

USING PARLIAMENTARY PROCEDURE PLAIN AND SIMPLE

- General Rules of Parliamentary Procedure:

1. Always rise to make a motion or to address a group.
2. When making a motion, one should say, “I move that...” NOT “I make a motion”.
3. A motion must be approved by a second person saying “I second that motion”.
4. The floor refers to the area in which business is being conducted (the meeting room), The President, presiding officer, always has control of the floor except when granted to another member.
5. Use of the gavel;
 1. One tap – members are to be seated and signifies the passing/failing of a motion.
 2. Two taps – calls the meeting to order.
 3. Three taps – members are to rise.
6. Voting methods include; voice, rising, showing of hands, secret ballot and roll call.
7. President only votes in the case of a tie.
8. When used properly, parliamentary procedure will provide for a very orderly and efficiently run business meeting which allows the right of everyone to be heard.

- Types of Motions:

1. Main Motions – to present an opinion or propose an action for the group to consider.
2. To Adjourn – to end a business meeting in an orderly fashion.
3. To Call for Question or Privilege – provides for immediate action to be taken for the rights, privileges or comfort of the group.
4. To Lay a Motion of the table – to set aside a main motion until a given time for future consideration.



Parliamentary Procedure Survey

How does your 4-H club rate?

Read the following items and check the response (always, usually, sometimes or never) that best describes your committee.

	Always	Usually	Sometimes	Never
1. A written agenda is prepared for committee meeting?	_____	_____	_____	_____
2. The meeting begins on time.	_____	_____	_____	_____
3. Secretary and treasurer's reports are given at each meeting.	_____	_____	_____	_____
4. The secretary's minutes are approved after the reading of the minutes.	_____	_____	_____	_____
5. The treasurer's report is received or filed until audited.	_____	_____	_____	_____
6. Committee members introduce motions by saying "I move".	_____	_____	_____	_____
7. Members are disruptive, making it difficult to conduct a business meeting.	_____	_____	_____	_____
8. When the chairman calls for a voice vote, he/she says "All in favor say 'aye'; all opposed say "no".	_____	_____	_____	_____
9. Only one item of business is introduced at a time.	_____	_____	_____	_____
10. Committee member participate in discussions and decisions.	_____	_____	_____	_____
11. Does your club advisor run the meeting instead of your officers?	_____	_____	_____	_____
12. A motion is made at the end of each meeting to adjourn the meeting.	_____	_____	_____	_____
13. The business meetings are organized and effective.	_____	_____	_____	_____