

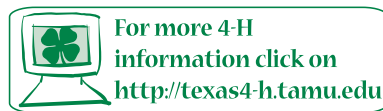


Texas 4-H Member Guide



Parliamentary Procedure





Revised and edited by Brad Davis and Luis Saldana, Extension 4-H Specialists,
The Texas A&M University System.

Parliamentary procedure helps us conduct business meetings in an efficient manner. Using the examples and explanations in this guide, you will learn about parliamentary procedure and how to take part in the monthly business meetings of your 4-H Club.

- You can make the club meeting orderly.
- Your club can do more things when you and your friends know how to work together.
- You can learn how to be an officer in your club.
- You can learn to be a leader.
- You can use the things you learn to conduct business in other clubs to which you belong.

Members that use this guide will share several common goals.

- Attend all meetings of the club.
- Be on time for all meetings.
- Have your roll call ready at each meeting.
- Make at least four motions during the year.
- Serve on committees if you are asked.
- Learn to serve in any office to which you are elected.
 - a. Learn how to preside.
 - b. Learn how to keep a roll and write minutes.
 - c. Learn how to follow up on club meetings.
- Train others in your club using this unit.
- Bring a friend who is not a member to a club meeting.
- Keep a record of what you do.
- Make some personal goals for yourself.
 - a.
 - b.
 - c.

This guide covers the basics of conducting a business meeting and also serves as a teaching guide. It contains seven short training sessions: *Get the Meeting Started*; *Write, Read and Approve Minutes*; *Make a Motion*; *Adjourn a Meeting*; *Amend a Motion*; *Give a Committee Report*; and *Nominate and Elect Officers*. The guide ends with a *Getting Started* session that takes you through the basic club meeting.

Your club may choose to do all or part of these training sessions. Each session is part of the overall club program. Before reviewing the sessions *Adjourn a Meeting*, *Amend a Motion* and *Give a Committee Report*, club members should review the session *Make a Motion*.

So that you will know which sessions your club will have and when they will be given, your planning group should fill out the *Annual Plans* form on page 7. It is a good idea to plan parliamentary procedure training as part of each club meeting.

Remember to keep a record of the work you do each year in club organization on the *4-H Club Record* form, found on page 8 of this Member Guide. Keep that record up to date. Accurate records will give you and others an overview of the work you have done. Records are a part of most of the awards programs.


Your adult leader or county Extension agent has information on award programs available in leadership. If you are interested in participating in such a program, ask them for details.

Session 1: Get the Meeting Started



As president, you begin by writing a plan for the meeting and follow it as you preside over the meeting. If you are going to be absent from the meeting, the vice president will take your place and use your written plan.

It is the responsibility of the president to start the meeting on time and keep order throughout the meeting. Rise, tap the gavel twice on the table to call the meeting to






order, wait for attention and say something similar to, “The meeting will now come to order.” (If the members fail to hear the gavel tap twice to start the meeting, you may need to rap the gavel in a series of sharp taps to get their attention. Then you may tap the gavel twice on the table to call the meeting to order.) The members take their seats and come to order immediately.




Ask for the roll call and state the way it is to be answered. You may say, “The secretary will please call the roll. Please answer with here.”





The secretary sits to call the roll and makes a record of the members present.

It is the responsibility of the club members to be at the club meeting on time; take an active but orderly part in the business meeting; give attention to the program; and prepare their roll call answers and respond promptly.





Session 2: Write, Read and Approve Minutes





To prepare the plan for the meeting, the president first reviews the minutes of the club’s previous meeting. This helps ensure that the things the club decided to do are carried out and allows the president to plan on taking care of unfinished business.

Following the roll call, the president calls for the reading of the minutes of the previous meeting by saying, “The secretary will please read the minutes of our last meeting.”



