

York County 4-H Parliamentary Procedure Handbook



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What is Parliamentary Procedure?

Parliamentary Procedure refers to guidelines that help us to run a meeting smoothly and fairly. The rules help us to keep the meeting running on time and ensure that everyone at the meeting has the opportunity to share their opinions in an organized manner. The Parliamentary Procedure that we use at 4-H Meetings is based loosely on a famous book called *Robert's Rules of Order*. Learning about and using Parliamentary Procedure will not only help you at your 4-H Meetings, but it will also be a valuable tool for your future careers. The most important thing to remember about using Parliamentary Procedure at your 4-H Meetings is that this is a learning experience; making mistakes is ok! As with all 4-H Activities, it is better to participate as well as you can than to not participate at all!



The Principles of Parliamentary Procedure for 4-H Members

- All 4-H Members have the equal right to share opinions, make motions, vote, discuss, disagree respectfully, and offer alternative solutions.
- A majority vote by 4-H Members determines action on a motion.
- One issue is discussed at a time and only one person speaks at a time.
- Motions should be repeated and discussion held to make sure that all members understand the issue being decided and the proposed action.
- All 4-H Members, Volunteers, Parents, and Guests should be respectful when speaking.



The Order of Business for 4-H Meetings

(Adapted from *Who Wants to be a Parliamentarian*)

The President is responsible for leading the meeting, all statements in quotes are said by the President.

1. **Call to Order** (President stands and strikes gavel) "I now call the meeting of (club name) to order."
2. **Pledges** (The President should ask members before the meeting to lead the pledges) "Please stand for the Pledge of Allegiance led by _____ and the 4-H Pledge led by _____."
3. **Roll Call** "Will the Secretary please call the roll?" The secretary then announces the subject of the roll call (how each member should respond) and proceeds to call the roll.
4. **Secretary's Report/Reading of the Minutes** "Will the secretary please read the minutes from the last meeting?" The secretary should stand and read the complete minutes. When the secretary is finished, the President says "Are there any additions or corrections to the Secretary's Report?" At this time Members can add or correct the minutes. If there are no additions or corrections, the President says "If not, they will be approved as read." If there are additions or corrections, the President says to the Secretary "Please include these corrections and/or additions. The minutes stand approved as corrected." A vote is *not* needed unless there is a dispute about the corrections or additions.
5. **Treasurer's Report** "Will the Treasurer please give the Treasurer's Report?" The Treasurer should stand and read the report, including money received, money spent, and the current balance. The President then says "Are there any questions about the Treasurer's Report?" If there are not the president says "If not the report will be filed for audit." If there are questions they should be answered by the Treasurer and the President asks for the corrections (if needed) to be made and addresses the club "The report will be filed for audit as corrected."
6. **Committee Reports** In formal meetings Committee Reports are always given before Old Business, but at many 4-H Meetings this is done during Old Business or New Business. For example, the Achievement Night Committee may give their report under New Business when the floor is open for Club discussion.
7. **Old/Unfinished Business** This includes items that were discussed at previous meetings, but need further discussion or need a vote. The President announces each topic listed on the agenda, moderates the discussion, receives motions, and calls for votes. Before moving on, the President says "Is there any other Old Business? If not we will move on to New Business."

8. **New Business** This includes items that have not been discussed before. The President announces each topic listed on the agenda, moderates the discussion, receives motions, and calls for votes. Before moving on, the President says “Is there any other New Business to be brought before the Club?”
9. **Adjournment** “Is there a motion to adjourn the meeting? Second? It has been moved and seconded to adjourn the meeting. All in favor signify by saying ‘aye’ all opposed say ‘no.’ Meeting adjourned.” The President taps the gavel.
10. **Program** The president introduces the program, speaker, or activity.
11. **Snack/Game/Song** After the Business Meeting, members can socialize, have snack, or the Social Chairperson/Game Leader can lead an activity.

Here is a model Agenda:

York County 4-H Model Train Club
July 21, 2007

Call to Order
Pledges
Roll Call & Secretary’s Report
Treasurer’s Report

Old Business:

- ☘ **Community Service Project – Helping at York Model Train Show**
 - **August 10, 2007**
- ☘ **Club Banner Making Party – August 29, 2007**
 - **Who is bringing fabric?**
- ☘ **York Fair Entries**

New Business:

- ☘ **Field Trip for October**
- ☘ **Achievement Night**
 - **Committee Report**
 - **Food Sign Up**
- ☘ **Keystone Recognition Forms**

Adjourn

Program: “CONDUCT-ing a Model Train Show” by Mary N. Janeer

Motions

When a topic is discussed during a 4-H Club Meeting, 4-H Members can make a suggestion to be voted on by making a motion. Sometimes the President asks for a motion, other times, a member simply makes one. Only one motion may be made and discussed at a time. This is called the *main motion*. Here is an example:

Topic: Theme for Summer Picnic

Motion: Adam says “*I move* that we have a Luau theme for our Summer Picnic.”

