

Buffalo County 4-H

Parliamentary Procedures



How to conduct business meetings that are:

- . Effective**
- . Fair**
- . Efficient**

Meeting Styles

There are three basic meeting styles:

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

Used in project meetings, small groups, and sessions with younger members.

2. **Informal Style:** Flexible meeting agenda; basic parliamentary procedures; chairperson or elected officers; controlled discussion.

Used in 4-H meetings and school/church/civic organizations.

3. **Formal Style:** Precise meeting agendas; standard parliamentary procedures following Robert's Rules of Order; elected officers.

Used in large gatherings, legislative bodies, 4-H Federation meetings, and FFA formal meetings.

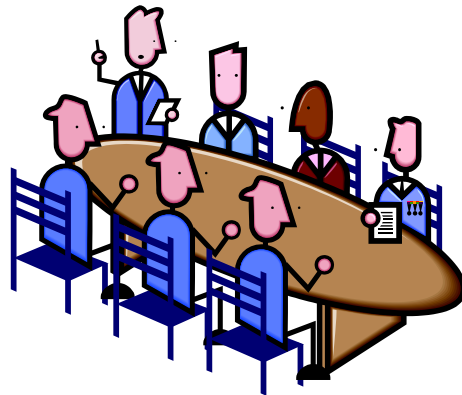


Tips for Conducting a Good Meeting

- Do things that everyone enjoys.
- Check to see that the people who will be on the program are prepared.
- Have the meeting room ready – seats arranged, lights on, and 4-H flags and banners in the proper places.
- Start and stop the meeting on time.
- Conduct the meeting according to parliamentary procedure.
- Have the minutes ready to read.
- Keep the business session short and snappy.
- Make announcements short.
- Have an interesting, educational, and member-involved program.
- Involve others in the program by introducing guests, leading discussions, etc.
- Plan time for recreation and refreshments.

What is Parliamentary Procedure?

- It is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion.
- It is an organized method for a group to accomplish their goals in an effective, fair, and efficient manner.
 - It is effective by providing an orderly way to conduct the group's business and make decisions.
 - It is fair because it is a democratic process for making a decision.
 - It is efficient by keeping the group focused.
- One item of business is disposed of before going on to another.
- Most parliamentary procedure is based on Robert's Rules of Order, which describes procedures on how to conduct items of business.

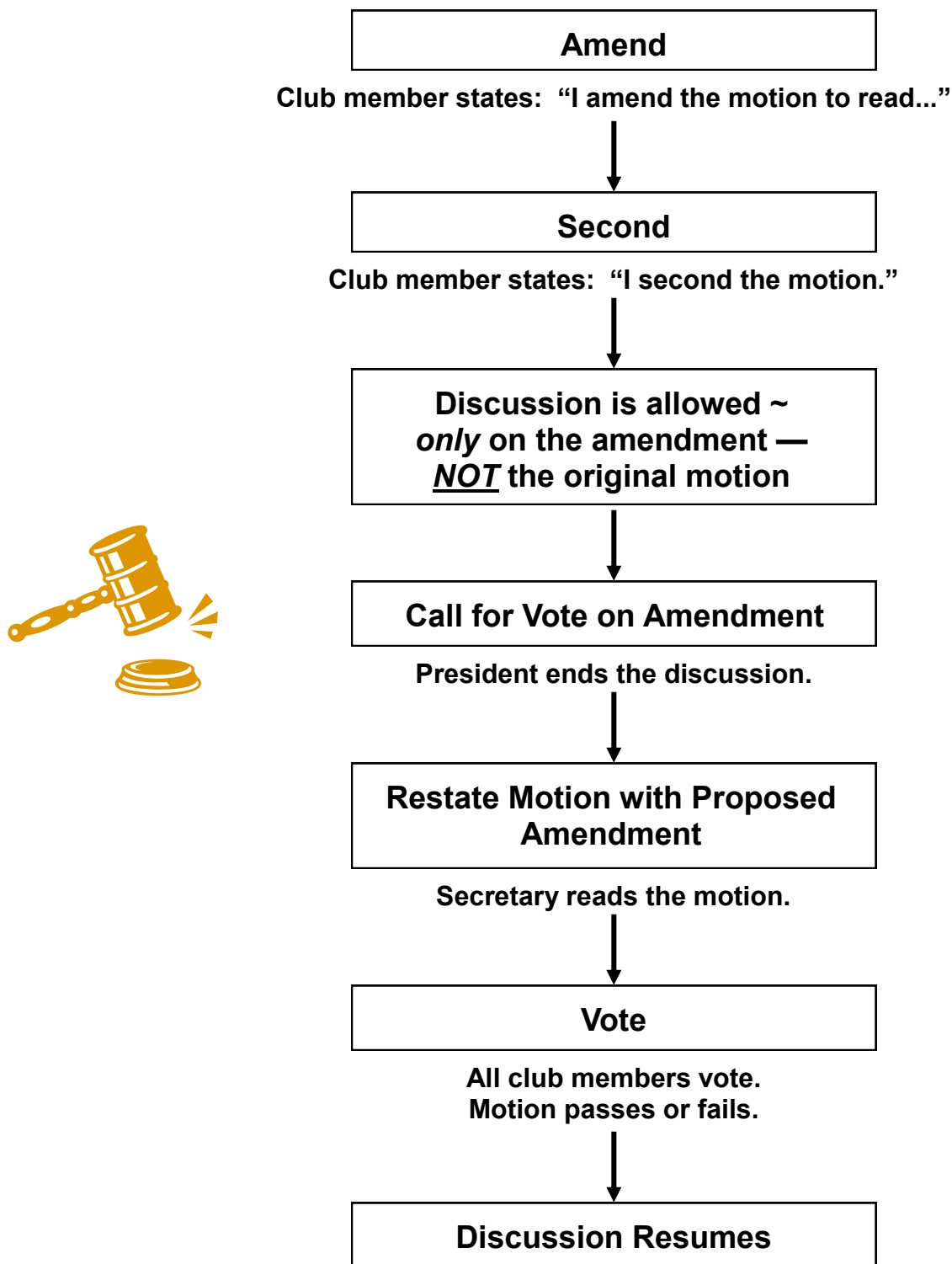


Why is it Important for 4-H Club Meetings?

- It is a time-tested method of conducting business at meetings and public gatherings.
- Motions need to be made so that it is clear what you are talking about.
- It is hard to speak if more than one person is talking.
- Allows meeting to go quickly and efficiently.

An amendment, or change to a motion, is made when a club member feels the original motion needs revision, additional information or the deletion of some information.

To Make an Amendment to a Motion:



- If the Amendment Motion passed, the discussion would resume on the motion *as it was amended*.
- If the Amendment Motion failed, the discussion would resume *only on the original motion*.

Steps in Making a Club Decision

What is a 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.

Motion

Club Member states: "I move that we . . ."

Second

Club Member states: "I second the motion."

**Discussion of Motion
"On the Floor"**

Club member who made motion speaks first—they cannot speak again until all other club members that wish to speak have spoken once.

Call for Vote

President ends the discussion.

Restate Motion

Secretary reads the motion.

Vote

**All club members vote.
Motion passes or fails.**



Types of Voting:

- By voice—aye/no
- By show of hands
- By standing
- By secret ballot
- By roll call

An agenda item can be **tabled** if there is not enough information to make a decision. If a item is tabled, it should be placed on the agenda for the next meeting.

To Table an Item:

Motion

Club member states: "I move to table this item."



Second

Club member states: "I second the motion."



NO Discussion is allowed



Vote

All club members vote.
Motion to table passes or fails.

