



TEXAS A&M
AGRILIFE
EXTENSION

Parli-Junior



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Introduction

Parli-Junior is a guide that covers basic steps in parliamentary procedure.

This guide includes the following:

- Use of the gavel
- Basic vocabulary
- 4-H Club Agenda
- 4 Parts to a Monthly 4-H Club Meeting
- Main motions
- Amending a motion
- Division of the Assembly
- Laying a motion on the table
- Taking a motion from the table
- Referring a motion to a committee
- Withdraw a motion
- Adjourning a meeting
- Nominating officers and accepting nominations

Use of the Gavel

- Symbol of authority
- President uses to maintain order and keep the meeting running smoothly
- Grasp the handle of the gavel firmly, and rap the table or gavel block authoritatively, with well-spaced taps.
- The gavel is used to:
 - Call the meeting to order - two taps
 - Tell members to be seated - one tap
 - Ask all members to rise - three taps
 - Maintain order - several taps
 - Follow the announcement of a vote - one tap
(this is a special rule for 4-H and supersedes the rules in Robert's Rules of Order)
 - Adjourn or recess the meeting - one tap (if desired)

Basic Vocabulary

- **Amendable** – the ability to change
- **Amending by adding** – to change a motion by adding a word or phrase at the end of a motion
- **Amending by inserting** – to change a motion by placing a word or phrase between words in a motion
- **Amending by striking out** – to change a motion by taking out a word or phrase in a motion
- **Amending by striking out and inserting** – to change a motion by taking out a word or phrase in a motion and replacing it with another word or phrase
- **Amending by substituting** – to change a motion by replacing a paragraph with a new paragraph
- **Amendment** – to change or modify a motion
- **Ballot** – a written vote
- **Committee** – a group of members picked to complete a task or to find out more information about a specific topic for the club
- **Debatable** – the ability to be discussed
- **Floor** – attention of the room
- **General consent** – a verbal vote
- **Main motion** – is an item of business that is brought for the club to talk about
- **Majority vote** – when the vote is more than half of the members
- **Motion** – a idea on a specific topic presented to the club
- **Parliamentary procedures** – a way of conducting a business meeting
- **Reconsidered** – to have to take another look at a motion
- **Seconding a motion** – when a member wants a motion to be looked at after its been suggested by another member
- **Table** – unfinished business to be looked at a later meeting
- **Voting** – a method of members showing their opinion on an issue

4-H Club Meeting Agenda

Use this form to prepare an agenda. The president (or presiding officer) should

Place _____ Date _____ Time _____

Agenda Item	Person Assigned
Call to Order	
Inspiration	
U.S. Pledge	
4-H Motto, Pledge, and Prayer	
Roll Call: Answer with _____	
Recognition of New Members and/or Guests	
Reading of Minutes	
Correspondence	
Treasurer's Report	
Other Reports (officer, committee, activity, leader, other)	
1	
2	
Unfinished Business	
1	
2	
New Business	
1	
2	
Introduction of Program	
Program	
Announcements	
1	
2	
Adjourn	
Recreation	
Refreshments	

Four Parts to a Monthly 4-H Club Meeting

4-H Club Meetings have four parts, which include an established order of business. The four parts of a regular monthly 4-H meeting are:

Inspiration – (5 minutes)

The inspiration sets the stage for the meeting. Younger members first feel the spirit of belonging when they see flags, banners, and other regalia at the meeting place. They like to wear jackets, quote pledges, etc., which give them the feeling of being a part of a big organization. 4-H meeting kids with flags, banner, and a gavel may be ordered from the National 4-H Supply Catalog. The inspiration can include:

- Pledge to the American Flag
- 4-H Motto, Pledge, and Prayer
- Songs
- Spiritual emphasis material
- Inspirational Poems
- Citizenship Activities

Business – (15 to 20 minutes)

Club activities and plans are handled so as to make the club an example of democracy in action.” Members learn parliamentary procedure and the group decision-making process. The business part of the meeting has an established order of business.