The secretary stands, faces the club and reads the minutes clearly and distinctly. The secretary takes a seat and the president asks, “Are there any corrections to the minutes?” The president pauses long enough for the members to make corrections. The members are responsible for making corrections. A member corrects the minutes as to accuracy but not as to the way they are stated.



The secretary writes corrections in the left margin of the page on which the minutes are written. (Hint: When preparing the

minutes, leave a wide margin for this purpose.)

After corrections are made, the president says, “The minutes stand approved as corrected.” The president must sign his/her name and title to show that the minutes are the official record of the club.

If there are no corrections, the president says, “The minutes stand approved as read.”

If you are serving as secretary, write the minutes in the order that things occur, following the business agenda. Take only the notes that are necessary for writing the minutes. Ask members to give you copies of the reports and copies of long and complicated motions they make. As secretary, you should make note of what was done, of motions that were made, who made them and what happened to the motions.

The following information must be included in the minutes:

- Name of the 4-H club
- Kind of meeting – regular or special
- Date and place of the meeting
- Number in attendance – members, parents, visitors
- Names of presiding officer and secretary or substitutes
- Report on minutes – read and approved or corrected
- A brief on reports and announcements
- All motions that were made, names of the persons who made the motions and what was done with each motion. In the notes, the secretary should put the number voting for and against each motion when the vote is by showing hands or a standing vote.
- Persons appointed to committees and assignments
- Program presented
- Signature of the president on the minutes after they are approved

If you cannot attend a meeting, your copy of 4-H 1-5.012, Texas 4-H Club Secretary’s Guide should be sent to the club president. The president will appoint someone to serve

as secretary for that meeting. That person will write the minutes in the Secretary's Guide and sign them with the title "Secretary Pro Tem."

Session 3: Make a Motion

The purpose of a motion is to present an item of business for consideration and action by the club. There are eight steps in making and carrying a motion.

1. The member addresses the president.
2. The president recognizes the member.
3. The member makes a motion.
4. The motion is seconded.
5. The president states the motion.
6. The president calls for discussion. The motion can always be debated and amended.
7. The president takes a vote on the motion. The motion requires only a majority vote.
8. The president announces the result of the vote.

First, the president reminds members of issues the club should consider by saying something similar to this: "Today we should decide what we want to do about National 4-H Week." Discussion then follows on this topic. A motion is developed by a member as a proposal as to what the club should do.

As president, you must keep only one main motion before the club at a time. Encourage the quiet members to speak. Recognize members who wish to speak a second time only after other members have had a chance to speak. Repeat the motions in a way that will help the members understand them. Insist on full discussion of the motions.

Members should be sure they understand a motion before they vote on it. If a member has a question, he/she should address the president by saying, "Mr. President." After a member is recognized, that person can ask questions or give information until

the motion is understood. The members address the president so only one person speaks at a time.

The president takes a vote on the motion. The president may only vote on a motion in order to break a tie. If a tie occurs, the president may vote for or against a motion or not vote at all. If a tie occurs and the president does not vote, the motion will be lost or will not pass.

The secretary records the motion as it was made, the name of the person who made it, and what the club did with the motion.

Session 4: Adjourn a Meeting

The 4-H club meeting usually has four parts: inspiration, business, program and recreation. The meeting adjourns – is closed or terminated – after the program and before the recreation.

The president makes certain that all important business is attended to before the meeting is closed. Announcements are made just before adjournment.

The closing of the meeting is definite so that no one is in the doubt as to what may be done. It is discourteous to rise or talk before the president announces that the meeting is adjourned.

Meetings can be adjourned in one of three ways:

1. When the president thinks there is no further business, he/she may say, "Is there any further business?" The president waits long enough for members to bring up any business they wish. If no business is presented, he/she makes the announcements and says, "The meeting is adjourned," or "We are adjourned."

This is the best method to use at a special program or when there are visitors.

2. A member may close the meeting with a motion by saying, "I move that we adjourn the meeting." The





motion is voted on without discussion or amendment.

