

4-H CLUB OFFICER HANDBOOK

PARLIAMENTARIAN



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Congratulations! Your fellow club members have selected you to lead them through a successful 4-H year as Parliamentarian. In case you have some questions about what to do, this guide will help you understand your duties. It also gives you some tips for doing the best job possible. Good luck!



DUTIES

- Keep order at club meetings. Follow *4-H Parliamentary Procedure Guidelines*.
- Advise the President, or presiding officer, on parliamentary procedure.
- Help train all club officers in parliamentary procedure.
- Make parliamentary rulings during the business portion of the meeting.
- Arrive at least 30 minutes early to help set up for each meeting.

These duties are more complex than they look. That is why it is recommended that the Parliamentarian position be fulfilled by a 4-H member who has previously held an office or has leadership experience. The rest of this section of the handbook gives you a quick guide to some basics of parliamentary procedure.

MAKING A MOTION

There are eight steps in making and carrying a motion:

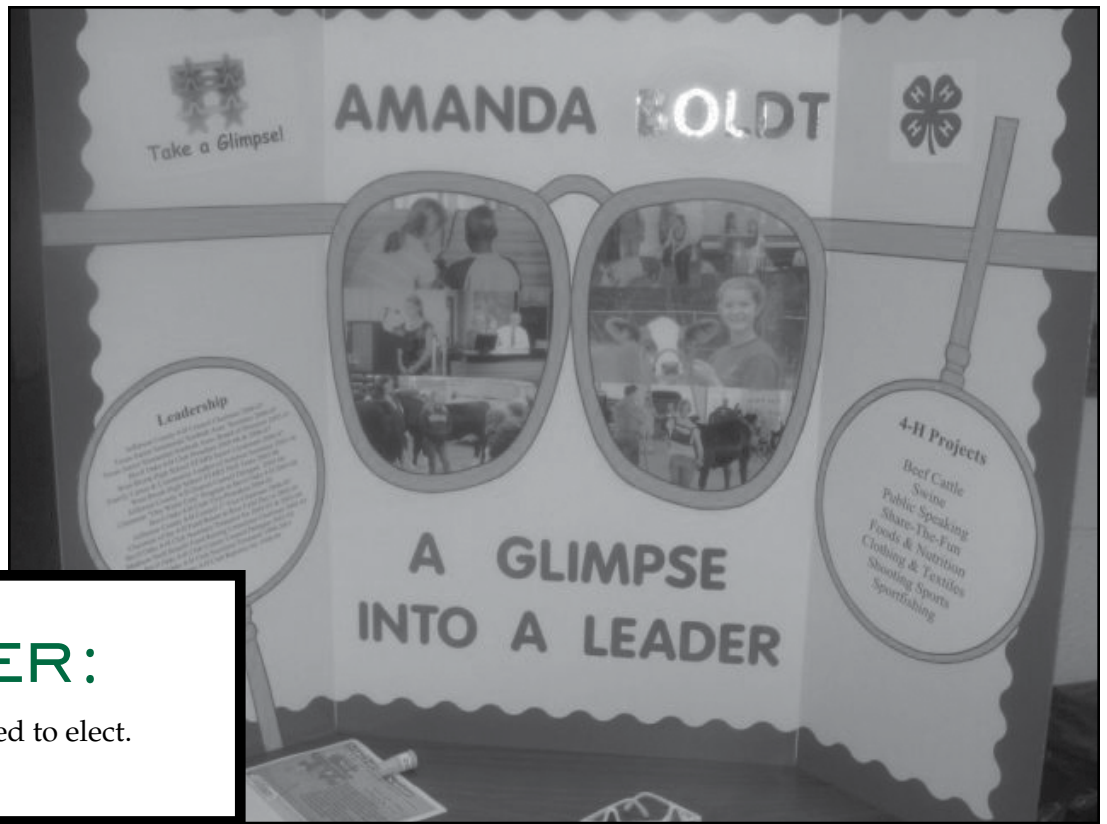
1. The member addresses the President.
"Mr./Madam President."
2. The President recognizes the member.
"Yes, Jacob."
3. The member makes his motion.
"I move that we have our Christmas party on December 16 at the Community Center."
4. The motion is seconded by another member.
"Mr./Madam President, I second the motion."
5. The President states the motion.
"It has been moved and seconded that we have our Christmas party on December 16 at the Community Center."
6. The President calls for discussion of the motion.
"Is there any discussion?"
7. The President takes a vote on the motion after the discussion has ended.
"All those in favor of having our Christmas party on December 16 at the Community Center say, 'Aye.'"
"All opposed, say, 'No.'"
8. The President announces the result of the vote.
"The vote carries by a unanimous vote."

