a short break in the meeting (requires a second and majority vote to pass)
- Amend- to alter the original main motion (requires a second and majority vote to pass)
- Point of Order- to call out a breach of rules (Chairs decision)
- Adjourn- to end the current meeting (requires a second and majority vote to pass)
- Lay on the Table- to lay the main motion aside temporally to discuss more important business (requires a second and majority vote to pass)
- Postpone Definitely- to set the main motion aside until a certain date and time (requires a second and majority vote to pass)
- Postpone Indefinitely- to set the main motion aside forever it kills the motion (requires a second and majority vote to pass)
- I rise to a Parliamentary Inquiry- to ask the chair a question about how the meeting is being ran or about parliamentary procedure

Located in the packet that you have received, is a list of every ability and how it should be carried out; along with examples of how you should word them when you are saying them in front of members.