- Roll Call – Some clubs have special responses for members to give roll call. Some suggestions include:
 - My favorite project
 - My New Year’s resolution
 - Something I did with a project last month
 - Member activity and project reports
 - My favorite food
- Introduction of guests and new members – Give special
- consideration to new members and guests at each club meeting. Introduce them and their parents and set a time during recreation or refreshments for new and old members to get acquainted.
- Reading of minutes – The secretary reads the minutes of the last meeting.
- Reports – The reports section of the meeting is on the best places to involve a lot of different members in the meeting. The club manager(s) and president should try to think of

- every club, county, or district activity that any member
- participated in since the last meeting, and have each participant report on what happened at the activity. These are given under activity reports. Use as many different members to give reports as possible.
 - Officer Reports – Includes treasurer’s report, council delegate report, reports on any correspondence by secretary, etc.
 - Committee Reports
 - Activity reports – club or county activities participated in by members
 - Leader reports – Managers and other leaders should be prepared to give their reports at this time.
 - Necessary announcements on all current activities
- Unfinished Business
- New Business – Business that may come up at certain time of the year includes
 - Election of officers
 - Committee appointments
 - Bylaw amendments
 - Club budget approval
 - Observing special events

When business items cannot be handled immediately or if further study is needed, they should be referred to a special committee. A small group is much more efficient in planning specific events or studying an issue and coming up with alternatives. Use of committees give members added opportunities to participate in the club and feel they are an important part of the group. This also ensures that a business meeting does not last over 15 to 20 minutes.

Program – (15 to 20 minutes)

The program is an important part of the 4-H Club meeting and should be interesting to all club members. The selection of programs should result from going through the steps in annual program planning and programs should be planned one year in advance. In this phase, “resource” people may be needed.

This part of the meeting should be thought of as the educational part. It should include:

- A 4-H presentation by a member – either a method demonstration or a project talk. These presentations give each member an opportunity to share project work with the club. These presentation and the activity reports also help members develop public speaking ability and poise before an audience.

- A program of general interest using a variety of methods, such as:
 - Panel discussions
 - Slides, movies
 - Guest speakers
 - Judging activities
 - Tours
 - Workshops
 - Debates
 - Learning Games

The program part of the meeting may also relate directly to project work. Project instruction may be the program with every member studying the same project or by dividing into two or three different project groups. Project leaders would be in charge of this part of the program.

The programs should be planned one year in advance and people who are responsible for presenting the program should be contacted. Follow-up contacts should be made one month before the program is to be presented.

Recreation – (20 minutes)

Each 4-H meeting should include a recreational activity. One main reason a member belongs to a 4-H club is to have fun.

Recreation and social events can help build club morale. The 4-H Club provides natural situations where boys and girls have clean, wholesome recreation essential to youth. Some recreational activities fit into almost any 4-H meeting situation. For a well-rounded program, include starters, mixers, get acquainted games and active games; musical, dramatic, small and large group activities; and quiet paper and pencil activities. Through recreation, boys and girls can learn to create their own fun, to cooperate, to follow and give directions, and to understand themselves and others better.

All recreation does not have to be at the end of a meeting. Recreation activities for early arrivals at the beginning of a meeting help a group develop a spirit of togetherness. Helping everyone feel welcome and accepted is vital to enthusiastic participation and cooperation. Refreshments are a part of the recreational part of the meeting. They are important, and can get to be a lot of trouble in a larger club, but they are worth it. It's important to give members and families a chance to informally visit and get to know each other. They can discuss the program and upcoming activities. Younger members really enjoy refreshments. It's part of the meeting that is fun for them.

Main Motion

A main motion is when a member proposes an item of business for the club's consideration.

Rules for Main Motions:

- A main motion has to be moved, and must receive a second.
- A main motion is debatable.
- A main motion is amendable.
- A main motion requires a majority vote (51% of members present).
- A main motion can be reconsidered.
- A main motion should include all the information needed to carry the proposed action through (who, what, how, where and when).
- Before any motion can be made the member must be called upon by the president.

After a main motion is made a number of things can happen (during debate):

- the motion can be amended
- the motion can be laid on the table
- the motion can be referred to a committee
- or the motion can be passed.

Steps for a main motion:

1. A member rises and addresses the chair.
2. The chair recognizes the member.
3. The member proposes a motion starting out with the words, "I move that..."
4. Another member seconds the motion.
5. The chair states the main motion. ("Stating the question")
6. The assembly debates the main motion.
7. The chair takes a voice vote on the main motion. ("Putting the question")
8. The chair announces the outcome of the voice vote and the next action of the assembly.

Example of a Main Motion

Member Mr./Madam President.
Beth:
President: Yes, Beth.

Member I move that we have ice cream at every
Beth: meeting.

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

President: It has been moved and seconded that we
 have ice cream at every meeting. Is there
 any debate?

Any Member: (must first gain recognition)
 Mr./Madam President.

President: Yes, _____.

Any member: (Member offers debate.)

President: Is there any further debate? (Pause) The
 question is on the adoption of the motion to
 have ice cream at every meeting.
 Those in favor of the motion say,
 “Aye.” (Pause)
 Those opposed, say “No.” (Pause)

After voting:
The “Ayes” have it and the motion is
adopted. We will have ice cream at every
meeting.

