

# Quick and Easy Guide To Parliamentary Procedure



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# Parliamentary Procedure

## 4-H Meeting Guide

Parliamentary procedure is one of the most effective means by which individuals can take orderly action as a group.

Depending on the skills that members have, the club can use simple, informal or formal parliamentary procedures. Club officers as well as club members should learn the appropriate parliamentary procedures they are going to use in making club decisions.

These are the three different meeting styles:

### ●Simple Style

Characteristics: No formal agenda; group discusses business until they agree on what to do; probably no officers; open discussion.

Settings: Project meetings, small groups, sessions with younger members.

### ●Informal Style

Characteristics: Flexible meeting agenda; basic parliamentary procedures; chairperson or elected officers; controlled discussion.

Settings: 4-H meetings, school/church/civic organizations.

### ●Formal Style

Characteristics: Precise meeting agenda; standard parliamentary procedures following Robert's Rules of Order; elected officers.

Settings: Large gatherings; 4-H Federation meeting, FFA formal meetings.

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### Steps in Making a Club Decision

1. **Motion** – A motion is a request that something be done or that something is the opinion or wish of the group. Only one motion should be placed before the group at one time. It is debatable and amendable.
2. **Second** – Someone from the group must “second” the motion, or agree to the motion, so that it can be discussed.
3. **Discussion** – The motion “on the floor” is discussed by all members, addressing the pros and cons, etc.
4. **Re-State the Motion** – The president re-states the motion before the group votes.
5. **Vote** – The group votes by voice – aye/no; by show of hands; by standing; by secret ballot; or by roll call vote.

# **IDEAS FOR TEACHING PARLIAMENTARY PROCEDURE**

**Developed by Southern District Leadership Team, October 2001**

If you do some of these activities in your 4-H club, your club will understand parliamentary procedure better and they will be more likely to use it in the future.

## **I. LET'S MAKE TRAIL MIX**

(Idea from a demonstration by Deb Ivey, 4-H Youth Development Agent in Iowa County)

Needed: Large bowl, spoon, ingredients for Trail Mix (Honey Nut Cheerios, raisins, peanuts, plain and peanut butter M and M's, others as desired), serving utensil (paper cup, napkins, etc.)

- Display the ingredients and talk about the importance of parliamentary procedure to the smooth operation of a meeting.
- Tell your audience that you are going to make trail mix and that they will learn how to correctly make a motion as part of this process.
- Explain that ingredients will be added to the bowl as motions are made. (Youth must say "I move that we add ....." Ask for a second, discuss and vote. If the youth says, "I motion.. ask them to restate it correctly.)
- As soon as all the ingredients are added, the members can eat the Trail Mix as a snack.
- In most cases, there will be one ingredient that is voted down. The leader may want to include at least one questionable ingredient in the choices to be sure this happens.
- NOTE: Karen Nelson, Columbia County Youth Development Educator, gave each 4-H club in her county signs that say " I MOVE..." in large letters for display at club meetings.

## **II. MOCK MEETING**

- Gather a group of older members and have them sit together at the front of the room.
- Use the sample materials to demonstrate a meeting that operates smoothly and one that does not.
- Compare and discuss the differences and similarities in the two meetings.
- Conclude by telling why parliamentary procedure is important. These points could also be emphasized by writing them on the board, a chart, etc.

### **III. PARTS OF A GOVERNMENT**

- This activity shows how important every part of the government is.
- The way you show the importance of parliamentary procedure is you compare the parts of something like a cookie without the sugar or the chocolate chips. The cookies don't taste good and they don't cook right. When you add the sugar and chocolate chips, they bake better and taste better.
- The leader can compare having all parts of the government and all parts of cookies.
- Summarize by saying: "If parts of a government are missing, there might be fighting, misunderstanding, and it wouldn't work at all. If a cookie does not have all its ingredients, it will be yucky and you wouldn't want to eat the cookies. If your 4-H club meetings do not use parliamentary procedure, members, officers, and parents may not want to be part of your 4-H club."

### **IV. PARLIAMENTARY PROCEDURE SKITS**

Use the skits on the attached pages to demonstrate some typical meeting situations.

## Parliamentary Procedure Skits

Developed by Karen Nelson, 4-H Youth Development Educator, Columbia County  
Use with the handout "The President Conducts a Meeting", Michigan State University Extension.