As a member, you should make your motion to adjourn when you think the club has finished its work. Vote against a motion to adjourn if you believe the business or program is not completed. Do not make a motion to adjourn when someone is talking or the president is taking a vote.



3. Some clubs have an agreement on a time to adjourn. When this time comes, the president stands and says, "The time for adjournment has come. The meeting is adjourned."



The club tries to complete all important business before the time is up. If important business has not been completed, the president says, "The hour for adjournment has arrived, but we have not completed our business."



A club member may say, "I move that we continue for _____ minutes."



If the club business and program are completed before the time to adjourn, a member makes a motion to adjourn.

Session 5: Amend a Motion



To amend a motion is to modify one that is under consideration. This is called an amendment of the second rank. The amendment can be debated when the motion to which it applies is debated.

You will want to amend a motion someone has made when you see a change or addition that will make the proposal better for the club. You will think of changes that need to be made as the club discusses the motion.



Amendments are tricky. Club members may lose the main ideas in the motion in keeping up with ways to amend it. Make your motions clear and as complete as you can, so that the club will not need to amend it. Discuss your ideas in the club before making the motion.



Some motions still will need to be amended. An amendment is made after a motion

has been made, seconded, and the discussion shows changes that need to be made. If you want to amend a motion, follow these five steps:

1. Rise and address the president.
2. The president recognizes you, the member, by name.
3. State the proposed amendment by saying, I move to amend the motion by adding _____. You may amend by striking out a part of the motion, by striking out and adding or by substituting a word or sentence in a motion.
4. The motion to amend is seconded.
5. The president calls for discussion by saying, "It has been moved that the words _____ be added to the motion. Is there any discussion on the proposed amendment?"

If the amendment carries, the president states the motion as it is amended, and the club proceeds to discuss and vote on that motion. If the amendment does not carry, the president takes up the original motion, completes the discussion and takes the vote.

A motion may be amended only once. An amendment may be amended by an amendment of the second rank. A second rank amendment cannot be amended.

Session 6: Give a Committee Report

The president calls for reports from committees at each club meeting. The chairman of the committee gives the report. If the president wants a report on any particular subject, the chairman is asked to prepare and give that report.

There are three kinds of reports the committee chairman may give.

1. A report can ask the club to carry out plans or recommendations the committee makes. The chairman makes a motion that these recommendations

be adopted. The president follows through on this motion as he/she does on any main motion.

2. A report can state what has been done about recommendations the committee made. It is not necessary to ask the club to accept this report.
3. A report can provide information the committee was asked to research. It is not necessary to ask the club to accept this report.

If a committee has no report to make, the chairman says, "No report," when called upon by the president.

The chairman reports those things upon which the committee members have agreed. The report should be brief and easy to understand. The report should clearly explain what the committee has planned and should persuade the club members to carry out the plans.

Refer to 4-H 1-5.011, 4-H Club Officer's Handbook for items to include in the committee report. You can get a copy from your county Extension agent. Be sure to note these things in your committee report:

- What the committee was asked to do
- Who was on the committee. (This may need to be given in the first report only.)
- How the work was done
- What the committee found out about the project
- What the committee wants the club to do. (These will be the committee's recommendations.)
- How this work should be done

The chairman writes three copies of the recommendations and the committee members sign them. The committee keeps one copy, the president keeps one and the secretary keeps one copy.

A committee report is presented to the club in the following way.

The president calls for the report: "We will now have a report from the finance

committee by Sue Brown, the chairman."

The finance chairman gives the report as previously outlined. She closes the report by saying, "I move that we adopt this report."

When the work the committee recommended is completed, the committee reports the results.

Session 7: Nominate and Elect Officers

The 4-H Club members should elect to office members who can do the best job in those offices. A nominee should be a person who attends club meetings regularly. A person nominated for president should have shown leadership ability in the club as an officer or a committee chairman.

A specific procedure should be followed when presenting to the club the name of a candidate for a certain office or position.