OR

The “Noes” have it and the motion is lost.
We will not have ice cream at every
meeting.

Amend a Motion

To amend a motion is to change or make an addition that will make a proposal better for the club.

Rules for amending a motion

- An amendment of a motion can be debated when its motion is debated.
- An amendment of a motion can only be made once the motion has been made and seconded.
- Once an amendment is accepted, the president will state the motion as it is amended, and the club will discuss and vote on the motion.
- An amendment of a motion can be reconsidered.

Steps for an amendment:

(Assuming a main motion is pending)

1. A member rises and addresses the chair.
2. The chair recognizes the member.
3. The member proposes an amendment starting out with the words, "I move that..." Motions can be amended by "inserting," "striking out," or "striking out and inserting."
4. Another member seconds the amendment.
5. The chair states the amendment. ("Stating the question")
6. The assembly debates the motion to amend.
7. The chair takes a voice vote on the motion to amend. ("Putting the question")
8. The chair announces the outcome of the voice vote.
9. The main motion (either amended or not) is still open for debate and must be voted on separately.

Example of an Amendment

Member Mr./Madam President.
Beth:
President: Yes, Beth.
Member I move that we have ice cream at every meeting.
Beth:
Member Joe: Mr./Madam President, I second the motion.
President: It has been moved and seconded that we have ice cream at every meeting. Is there any debate?
Member Jill: Mr./Madam President.
President: Yes, Jill
Member Jill: I move to amend by inserting "other" between every and meeting.
Member Kevin: Mr./Madam President, I second the motion.
President: It has been moved and seconded to amend by inserting the word "other" between every and meeting. If the amendment is adopted, the main motion would read "that we will have ice cream at every other meeting." Is there any debate?
Any Member: (must first gain recognition)
Mr./Madam President.
President: Yes, _____.
Any member: (Member offers debate.)
President: Is there any further debate? (Pause) The question is on the adoption on amending the motion "that we have ice cream at every meeting" by inserting "other" between every and meeting. Those in favor of the amendment say, "Aye." (Pause) Those opposed, say "No." (Pause)

After voting :
• The "Ayes" have it and the amendment is adopted. We will have ice cream at every meeting.
OR
• The "Noes" have it and the amendment is lost. We will not have ice cream at every meeting.

If amendment passes: The motion now before the club is to have ice cream at every other meeting. Is there any further debate? The question is adoption of the motion that we have ice cream.....
(continue to vote)

Division of the Assembly

A division of the assembly is used to verify the accuracy of a voice vote.

Rules for Division of the Assembly:

- A division of the assembly is an incidental motion.
- A division of the assembly does not require recognition from the chair. A member may interrupt the speaker.
- A division of the assembly does not require a second.
- A division of the assembly does not allow debate.
- A division of the assembly can be called from the time the negative voice vote is cast until the chair states the question on another motion.
- The chair may also call for a division of the assembly if he/she feels the results of a voice vote are inconclusive.

Steps for Division of the Assembly:

(Assume a voice vote has just been taken on a pending motion)

1. A members calls for a Division of the assembly.
2. The chair states the motion for a Division of the Assembly.
3. The chair takes a rising vote on the motion that was voted on by voice.
4. The chair announces the outcome of the rising vote and the next action of the assembly.

Example of Division of the Assembly

Assume that a voice vote has just been taken on the pending main motion to have ice cream at every meeting.

Member Division!

Karen:
(seated and
does not have
to gain recog-
nition)

President: A division is called for.

Those in favor of the motion “that we have ice cream at every meeting” will stand. (Pause) Be seated.

Those opposed will stand. (Pause). Be seated.

After counting the votes of who stood up:

- The affirmative has it, as we will have ice cream at every meeting.

OR

- The negative has it and we will not have ice cream at every meeting.

OR

- There are 20 in the affirmative and 10 in the negative. The affirmative has it and the motion is adopted. We will have ice cream at every meeting.

Lay a Motion on the Table

To set a motion aside temporarily for more urgent business for discussion at a later time or meeting

Rules for laying a motion on the table:

- To lay a motion on the table it must be moved and seconded.
- To lay a motion on the table is not debatable.
- To lay a motion on the table is not amendable.
- To lay a motion on the table requires a majority vote.
- To lay a motion on the table cannot be reconsidered.

Steps to lay a motion on the table:

(Assume a main motion is pending)

1. A member rises and addresses the chair.
2. The chair recognizes the member.
3. The member makes the motion to Lay on the Table starting out with the words "I move to."
4. Another member seconds the motion.
5. The chair states the motion.
6. The chair takes a voice vote on the motion to lay on the table.
7. The chair announces the outcome of the voice vote and the next action of the assembly.