1. 4 in skit - 1 president, 1 committee chair, 1 committee member, 1 club member

The recreation committee wants to report that the club arranged the use of the community hall on Friday night, April 10. Use the handout to determine how this would be done during a meeting.

Next, a committee member needs to move that the club have a party on Friday night. Use the handout to determine how the motion is made and passed.

Present your skit to the group.

2. 3 in skit - 1 president, 2 club members

Your task is to use the handout to determine the appropriate way for a member to be recognized to address the club and make a motion about a fund raising project.

Present your skit to the group.

3. 5 in skit - 1 president, 4 club members

Your task is to use the handout to determine the appropriate way for a motion to be amended and for a vote to be taken. One person in your group will make a motion, 1 will second the motion, 1 will amend the motion and 1 will second the amendment. The president will need to have 2 votes!

Your first motion is that the club will have an exhibit.  
The amended motion is that the club will have the exhibit at the county fair in July.

Present your skit to the group.

4. 3 in skit - 1 president, 2 club members

Use the handout to determine the appropriate way to do roll call and adjourn a meeting.

Present your skit to the group.

5. 3 - 5 in skit - 1 president, 2 - 4 committee members

Use the handout to show at least 2 different ways of voting. You will need to develop at least 2 possible motions. For those motions you will need 2 seconds, and the president will need to call for a vote.

Present your skit to the group.

6. 3 in skit - 1 president, 1 secretary, 1 club member

Use the handout, the attached minutes and what you know about parliamentary procedure to determine the appropriate way to present a correction to the minutes from a previous meeting. You will need to decide on something that is not correct.

Present your skit to the group.

The regular meeting of the Clover Clan 4-H Club was held at Chris Johnson's on October 21. The meeting was called to order by Barb Jones at 1 PM. Roll call was answered by 20 members. Two visitors were present. Minutes of the previous meeting were read and approved. The treasurer's report was given. The balance on hand was \$30.15.

Sandy, the chairman of the program committee, reported that the committee had met and prepared the program for the year. She presented the program for the approval of the group.

Ray Brown moved that the report be accepted and that the program be copied for each member. Motion seconded and carried.

It was moved by Ann Strong that the meeting adjourn. Motion seconded and carried. The meeting adjourned at 2:30 PM.

Secretary,

Bill Hawley



# **What Makes a Good 4-H Club Meeting**

Business leaders say that one-third of the time spent in business meetings is unproductive. here's how 2,000 business leaders ranked the four most important ingredients of a good meeting.

- Adequate preparation
- Agreement on follow-up action
- Having an effective moderator
- Stay on Track

These are good points to consider about your 4-H club meetings. This also shows why learning how to run a good meeting in 4-H now will help later in life. Meetings are held in all careers. Good meetings help to get things done. Poor meetings don't.

## **Value of Meetings in 4-H**

- Youth gain: understanding of how groups operate, learning how to participate in groups, and skills to lead groups.
- Club/Group benefits: decisions are made, information shared, learning opportunities, fun of being in a group
- Community gains: youth who know how to participate in a democracy

## **Parts of a 4-H Meeting: Recreation, Business, Program**

- Together these parts = Getting Things Done, Learning, Fun
- Parts can vary in amount of time
- Agendas can use parts in different order
- Planning by officers is key to success
- Club needs to be the work of youth with adult support.



# The President Conducts a Meeting

## A Short Guide to Parliamentary Procedure for 4-H Clubs

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### Order of Business

Each officer should know the proper order of business:

1. Call to order
2. Opening song or pledge
3. Roll call
4. Reading minutes
5. Approving minutes
6. Treasurer's report
7. Committee reports
8. Accepting the committee reports
9. Unfinished business
10. New business
11. Appointing committees
12. Adjourn

### Some General Rules of Order

1. A member should always rise to make a motion or to address the group.
2. The president need not rise to recognize a member.
3. When making a motion, one should say "I move that--" instead of "I make a motion that--."
4. A motion must be approved by a second person saying, "I second the motion."
5. Recognition from the chair is not required to second a motion. (This rule is true in most cases; however, some larger, more formal groups do require recognition for seconding a motion.)
6. A nomination doesn't require a second.
7. If there is a motion before the house, no other motion can be made except:
  - (a) to adjourn.
  - (b) to table.
  - (c) to move the previous question; that is, to end the discussion and bring up the motion for vote.
8. A member may rise to a point of order; that is, if a member observes the violation of a rule; he or she may rise, secure recognition and state the point which is out of order.