- Get the consent of the club member before you nominate him or her.
- Nominate no more than three individuals for any office.
- Make nominations from the floor.
- Conduct the election so that members have a chance to vote as they choose.

The president will say something similar to this: "We are to elect officers today. These officers will be the president, the vice president and the secretary-treasurer. We will elect one at a time, beginning with the president. Nominations are in order for the president."

A member rises, obtains recognition, and says, "I nominate Leighton Smith."

The president says, "Leighton Smith has been nominated for president. Are there other nominations?"

When the president has waited a reasonable length of time and no nominations have been made, voting may proceed.

Club members vote by a ballot. To be



electd, a person must get a majority, more than one-half, of the votes of the members that are present and voting.

The president appoints at least two tellers who, along with an advisor, count the votes.

The tellers count the votes and then record them.



Number eligible to vote _____
 Number votes cast _____
 Number votes necessary for election _____
 Number votes for each candidate _____



A teller reports, "We have counted the votes cast for the president. There are 24 eligible to vote. Twenty-four votes were cast. Thirteen votes are necessary to elect an officer. The votes cast were: A-10 votes B-14 votes."

The president announces who was elected by saying, "B has a majority of the votes and is elected president."

If no candidate receives a majority on the first ballot, there is a runoff between the two candidates with the highest number of votes. If there is a tie, ballots are cast until the tie is broken.

All officers are elected in the same way.



4-H CLUB ANNUAL PLANS

<u>Month Date</u>	<u>Time Place</u>	<u>What is planned?</u>	<u>Who will do it?</u>
February 6	7:00 p.m. Community Center	Committee reports	Leader - What members do. Committee chairman - How to make a committee report. President - Committee work this year.

September

October

November

December

January

February

March

April

May

June

July

August

My 4-H Club Record 20__

Name 4-H Member _____

Address _____

Name 4-H Leader _____

Address _____

Name 4-H Leader _____

Address _____

1. Club meetings: Number Held Number You Attended

2. Motions you made this year.

3. Offices you held this year.

4. Committee(s) on which you served.

5. Committee(s) of which you were chairman.

6. 4-H leadership jobs outside your club.

7. Visitors you took to club meetings.

8. Parliamentary procedure training you gave to your club.

9. Number of times you answered roll call as required.

10. List other things you did.

Message to Parents

PARLIAMENTARY PROCEDURE is a 4-H project in which your son or daughter can learn to participate properly in business meetings of 4-H clubs and other organizations. Through study and discussions with other family members, your child can gain additional poise and confidence in taking an active lead in official learning opportunities, as well as have fun. We hope that you will support your boy or girl in this project with your interest and assistance. Parents are welcomed to attend project group meetings.

Getting Started

Order of Business

1. Call the meeting to order
2. Roll call (sometimes omitted)
3. Minutes of the previous meeting
4. Reports of the officers
 - a. President
 - b. Vice president (the vice president, acting as program chair, will give the report during the standing committee reports)
 - c. Treasurer
 - d. Secretary (correspondence and bills)
5. Standing committee reports
6. Special committee reports
7. Unfinished business
8. Postponed business
9. New business
10. Program
11. Adjournment
12. Recreation
13. Refreshments

Sample Meeting

**Bold face type indicates suggested statements of the president.*

President: (rapping desk) **“The meeting will now come to order. The secretary will call the roll. Mr./Ms. (Secretary’s name) ...”**

Secretary: Mary A., Tom B., Robert C., Helen D., etc10 present; three absent; a quorum is present. (Sometimes the roll is taken silently and it is reported to the President that a quorum is present.)

“Thank you. The secretary will read the minutes of the previous meeting. Mr./Ms. (Secretary’s name) ...”

Secretary: “The regular meeting of the Roosevelt 4-H Club was held October 5 in the Roosevelt Clubhouse. The president...”