Example of a Laying a Motion on the Table

Assume that a motion to have ice cream at every meeting is pending.

Member Mr./Madam President.

Matt:

President: Yes, Matt.

Member Our speaker is here and she needs to
Matt: leave in 45 minutes. Therefore, I move to lay the pending motion on the table.

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

President: It has been moved and seconded to lay the pending question on the table.

Those in favor of the motion say,
"Aye." (Pause)
Those opposed, say "No." (Pause)

After voting :

The "Ayes" have it and the motion is laid on the table.

OR

The "Noes" have it and the motion to lay the pending motion on the table is lost. Is there any further debate on the motion that we have ice cream at every meeting?

To Take from the Table

To bring back a motion that has been laid on the table.

Rules for taking a motion from the table:

- Taking a motion from the table brings a question back before the assembly.
- Taking a motion from the table requires a second.
- Taking a motion from the table is not debatable.
- Taking a motion from the table is not amendable.
- Taking a motion from the table requires a majority vote.

Steps for taking a motion from the table:

(Assume a main motion has been laid on the table.)

1. A member rises and addresses the chair.
2. The chair recognizes the member.
3. The member makes the motion to Take from the Table starting out with the words "I move to."
4. Another member seconds the motion.
5. The chair states the motion to Take from the Table.
6. The chair takes a voice vote on the motion to Take from the Table.
7. The chair announces the outcome of the voice vote and the main motion is now back pending in front of the assembly.

Example of a Taking a Motion from the Table

Assume that the main motion “that we have ice cream at every meeting” has been laid on the table earlier in the meeting or during a previous meeting.

Member Will: Mr./Madam President.

President: Yes, Will.

Member Will: I move to take from the table the motion relating to have ice cream at every meeting.

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

President: It has been moved and seconded to take from the table the motion relating to having ice cream at every meeting.

Those in favor of the motion say,
“Aye.” (Pause)
Those opposed, say “No.” (Pause)

After voting :

The “Ayes” have it and the motion relating to having ice cream at every meeting is taken from the table. Is there any further debate on this motion?

OR

The “Noes” have it and the motion relating to having ice cream at every meeting is not taken from the table. Is there any further new business?

Refer a Motion to a Committee

To place business in the hands of a committee

Rules for referring a motion to a committee:

- To refer a motion to a committee, it must be moved and seconded.
- To refer a motion to a committee is debatable.
- To refer a motion to a committee is amendable.
- To refer a motion to a committee requires a majority vote.
- To refer a motion to a committee can be reconsidered.

Steps to refer a motion to a committee:

(Assume a motion is pending)

1. A member rises and addresses the chair.
2. The chair recognizes the member.
3. The member makes the motion to Refer a main motion by starting out with the words "I move to." The extent of the powers of the committee may be included.
4. Another member seconds the motion.
5. The chair states the motion to Refer.
6. The assembly debates the motion to Refer.
7. The chair takes a voice vote on the motion to Refer to a committee.
8. The chair announces the outcome of the voice vote and the assembly's next action.

Example of a Referring a Motion to a Committee

Assume that a motion to have ice cream at every meeting is pending.

Member Mr./Madam President.

Sarah:

President: Yes, Sarah.

Member

Sarah:

I move to refer the main motion to a committee of three, appointed by the chair, and that they report back at the next regular meeting.

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

President: It is moved and seconded that the main motion be referred to a committee of three, appointed by the chair, and that they report back at the next regular meeting. Is there any debate?

Any Member: (must first gain recognition)
Mr./Madam President.

President: Yes, _____.

Any member: (Member offers debate.)

President: Is there any further debate? The question is on the motion "to refer the main motion to a committee of three, appointed by the chair, and that they report back at the next regular meeting."

Those in favor of the motion to such a committee say, "Aye." (Pause)
Those opposed, say "No." (Pause)

After voting :

The "Ayes" have it and the motion is adopted.
The chair appoints Ryan as chairman, Jane and John. Is there any further new business?
OR

The "Noes" have it and the motion is lost. Is there any further debate on the motion which is "to have ice cream at every meeting"?

Withdraw a Motion

To withdraw a motion before it is voted upon.

Rules for withdrawing a motion:

- Withdrawing a motion does not require recognition from the chair. A member may interrupt the speaker.
- Withdrawing a motion does not require a second.
- Withdrawing a motion is not debatable.
- Withdrawing a motion is not amendable.
- Withdrawing a motion requires a majority vote.

