

Making the Best 4-H Clubs Better – Virtually

Intended Audience

- 4-H Club Members

Lesson Objectives

Club members and parents will:

- Learn and practice basic parliamentary procedure to make club decisions.

Time: 20 minutes

Equipment and supplies

- Resource: “Let’s Make Parliamentary Procedure Trail Mix”
- “I MOVE” Sign
- “Parliamentary Procedure” Handout
- Tape
- Mixing bowl, large spoon, measuring cups
- Serving cups, 1 per member
- Ingredients for making trail mix. Such as small pretzels, dried coconut, raisins, dried cranberries, peanuts, M&Ms (plain, peanut, etc.), cereal products, and so forth.

Do Ahead

- Review Curriculum Overview
- Review Lesson
- Gather equipment and supplies.
- Copy handout, one per member.
- Prep club president to lead activity.

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 informed, 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. Make sure to use time efficiently when conducting business. Example: When voting on t-shirt color, narrow them down quickly. Vote for the top 2 or 3 and then for one.

In a virtual setting such as Zoom you can use the reactions to reflect opinion or feelings for example: raise your hand, yes/no, or thumbs up/down when voting. If voting on something such as officers, it is beneficial to have the nominations at a meeting prior to the election, which will allow polls to be set up prior to the meeting where the actual voting will take place. The raise your hand function can also be used for individuals to make a motion.

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. You can either show them how to make this or give them the list of supplies to make at home.

Review the basics of parliamentary procedure with club members, using the “Parliamentary Procedure” handout, pages 3 – 4. Emphasize that members should make a motion by saying, “I move...” You could use the “I Move” slide as your background photo.



Sources

- Vokac, Ruth Ann, Extension Educator, University of Illinois Extension. "Parliamentary Procedure," Wisconsin 4-H Southern District Leadership Team, UWEX, "Quick and Easy Guide to Parliamentary Procedure," https://taylor.extension.wisc.edu/files/2013/01/parliamentaryprocedureguide31_000.pdf
- Colvin, Kara, Extension Educator, and Ken LaFontaine, Extension Educator (retired), Ohio State University Extension, OSU Extension. "Ohio 4-H President's Handbook," https://ohio4h.org/sites/ohio4h/files/imce/Families/officer_resources/President%20Handbook%202015.pdf

Additional Links

- <http://www.ohio4h.org/members/officers>

Prepared By

Kathy Bruynis,
Extension Educator
4-H Youth Development
OSU Extension Highland
County
Bruynis.5@osu.edu

*We are indebted to the original author of the previous version of this lesson plan, **Carolyn L. Belczyk***

Reviewed By

4-H Youth Development professionals in an 11-county region in Southern Ohio
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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." This can be done either by one of the members showing it or have members make this at home during the meeting.

Be sure to prepare the president prior to the meeting, so he/she is prepared to lead the activity. 4-Hers could and should identify any allergies and engage in discussion against adding any ingredient(s) to which they are allergic, but as the advisor, you need to be aware of any potential problems before they occur and consider changing the options to offer in case of severe issues.

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 or share your screen with the "I MOVE" sign so that reminds the members to use it during the meetings.

EVALUATION

Place the following link in the chat for attendees to use to complete the evaluation for the session
go.osu.edu/bestbettervirtual .