Thank you, Mr./Ms. (Secretary’s name). Are there any corrections to the minutes? Mr./Ms. (Member’s name) ... (A member is recognized by rising or raising a hand. Do not call out, “Mr./Ms. President.”)

Member: “Mr./Ms. President, I believe the date should be October 15 instead of October 5.”

“If there are no objections, the minutes will be corrected to read October 15. (Pause) Since there are no objections, will you make the correction, Mr./Ms. Secretary? Any further corrections? (Pause) If not, the minutes stand approved as corrected.” (If there are no corrections, the minutes “stand approved as read.”)

“We shall now hear the reports from the officers. First, the president’s report.” (This report usually deals with matters of general policy.)

“Are there any questions about the president’s report? (Pause) If not, the report stands as read.”

“Does the vice president wish to make a report?” (The vice president, acting as program chair, will give this report during standing committee reports.)

“We will now hear the treasurer’s report. Mr./Ms. (Treasurer’s name) ...”

Treasurer: “Cash on hand....\$2,616.00; Receipts.....; etc.” (This report is usually a meeting-to-meeting report of the financial condition of the treasury and has not been audited.)





“Thank you. Are there any questions about the treasurer’s report? (Pause) If not, the report will be received as read.” (This report should never be approved by the assembly until it is audited.)



“We will now hear the secretary’s report. Mr./Ms. (Secretary’s name) ...” (This report does not refer to the minutes; it is a report of any important letters that have been sent or received.)



“Thank you. Are there any questions about the secretary’s report? If not, it will stand as read.” (Members of the group may wish to express themselves about any letters that require action; a motion may be made for that purpose at this time. If it seems that these motions will require considerable discussion, it is better if they are received during the new business.)



“We shall now hear the committee reports; first, the standing committees, Mr./Ms. (Committee chairperson) ...” (Standing committees, such as the program committee, are those elected to serve for a certain period of time.)



Standing Committee Chairperson: “The program committee wishes to report that Senator McCracken will speak at our next meeting. Punch and sandwiches will be served.”



“Thank you. Are there any questions about this committee report? (Pause) If not, the report will be received as read.” (Generally, committee reports need not be adopted [accepted] unless definite action is required. “Adopt” and “accept” are used interchangeably on committee reports.)



“Since there are no more standing committee reports, we shall proceed to the special committee reports. Are there any special committees prepared to



report? Mr./Ms. (Chairperson’s name)...”

Special Committee Chairperson: “The committee to investigate the purchase of a computer reports that the computer price range is from \$750 to \$3,500.”

“Thank you. Are there any questions about this report? (Pause) If not, what is your pleasure concerning this information? Mr./Ms. (Member’s name) ...”

Member: “President, I move that the committee purchase a computer that it feels is best suited to our needs.” (Anyone except the president and the maker of the motion may second the motion.)

Member: “Seconded.”

“It is moved and seconded that the committee purchase a computer that it feels will meet our needs. Any discussion?” (When discussion is over, the president will then put the motion to a vote.)

“Since there are no more committee reports, we shall proceed to unfinished business.” (Now is the time to take up any motions that were not completed at the last meeting and are pending in the secretary’s minutes.)

“Mr./Ms. Secretary, do we have any motions pending from the last meeting?” (In addition to postponed motions, tabled motions may be considered at this time. Secretary reads motions.)

“Since that completes the postponed business, the Chair will receive any new business. Mr./Ms. (Member’s name) ...” (Members may present new business, if any.)

“Are there any announcements?” (Announcements of certain additional meeting times, group project dates, places, etc., could be made at this time.)

Following announcements, the president can receive a motion for the club program to be introduced. After the club program, a motion to adjourn can be presented.

“Since that completes the business for this meeting, the President will receive a motion to adjourn. Mr./Ms. (Member’s name) ...”

Member: “President, I move that we adjourn.”

Member: “Seconded.”