### The President Conducts a Meeting

On the day of the 4-H meeting, Mr. Brown, the leader; John, the president; and the officers arrived at the club room a few minutes early to talk over the business of the day and to make any last-minute arrangements.

When the other members arrived and had been seated, John rose and said,

#### Call to Order

"The meeting will please come to order. Becky will lead the 4-H pledge." Becky asked all members to rise and repeat the 4-H pledge. When the members were seated again, John said, "Will the secretary call the roll?"

#### Roll Call

"Instead of answering 'Present,' " said Bill, the secretary, "will each member stand and tell the club about the progress of his or her project since the last meeting?" After each member reported, John rose and said;

#### Reading Minutes

"The secretary will now read the minutes of the last meeting."

#### Approving Minutes

When Bill finished, John asked, "Are there any additions or corrections to the minutes?" He paused. "If not, they stand approved as read." (Had there been additions or corrections they would have been made and John would have said, "The minutes are approved as corrected.") "We will now have the treasurer's report."

#### Treasurer's Report

The treasurer announced the amount of expenditures for the past week and stated the balance in the treasury. Then the president said, "Will the chairperson of the recreation committee now report?"

#### Committee Report

Susie, the chairperson, rose. "Mr. President."

Recognition from the chair. "Susie," said John.

### **Making a Motion**

"The recreation committee wants to report that the club secured the use of the community hall on Friday night, April 10. I move that this report be accepted and that the club have a party at the community hall on Friday night, April 10." One of the members immediately stood up.

### **Seconding a Motion**

"I second the motion," he said. "Is there any discussion of this motion?" asked John.

An enthusiastic discussion followed. Finally, one of the members, indicating that he wished the club to vote on the motion, called, "Question." Then John said, "Are the members ready for the question?" Since no one seemed unready to vote, he said,

### **Oral Vote**

"All those in favor of the motion signify so by saying 'aye.' "

"Aye," chorused all the members.

"All those opposed, by saying 'no,' " continued John. Since there were no opposing votes, John said, "The motion is carried." When the other committee reports were given, John asked,

### **Unfinished Business**

"Is there any unfinished business to come before the meeting?" Since none was introduced, John continued,

### **New Business**

"Is there any new business to come before the meeting?"

### **Out of Order**

Tom began to speak without first addressing the president. "Tom, you're speaking out of order," said John. "You're addressing the meeting without recognition from the chair." This time, Tom stood and said, "Mr. President."

"Tom," replied John.

### **The Motion**

"I move that we have an exhibit," said Tom. After the motion was seconded, Sally rose and was recognized.

### **Amending the Motion**

"I amend the motion to read 'that our 4-H club have an exhibit at the county fair this July.'" After the amendment was seconded, the members held a short discussion. Then the president brought the amendment to vote.

"All those in favor of this amendment signify so by saying 'aye.'"

"Aye." "All those opposed by saying 'no.'" Since there were no opposing votes, John said,

### **Voting on a Motion as Amended**

"The amendment is carried. We're now ready to vote on the amended motion. Is there any discussion?" Since there was none, John said, "The motion was made, seconded and amended that our 4-H club have an exhibit at the county fair this July. All those in favor signify by saying 'aye.' " "Aye."

"Those opposed, 'no.' " There being no opposing votes, John said "The motion is carried. Is there any other business to come before the meeting?"

Cathy stood and was recognized.

"I move that we invite the Leesville 4-H Club to our party Friday night," she said.

When the motion was seconded and discussed, John conducted an oral vote in the usual way. Since there were many opposing votes, however, he couldn't tell whether the motion was carried or lost.

Therefore he said,

### **Standing Vote**

"All those in favor of the motion please stand." After counting the votes he said, "All those opposed to the motion please stand." Since there were more votes against than for, he announced, "The motion is lost."

When all the business was disposed of, John said,

### **Adjournment**

"If there is no further business, a motion for adjournment is now in order."

"Mr. President," said Bill.

"Bill," replied John.

"I move that we adjourn until two o'clock next Saturday at the home of Sally Jones." When the motion was seconded, John said, "All those in favor, say 'aye.' "

"Aye," answered all the members. "Those opposed, 'no.'" John paused. "The motion is carried," concluded John, "and the meeting stands adjourned until two o'clock Saturday at the home of Sally Jones."

### **If There Is No Business**

When there is no business to be discussed, the president can call the meeting to order and ask the secretary to read the roll. The minutes can be read and approved. Then the business meeting can be adjourned. The rest of the meeting time can be spent on program and recreation.

