Basic Parliamentary Procedure for 4-H Club Meetings

Parliamentary Procedure, also referred to as "parli pro" for short, is a system of attending to the business of a club or group in an organized manner. Parli pro allows for the minority to have a voice, but the majority to direct the decisions of the group.

A 4-H business meeting is composed of a series of reports and items for discussion that can be handled quite easily using parliamentary procedure. These are outlined below.

Call to Order

President raps a gavel (if needed) and calls the meeting to order. He or she should also state the time the meeting begins.

Pledges and Thought for the Day

President asks that the designated person(s) stand and lead the club in the pledges. If a member is sharing an inspirational thought, that would follow after the club members are seated

Secretary's Report

President asks Secretary to report. Secretary stands and reads minutes of last meeting and any correspondence to or from the club since the last meeting. The President thanks the secretary and asks if there are any corrections to the minutes. If not, the president asks for a motion and a second to approve the minutes as read. After receiving these, the president calls for a vote of approval. (See below: Procedure for handling a simple main motion)

Treasurer's Report

President asks Treasurer to report. The Treasurer should include the balance at the last meeting, any new deposits and expenses and a new current balance. The president thanks the Treasurer and asks if there are any questions on the report. If not, the president moves on to the next item on the agenda. There is no vote on the Treasurer's report. *When an annual audit is performed the club would vote to approve that report.*

Other Reports

Each 4-H club may have certain additional reports that they choose to include on the agenda. The president would handle these similarly to the Treasurer's report.

Unfinished Business

Sometimes incorrectly referred to as "old business". This would include any items of business that were carried over from the last meeting.

New Business

These are new items for club discussion and vote. The president would announce that the club is moving to new business and bring each item to the floor by stating that "the next item of business is……" and then provide a brief explanation of the item. *(At times, this may be a place where the president asks an adult to help provide clarification regarding the item of business).* Once on the floor, the president uses the procedure below for handling a motion.

Committee Meetings

President dismisses members to meet with committees and states the time that committees will return to give a report.

Adjourn

When the business of the meeting is completed, the president may adjourn in one of two ways. He or she may simply say, "if there is no objection, we will now adjourn." As long as no one objects, the president will then declare the meeting adjourned at a specific time. The second method would be to say "if there is no further business, do I have a motion to adjourn?".

Procedure for handling a simple main motion

1.	President call for a motion from the floor on the item of business.
	"Is there a motion to ……….?"

2.	A member raises his or her hand and waits to be recognized. Once recognized states "I move that….." (Not "I make a motion that ……")

3.	If not immediately seconded, the President asks for a second. If a motion is not seconded by anyone, it is dead and is no longer considered for discussion.

4.	After the second, the Presidents asks "It has been properly moved and seconded that _____, is there any discussion?"

5.	At this time members may raise their hands to ask questions and make comments either for or against the motion.

6.	The President directs the discussion and makes a decision as to when a vote should be taken on the motion.

7.	The president states "We will now vote on the motion. All in favor please say 'aye',…. all opposed please say 'no'".

8.	The motion is then declared "passed" or "failed".

Parliamentary Procedure at a glance .... Here are some motions you might make, how to make them, and what to expect.

To do this	You say this	May you interrupt the speaker	Do you need a second	Is it debatable	Can it be amended	What vote is needed	Can it be reconsidered
Adjourn meeting	"I move that we adjourn"	NO	YES	NO	NO	Majority	NO
Call an intermission	"I move that we recess for.."	NO	YES	NO	YES	Majority	NO
Complain about heat, noise, etc.	"I rise to question of privilege"	YES	NO	NO	NO	NO vote	NO - Usually
Temporarily suspend consideration of an issue	"I move to table the motion"	NO	YES	NO	NO	Majority	NO
End debate & amendments	"I move the previous question"	NO	YES	NO	NO	2/3	NO--1
Postpone discussion for a certain time	"I move to postpone the discussion until "	NO	YES	YES	YES	Majority	YES
Give closer study of something	"I move to refer the matter to committee"	NO	YES	YES	YES	Majority	YES--2
Amend a motion	"I move to amend the motion by.."	NO	YES	YES--3	YES	Majority	YES
Introduce business	"I move that..."	NO	YES	YES	YES	Majority	YES

The motions listed above are in order of precedence .... below there is no order

Protest breach of rules or conduct	"I rise to a point of order"	YES	NO	NO	NO	No vote -4	NO
Vote on a ruling of the chair	"I appeal from the chair's decision"	YES	YES	YES	NO	Majority -5	YES
Suspend rules temporarily	"I move to suspend the rules so that..."	NO	YES	NO	NO	2/3	NO
Avoid considering an improper matter	"I object to consideration of this motion"	YES	NO	NO	NO	2/3 – 6	–7
Verify a voice vote by having members stand	"I call for a division" OR "Division!"	YES	NO	NO	NO	No vote	NO
Request information	"Point of information"	YES	NO	NO	NO	No vote	NO
Take up a matter previously tabled	"I move to take from the table..."	NO	YES	NO	NO	Majority	NO
Reconsider a hasty action	"I move to reconsider the vote on.."	YES	YES	–8	NO	Majority	NO

NOTES: **1**   Unless vote on question is not yet taken.   **2**   Unless the committee has already taken up the subject.

3   Only if the motion to be amended is debatable   **4**   Except in doubtful cases   **5**   A majority vote in negative needed to reverse ruling of chair

6   A 2/3 in negative needed to prevent consideration of main motion.   **7**   Only if the main question or motion was not, in fact considered.

8   Only if the motion to be considered is debatable.

Parliamentary Procedure Basics

Define Parliamentary procedure:

A system of _____ discussion that allows for the

_____ of the _____ to be heard,

and the _____ of the _____ to prevail.

Who is in Charge?

In a meeting the _____ or _____ Directs the

meeting to maintain _____ and _____ speakers.

The "main" Component:

A _____ is the way we present an item of

_____to the group.

How is this done? _____

_____.

Why must it be seconded? _____

_____.

Procedure for Handling a Motion:

Following the second, the _____ restates the motion. Then the

Chair opens the floor to discussion. Every speaker must be recognized and should indicate whether

he/she is speaking _____ or _____ the motion.

Amending the Motion:

A member of the group may propose that a motion be _____ in some way. This is

called an _____. All amendments must be made _____

the final vote on the _____ motion. Amendments require a

_____ and a majority _____ before returning to

discussion of the main motion.

Voting on the Motion:

The chair calls for a vote by _____, both for and against the motion.

If the outcome is uncertain, the chair may call for a show of _____.

Other useful motions: Refer to committee,
Lay on the Table, Previous Question.