“It is moved and seconded that we adjourn. All those in favor of adjourning, say Aye; opposed, No. The motion is carried. (Usually the president does not have to ask for a vote on this motion and may say, **“If there are no objections, we will stand adjourned. No objections?”** (Pause) **We stand adjourned! The meeting stands adjourned.**” (It should be noted that any section of the order of business that does not apply to a particular organization may be omitted. However, it should be remembered that this order of business is standard procedure and generally most of the contents are used.) (Also, refer to Session 4 - Adjourn a Meeting.)

Use of the Gavel

All officers and members should understand the use and meaning of the gavel. It is the symbol of authority and, used correctly, ensures orderly meetings.

One tap follows the announcement of adjournment, the completion of a business item, or is a message to the members to be seated following the opening ceremony.

Two taps of the gavel calls the meeting to order.

Three taps of the gavel is the signal for all members to stand in unison on the third tap.

A series of sharp taps is used to restore order at a meeting. For instance, if discussion ventures away from the main motion and attention needs to be brought back to the matter at hand, the chairman should rap the gavel a number of times to get the group’s attention.

The purpose of parliamentary procedure is to promote efficient meetings so that business can be transacted in an orderly manner. Each club member should know how to take part in a meeting and how to conduct a meeting in order to protect the rights of all members.



Worksheet for Planning a 4-H Club Meeting

This is a suggested outline for a 4-H club meeting. You may want to try other ways of organizing and conducting your meetings.

Time _____ Month _____ Day _____ Year _____

Place _____

Premeeting activities _____
(Led by) (Activity)

BUSINESS

Call to order _____
(President)

Pledge of Allegiance _____
(Led by)

4-H Pledge _____
(Led by)

Roll call _____
(each member answers) (Secretary) (Subject, if any)

Introduction of visitors _____
(President)

Reading of minutes _____
(Secretary)

Approval of minutes _____
(President)

Treasurer's report _____
(Treasurer)

Committee and/or officer reports _____
(Led by) (Subject)

_____ (Led by) (Subject)

_____ (Led by) (Subject)

Unfinished business (if any) _____
(President)

Planning worksheet (continued)

Items to be discussed _____

New Business _____
(President)

A. Items to be discussed _____

B. Committees appointed _____
(If needed) (Assignment) (Members)
_____ (Assignment) (Members)

Announcements _____
(President and/or club leaders)

Special activities or events (if any)

- Local
- County
- District
- State
- Other

Adjournment _____
(President)

PROGRAM (First Vice President in charge)

A. Demonstrations, Talks, and Other Presentations _____
(Member)

(Subject) (Member)

(Subject) (Member)

(Subject) (Member)

(Subject) (Member)

B. Other Program

(Subject) (Persons Responsible)

(Subject) (Persons Responsible)

Planning worksheet (continued)

Recreation (Second Vice President in charge)

Game _____
(Recreation Chairperson)

Refreshments _____
(Provided by)

Notes: (Other points to consider) _____

Texas Essential Knowledge and Skills (TEKS)

Instructors who use this curriculum will address the following TEKS as outlined by the Texas Education Agency:

English & Language Arts

The student listens attentively and engages actively in a variety of oral language experiences.

Communication Applications

The student is able to explain the importance of effective communication skills in professional and social contexts.

Speech Communication

The student is able to recognize and explain the importance of communication in social, academic, citizenship and professional roles.

Home Economics Education

Skills for Living

The student applies principles of effective communication.



Developmental Assets and Life Skills

Young people who have learning experiences through this curriculum may develop certain assets and life skills that contribute to their personal development:

Developmental Asset Search Institute®

Targeting Life Skills Model Iowa State University Extension

Support #3 Other Adult Relationships #4 and 5 Caring Environment Positive Values #28 Integrity Social Competencies #32 Planning and Decision Making Positive Identity #37 Personal Power #38 Self-esteem	Nurturing Relationships Self-discipline and Character Social Competence Self-esteem
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10m, New