# Running a Smooth 4-H Business Meeting

4-H club officers conduct a 4-H business meeting with as little input as possible from you, the leader. This will happen if you have helped officers to understand their jobs and make an agenda in advance, or decide if a business meeting is needed.

Business meetings follow a specific procedure:

- Call to order when the meeting opens (president)
- 4-H pledge, pledge of allegiance, song, or other opening (vice president).
- Roll call -(secretary).
- Reading of the minutes of the last meeting (secretary).
- Treasurer's report (treasurer).
- Correspondence (secretary).
- Reports of committees.
- Old or unfinished business left over from the last meeting (president).
- New business (president).
- Next meeting date.
- Adjournment when the business meeting is over.

## Minutes of a Meeting

It is the secretary's job to keep the minutes of each meeting. The minutes should be a record of what is done, not what is said. They should contain:

- date and place of meeting.
- names of members and visitors present.
- approval of previous minutes.
- all reports and what was done about them.
- all motions, with the name of the person who made them, and whether the motion was carried or lost.
- the time the meeting was adjourned.
- any programs, refreshments, or recreation that happened after the meeting.



## Making and Voting on Motions

A member who wants the club to vote on something makes a motion. That member raises one hand, or stands, and waits to be recognized. After being recognized by the president, the member says, "I move that ..."

Another member says "I second the motion." This means that at least one other member thinks the club should consider it. (If the motion is not seconded, it is dropped.)

The president then asks for discussion. When discussion stops, the president asks, "Are you ready for the question?" If no one requests more discussion the club is ready to vote.

The president states the motion so everyone can hear it. The members vote when the president says, "All in favor say 'Aye,'" and "All opposed say 'Nay.'"

The motion is passed if more members vote "aye" than "Nay." If the president is in doubt about the vote, he should ask for a show of hands or a standing vote.

The president then says, "The motion is carried," or "The motion is lost," according to the vote.

## Ways to Vote

Voice Vote. The president says "All in favor of the motion say 'Aye.'" "All opposed say, 'Nay.'"

Standing Vote. The members stand so their votes can be counted.

Show of Hands. The members raise their hands so the president can count their votes.

Ballot. The president and one or more helpers hand out blank slips of paper so the members can write down their vote.

Roll Call. Members vote, one at a time, as their names are called.

Honor System. All members close their eyes and vote by raising one hand.

## Sample 4-H Club Meeting

President: *Will the meeting please come to order? John Jones will lead us in the pledge of allegiance and Maria Martinez will lead us in the 4-H pledge.*

Member John Jones: *Let's all stand and say the pledge of allegiance.*

Members: (vice president leads) *I pledge allegiance*

Member Maria Martinez: *Let's all say the 4-H pledge.*

Members: (vice president leads) *I pledge my head ...*

President: *The secretary will call the roll.*

Secretary: *Today we will answer the roll by telling what we did on our project last week. (There are many different ways of answering the roll, which you place in the 4-H secretary's book.)*

Member Nancy Tate: *I dyed different kinds of cloth and put the samples in my record book.*

Member Ken Washington: *I taught my dog to heel.*

Member Dick Lee: *I set out some tomato plants in my garden.*

Other Members: (Tell what they did.)

President: *Will the secretary read the minutes of the last meeting?*

Secretary: *The meeting was called to order by ...*

President: *Are there any additions or corrections to the minutes? (Pause.) If not, they stand approved as read.*

President: *We will now hear reports from the officers and committee chairs.*

President reports on 4-H related activities; Vice President reports on 4-H related activities; Secretary reads letters addressed to the club; Treasurer reports on money received, money paid out, and the amount of money on hand; Committee Chairs report on activities of committees since last meeting.

After each report, the president asks if there are any questions. If there are no questions, the president says, "The report is accepted as presented." If there are questions and if the report needs something done about it, the president asks for a motion (a request that something be done).

Each motion must be seconded, discussed, and voted on before another motion can be made.

President: *Is there any unfinished business?* (Business left from the 1st meeting can be discussed at this time.)

*Is there any new business?* (Club members discuss new business -future plans for club activities, things to be done before the next meeting, etc.)

*Are there any announcements?* (Club members or leaders make announcements.)

