Making the Best 4-H Clubs Better

Practice Makes Perfect Parliamentary Procedure

BACKGROUND
Parliamentary procedure is a systematic and democratic way to develop policies and carry out action in a group. Parliamentary procedure has four main objectives: to discuss only one item at a time, to show courtesy to everyone, to abide by the rule of the majority, and to respect the rights of the minority.

Although many 4-H clubs are small and informal, it is a “best practice” to use basic parliamentary procedure when making club decisions. Appropriate and proper use of the basics will help meetings run more smoothly, prepare members for future roles on community or government boards and committees, and provide every member with a voice in making current club decisions.

WHAT TO DO
Activity: Let’s Make Parliamentary Procedure Trail Mix
Use this fun activity to prepare the snack at your club meeting while providing members with opportunities to learn and practice basic parliamentary procedure.

Review the basics of parliamentary procedure with club members, using the “Parliamentary Procedure” handout, pages 3 and 4. Emphasize that members should make a motion by saying, “I move....” Tape the “I MOVE” sign up in the front of the room where everyone can see it.

Ask the president to put the members’ new parliamentary procedure knowledge to work by making a trail mix for the club snack. Follow the directions in the resource, “Let’s Make Parliamentary Procedure Trail Mix.”

Do ahead
• Review lesson
• Gather equipment and supplies
• Copy handout, one per member
• Prep club president to lead the activity
TALK IT OVER

Reflect:
- How did the trail mix turn out? Did everyone enjoy the snack?
- Poll the members. Does everyone believe his/her voice was heard in the decision-making process?
- How can using basic parliamentary procedure help the business meeting run more smoothly? Help make club decisions?

Apply:
- Work with members to use basic parliamentary procedure at all future club meetings. Continue to tape the “I MOVE” sign in the front of the room to remind members about what to say.

ADDITIONAL LINKS
- Ohio 4-H Club Officer Resources, http://www.ohio4h.org/members/officers/

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