AMENDING A MOTION

As the club discusses the motion, a member might see a change or addition that will make the proposal better for the club. A motion can only be amended one time, and this is done after the motion has been made and seconded. In addition, the discussion must have shown a change needs to be made.

These steps should be followed to amend a motion:

1. The member rises and addresses the President.
"Mr./Madam President."
 2. The President recognizes the member by name.
"Yes, Barbara."
 3. The member states the proposed amendment.
"I move to amend the motion by adding 'at 6:00 p.m.' to the end of the current motion."
(The motion might be amended by striking out and adding or by substituting a word or sentence in a motion.)
 4. Second the motion to amend.
"Mr./Madam President, I second the motion."
 5. The President calls for discussion.
"It has been moved and seconded that the words "at 6:00 p.m." be added to the motion. Is there any discussion on the proposed amendment?"
1. If the amendment carries, the President states the motion as it is amended, and the club proceeds to discuss and vote on the motion.
"The new motion now reads: We will have our Christmas party on December 16 at the Community Center at 6:00 p.m."
 2. If the amendment does not carry, the President takes up the original motion, completes the discussion and takes the vote.
"The amendment did not carry. Therefore, prior to voting, is there any discussion on the original motion?"



REMINDER:

A majority vote is required to elect.

NOMINATIONS AND ELECTIONS

Nominations can be made by a committee or from the floor by a member. Even when a Nominating Committee is used, members can make nominations when the floor is open for further nominations.

To offer a nomination, a member obtains the floor and states, "I nominate (name) for (office)." The President then asks for further nominations. If there are none, nominations are closed, and the vote is taken. Candidates are voted upon in the order in which they were nominated.

CLOSING NOMINATIONS

Nominations may be closed by a two-thirds vote or by general consent. The motion to close nominations requires a second, cannot be debated and can be amended as to time only.

MAKING NOMINATIONS AND HOLDING ELECTIONS

A second is not required to nominate. However, a majority vote is required to elect. After the President has asked for further nominations for an office and none are presented, a member may obtain the floor.

Member: *"I move that nominations cease."*

Member: *"Mr./Madam President, I second the motion."*

President: *"It has been moved and seconded that nominations cease. This motion requires a two-thirds vote. Those in favor of the motion that we close nominations, please raise your right hand. Those opposing, please raise your right hand. There being a two-thirds majority, the motion is carried, and nominations are closed."*

Proceed to vote on the candidates in the same order they were nominated. When voting, it is important that members follow the club's bylaws.

ELECTING BY ACCLAMATION

An error is sometimes made by offering a motion that “we close nominations and elect by acclamation.” This is wrong because it combines two motions requiring different votes into one motion. To close nominations, you must have a two-thirds vote. To elect requires a majority vote (half + 1). Nominations should first be closed – either by a vote or by general consent. Then members can vote on the nominees.

ADJOURNING A MEETING

Closing the meeting is *definite* so that no one is in doubt as to what may be done. Before adjourning a meeting, the President makes certain that all important business is considered. Announcements are made just before adjournment. It is discourteous to rise or talk before the President announces that the meeting is adjourned.

Meetings can be adjourned in one of three ways:

1. When the President thinks there is no further business, he/she may ask, “Is there any further business?” The President waits long enough for members to bring up any business they wish. If no business is presented, he/she makes the announcements and says, “The meeting is adjourned,” or “We are adjourned.” This is the best method to use at a special program or when there are visitors.
 2. A member may close the meeting with a motion by saying, “I move that we adjourn the meeting.” The motion is voted on without discussion or amendment. This motion should be made when it appears that the club has finished its work. Members may vote against the motion to adjourn if they believe business is not completed. A motion to adjourn should never be made when someone is talking or if the President is taking a vote.
 3. Some clubs have an agreement on a time to adjourn. When this time comes, the President stands and says, “The time for adjournment has come. The meeting is adjourned.” The club tries to complete all important business before then. If important business has not been completed, the President says, “The hour for adjournment has arrived, but we have not completed our business.” A club member may say, “I move that we continue for ___ minutes.” If the club business and program are completed before it’s time to adjourn, a member makes a motion to adjourn.
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Revision