*If there is no further business, is there a motion to adjourn?*

Member: *I move that the business meeting be adjourned.*

Member: *I second the motion*

President: ***All those in favor of the motion say "Aye". Those opposed say "Nay". The motion is passed (if more members vote "Aye" than "Nay.") The business meeting is adjourned.***



***Reference: Adapted from a New Jersey 4-H Leader Training Series, Rutgers Cooperative Extension. Written by Keith Diem, County 4-H Agent.***

# Getting Started

## Order of Business

- Call the meeting to order
- Roll call (sometimes omitted)
- Minutes of the previous meeting
- Reports of the officers
  - President
  - Vice president (the vice president, acting as program chair, will give the report during the standing committee reports)
  - Treasurer
  - Secretary (correspondence and bills)
- Standing committee reports
- Special committee reports
- Unfinished business
- Postponed business
- New business
- Program
- Adjournment
- Recreation
- 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., etc.....10 present, three absent; a quorum is present. (Sometimes the role 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. It if 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 report; 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 \$3500."

**"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 adjournment, 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.)

## 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 short 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 a 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.

# Tips for leading a group discussion...

## What if no one or few persons will share ideas?

Possible solutions:

1. President asks specific questions, such as:
  - Roger, what do you think of ...
  - John, from your experience at the county fair, would you share your feelings ...
  - Does anyone know of situations where this has worked?
  - What has been your thinking on this point?
2. Use special technique such as the following:
  - **BUZZ GROUP** - When member ideas are needed to solve a problem, divide into small groups and have each group report their best ideas back in a short time.
  - **CIRCLE RESPONSE** - The discussion leader calls on each person in the group for an idea. If the person isn't ready to share, he can say "pass". The secretary or notetaker can make a list of the ideas for the group to review.
  - **BRAINSTORMING** - The discussion leader divides the group if it is large. A time

limit is set and the group members tell every idea they can think of in a short time. There is no time to discuss or judge the ideas. That comes after the brainstorming.

## Discussion is not solving the problem.

Possible solutions:

1. President asks questions to redirect the discussion such as:
  - That's interesting, but just how does this point fit in with the issue being considered?
  - Let's take a look at the problem from another point of view. What would the person looking at the display be interested in learning?
  - Are we missing some important information?
  - We haven't heard from several members. Would they be willing to share their ideas with us?
2. President proposes that a committee be appointed to consider information presented, to locate additional information, and to propose an appropriate course of action for the club.

## Time is short and a decision must be made.

Possible solutions:

1. President tells of time limitation and asks for motion or proposed decision such as:
  - May I ask for two or three final comments before we close?
  - According to my watch, we're scheduled to finish discussion in about 5 minutes. Is there a final comment?
2. President summarizes discussion and proposes a decision such as:
  - It appears that our group favors several courses of action. Would someone like to make a motion on the first suggestion so we can vote to accept or reject it?
  - As I listen to the discussion, I hear that group saying that we should have a Share the Fun number. Would anyone like to make a motion in that regard?

*In any discussion, carefully stated questions keep the discussion moving in the desired direction.*

## Helpful Hints...

• *An important aspect of an informal meeting is that the president keeps good order and recognizes one person at a time...*

Demonstrate how the president keeps order by using balls. Whoever has the ball can talk. Others should be quiet and wait their turn. What happens if there are two or three balls going at the same time?

• *Helping club members learn orderly business procedures in the club setting...*

Demonstrations of parliamentary procedures are useful at club meetings. Demonstrations could be presented at each meeting until members learn the basic points. Clubs could also appoint a parliamentarian to listen to business and report to the club on how they are doing at the conclusion of each meeting.

• Club members need to know how important they are in conducting the business of the group. Through each member's involvement, the decisions of the club are made in an orderly and fair way.

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## **RESOURCES:**

The three items listed below are from the Strengthening 4-H Clubs Resource Box that should be in each county office:

- “Carrying the Ball for A Great Meeting” video from North Dakota Extension Service
- “Welcome to the World of 4-H. . . Basics for New Leaders” video from Oregon State University
- New Jersey Leader Training Series— materials on officer duties, meetings, etc.

In October, 2000 Kathi Vos, Linda Kutska, Kandi O’Neil, Agnes Wagner and several youth were part of the “4-H Club Meetings That Shake, Rattle and Roll” satellite video conference. Contact the State 4-H Office or the Media Collection for a copy of the video tape and support materials.

“4-H Member’s Guide to Parliamentary Procedure,” Texas Agricultural Extension Service

Parliamentary Procedure materials on University of Minnesota Extension Service website