Second: Lizzie says “I second that motion”

President: “It has been moved and seconded that we have a Luau theme for our Summer Picnic. Is there any discussion?”

If there is no discussion...

Call for a Vote: The President says “All in favor of having a Luau theme for our Summer Picnic signify by saying ‘aye’. All opposed say ‘no’.” If the majority says ‘aye’ the president says “The motion passes.” If ‘no’ has the majority, the President says “The motion has been defeated.”

Sometimes, during the discussion a member makes a motion to amend or change the motion that was previously made:

Topic: Field Trips

Motion: Liam says “*I move* that that we go to Sea World in Los Angeles for our next field trip.”

Second: Jack says “I second that motion”

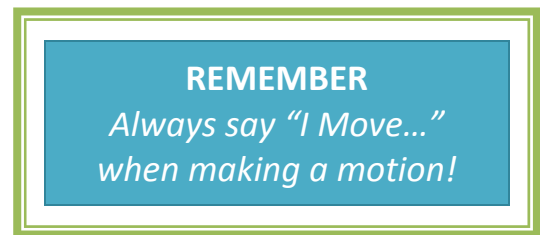
President: “It has been moved and seconded that we go to Sea World in Los Angeles for our next field trip. Is there any discussion?”

Discussion: Ava says “I don’t think we should go to Sea World because we only have \$15.83 in our treasury.”

Motion to Amend: Jamal says “*I move* to amend the motion to going to Nixon Park for our next field trip.”

Second: Will says “I second that motion.”

President: “It has been moved and seconded to amend the main motion by substituting “Nixon Park” for “Sea World in Los Angeles.” Is there any discussion? If not, we will vote on the amendment. All in favor signify by saying ‘aye.’ All opposed say ‘no’. The motion is amended. The main motion is now “*I move* that we go to Nixon Park for our next field trip.” Is there any discussion on this amended main motion? If not we will vote. All in favor signify by saying ‘aye’. Those opposed say ‘no’. The motion passes, we will go to Nixon Park for our next field trip.



Another special case with motions is called tabling a motion. This happens when a vote is put off until the next meeting, after a motion has already been made:

Topic: Donation to a local animal shelter

Motion: Amanda says “*I move* that we collect bags of cedar shavings for the Animal Shelter.”

Second: Colby says “I second that motion.”

President: “It has been moved and seconded that we collect bags of cedar shavings for the Animal Shelter. Is there any discussion?”

Tabling the Motion: Julie says “I think that the animal shelter uses pine shavings, not cedar. I think we should call the shelter and ask; I move to lay the motion on the table.”

Second: Emily says “I second that motion.”

President: “It has been moved and seconded that the motion be tabled until the next meeting. All in favor signify by saying ‘aye.’ All opposed say ‘no’. The motion will be tabled until the next meeting. Secretary, please make note that this motion was tabled and will be voted upon at the next meeting. Julie, will you please call the Animal shelter to determine what type of shavings we should collect?”

I want to...	I say...	Second?	Vote?
Introduce a Motion	“ <i>I move</i> that...”	Yes	Yes
Table a Motion	“ <i>I move</i> to lay the motion on the table.”	Yes	Yes
Amend a Motion	“ <i>I move</i> to amend the motion by...”	Yes	Yes
Adjourn the Meeting	“ <i>I move</i> to adjourn.”	Yes	Yes



Types of Voting

The method of voting is determined by the president. There are several types:

Voice Vote – This is the most commonly used form in which each member responds ‘aye’ or ‘no/nay.’

Show of Hands – The president asks for those in favor to raise their hands and then for those who oppose to raise their hands.

Ballot Vote – This vote is used mostly during elections, when there is more than one person running for an office. Normally a small sheet of paper is used as a ballot.

Electing Officers

When Club Officers are elected, there are special parliamentary procedure rules that are followed. There are several ways to receive nominations and elect officers. Here are two ways commonly used by 4-H Clubs:



One Office at a Time:

President: "I now open the nominations for president. Are there any nominations from the floor?"