Steps to withdraw a motion:

(Assume a main motion is made a seconded.)

1. The member who made the motion rises and addresses the chair and makes the motion to withdraw.
2. The chair announces the fact that the motion is withdrawn.

(Assume a main motion is made a seconded and stated by the chair.)

1. The member who made the motion rises and addresses the chair and makes the motion to withdraw.
2. The chair first asks the assembly for approval by unanimous consent.
3. If any member objects, the chair state the motion to the assembly.
4. The chair put the motion by a voice vote.
5. The chair announces the outcome of the voice vote, the effect of the vote, and the next action of the assembly.

Example of a Withdrawing a Motion

Assume that a main motion is made by Karen “to have ice cream at every meeting” and has been seconded, but has not yet been stated by the chair.

Member Karen: Mr./Madam President, I withdraw the motion.

President: The motion has been withdrawn.

Assume that a main motion is made by Karen “to have ice cream at every meeting” and has been seconded, and has been stated by the chair. (It is pending.)

Member Karen: Mr./Madam President, I ask permission to withdraw the motion.

President: Is there objection to withdrawing the motion?
(Pause) The motion is withdrawn. Is there further new business?

OR

Is there objection to withdrawing the motion?

Member Ryan: I object.

President: The question is on the adoption of the motion that we have ice cream at every meeting.

President: Those in favor say, “Aye.” (Pause)
Those opposed, say “No.” (Pause)

After voting :

The “Ayes” have it and the motion is withdrawn. The Is there any further new business?

OR

The “Noes” have it and the motion is not withdrawn. Is there any further debate on the motion which is “to have ice cream at every meeting”?

Adjourning from a Meeting

To officially close a meeting.

Rules for withdrawing a motion:

- To adjourn from a meeting, it must be moved and seconded.
- To adjourn from a meeting is not debatable.
- To adjourn from a meeting is not amendable
- To adjourn from a meeting requires a majority vote.

Steps to adjourn the meeting:

1. A member rises and addresses the chair.
2. The chair recognizes the member.
3. The member makes the motion to adjourn by starting out with the words, "I move to."
4. Another member seconds the motion.
5. The chair states the motion.
6. The chair takes a voice vote on the motion to adjourn.
7. The chair announces the outcome of the voice vote.

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Member Jared: Mr./Madam President.

President: Yes, Jared.

Member Jared: I move to adjourn.

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

President: It is moved and seconded to adjourn.
Those in favor of the motion say,
“Aye.” (Pause)
Those opposed, say “No.” (Pause)

After voting :

The “Ayes” have it and the meeting is adjourned.

OR

The “Noes” have it and the motion to adjourn is lost. Is there any further business?

Officer Nominations & Elections

The officer nomination process is an important part of any organization. It gives members an opportunity to select people they believe are leaders and team players, and who will lead their organization for the next year.

Rules of the Office Nomination Process

- Nominations in 4-H Clubs are usually made from the floor, by a committee, or sometimes by ballot. Other methods of nomination are by the chair, by mail or by petition.
- Always ask permission to nominate the club members you are nominating, before you nominate him or her
- The floor must be open for nominations for each office.
- Members do not need recognition by the chair to make a nomination.
- The nominee must accept the nomination to be considered for the office.
- A majority vote must be received for a nominee to be elected. This means multiple run-off elections may take place.
- Members may choose to vote by ballot or general consent.

Example of Officer Nominations & Elections

Before the meeting:

Member Bobby: Sally, would you like to be nominated for this office?

Member Sally: Yes, Bobby. Thank you.

During the nomination/election portion of the meeting:

President: Nominations are now in order for the office of President.

The chair recognizes Emily, chairman of the nominating committee to present the report of the nominating committee for the office or president.

Member Emily: Mr./Madam President, the nominating committee nominates Vanessa for the office of president.

President: Vanessa has been nominated. Are there any further nominations from the floor for president?

Member Bobby: I nominate Sally.

President: Sally has been nominated. Are there any further nominations?

President: *(When it appears that no one else wishes to make a nomination, the chair should ask again if there are any further nominations; and if there is no response, the chair normally declares that nominations for that office are closed, without waiting for a motion to that effect.)*

Are there any further nominations for President?
(Pause) If not (pause), nominations are closed.

(Ballots are then passed out to members to vote. Ballots are collected while there is a short pause in the meeting, and then results of the vote are announced.)

If only one nomination is made for an office, in a 4-H Club, they will typically elect those officers by general consent.

The procedure is then continued for each office to be filled. Officer positions are elected in the order they are listed in the bylaws.)

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