

# 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.

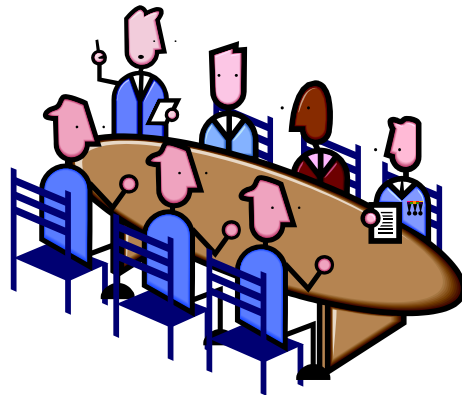


## Tips for Conducting a Good Meeting

- 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.

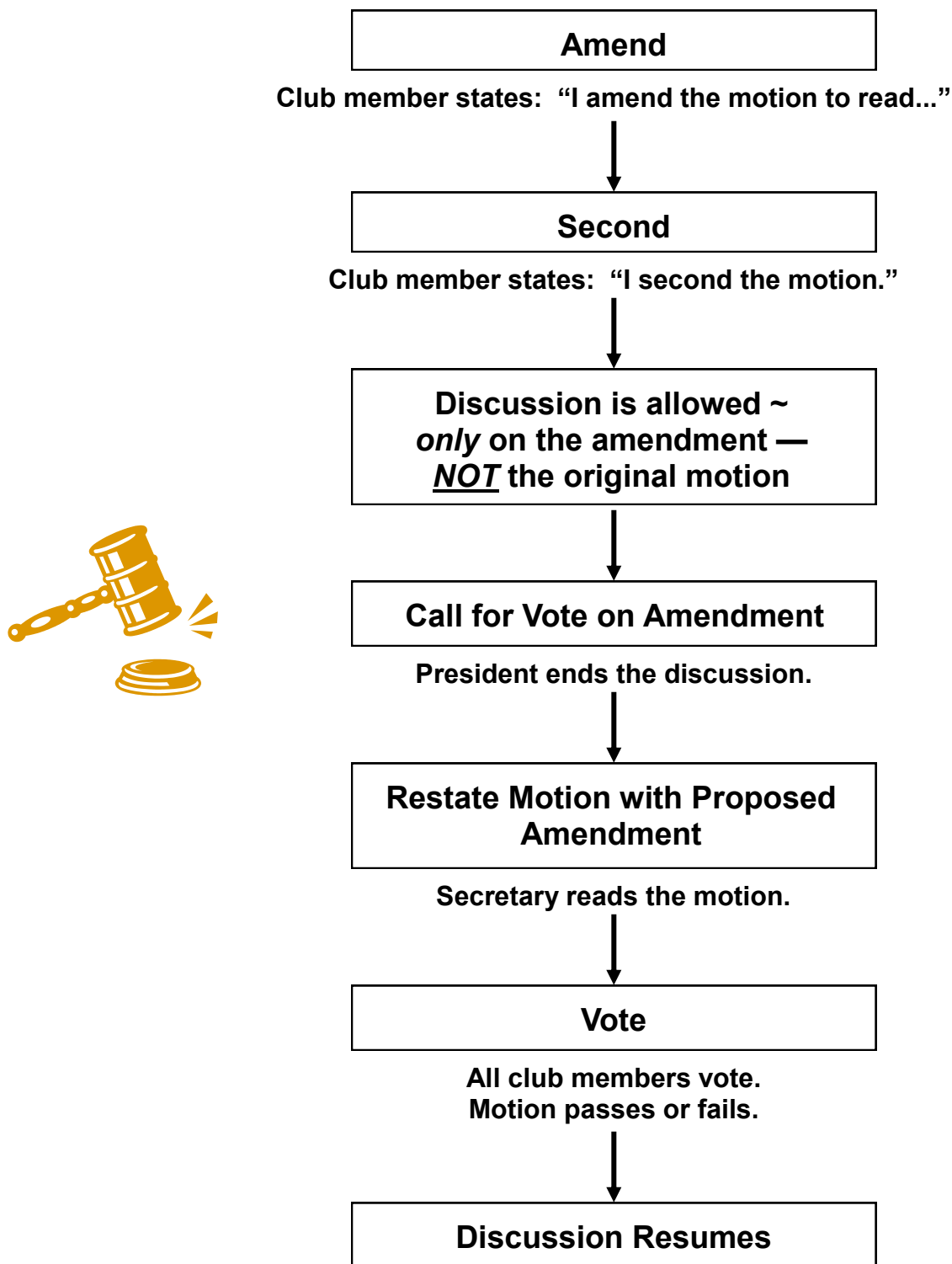


## Why is it Important for 4-H Club Meetings?

- 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.