Billy: "I nominate Yuri for president." (nominations do not need seconds)

President: "Yuri do you accept?"

Yuri: "Yes."

President: "Are there any other nominations?"

Ella: "I nominate Bradley for president."

President repeats the process for Bradley.

President: "Are there any other nominations for president? If not is there a motion to close nominations?"

Andrew: "I move to close the nominations for president."

Julie: "I second that motion."

President: "It has been moved and seconded to close the nominations for president. All in favor signify by saying 'aye.' All opposed say 'no'. Motion carries. We will now vote."

This process is repeated with each office. This method is helpful because members who are nominated but not elected to an office can be nominated for a different office. However, this process can be time consuming.

Slate of Nominations:

President: "I now open the nominations for all offices. Are there any nominations from the floor?"

The President then receives nominations for all offices. When there are no other nominations:

President: "Is there a motion to close nominations for officers?"

CJ: "I move to close the nominations for officers."

Jamie: "I second that motion."

President: "It has been moved and seconded to close the nominations for officers. All in favor signify by saying 'aye.' All opposed say 'no'. Motion carries, we will now vote on the slate of nominations."

This process takes less time to complete and voting is done once for the entire ballot.

Sometimes, 4-H Clubs use a nominating committee or take nominations the month before elections. If a committee presents the nominations, the Slate of Nominations Method above is used. Remember, all nominees should be given the chance to speak about why they would like to be elected.

Parliamentary Procedure Vocabulary

Agenda – This is the order of business for a Club Meeting.

Amendment – This is a change. A motion can be amended or changed after discussion. Amendment can also refer to a change in a Club's by-laws.

Business – The issues or topics that are discussed at a meeting. There are two types of business at 4-H Meetings:

Old/Unfinished Business – This refers to topics discussed a previous meeting that need to be reviewed or voted upon.

New Business – This refers to new topics yet to be discussed.

Discussion – After a motion is made (it is *on the floor*), all members of the club can comment about pros and cons of the action, and share their opinions.

Floor – This refers to the discussion of the Club. For example, one motion is presented to the *floor* at a time or Isabella asks for the *floor* so that she can contribute to the discussion of the club or make a motion.

Majority – Strictly speaking, a majority means more than half of members present vote “yes.” There are many types of majorities used in parliamentary procedure. For 4-H purposes, a simple majority (one more than half) is used.

Minutes – This is the name given to the formal notes that are taken by the secretary during the meeting and written up to be reported at the next meeting. In the minutes, the secretary describes the business meeting including what motions and seconds were made and by whom, the outcomes of vote, and what topics were discussed. It is also very important for the secretary to note in the minutes when a motion is tabled.

Motion – The name of the suggestion made by a member to be voted on. Only one motion is presented at a time. For example, Carlos makes a motion that the club goes ice skating for the December meeting. The club then votes on the motion.

Roll Call – This is the process where the secretary reads off the name of each club member and notes who is at the meeting and who is absent. Often at 4-H Club Meetings, members respond in certain unique way each month. For example, in June (National Dairy Month) members might respond with their favorite flavor of ice cream.

Second – After a motion is made, another member must second the motion, in other words that person pledges their support of the suggestion. For example, Jade says, “I second the motion that we go ice skating for our December meeting.”

Table – Tabling a motion means to put off voting until a future meeting, often because more information is needed.



Resources

Websites:

<http://www.urbanext.uiuc.edu/who/inside.html#>

<http://texas4-h.tamu.edu/mgtguide/MemUnits/MU-6.htm>

<http://advisorshandbook.ohio4h.org/clubmanagement/files/Parliamentary%20Activity%20Kit.pdf>

<http://www.uwex.edu/ces/cty/columbia/4h/officertraining/documents/parlipro.pdf>

<http://ohioline.osu.edu/4h-fact/0011.html>

<http://4h.unl.edu/staff/parliamentaryprocedure.htm>

<http://pubs.caes.uga.edu/caespubs/pubcd/4-Hpubs/Parliamentarian.htm>

Books/Pamphlets:

Robert, H. (2000). *Robert's rules of order: Newly revised* (Tenth Edition). Jackson, TN: Perseus Books Group.

"Your guide to parliamentary procedure." (2004). South Deerfield, MA: Channing Bete Company.



Compiled by Rijelle Kraft – December 2007

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