

# Parliamentary Procedure



## Club Meetings



### Get the Meeting Started

The club president, with the help of the adult advisor, begins by writing a plan for the meeting and follows it as she/he presides over the meeting. If the president is going to be absent from the meeting, the vice president will take his/her place and use the written plan.

It is the responsibility of the president to start the meeting on time and keep order throughout the meeting. Rise, tap the gavel twice on the table to call the meeting to order, wait for attention and say something similar to, "The meeting will now come to order."

Ask for the roll call by saying, "The secretary will please call the roll."

The secretary sits to call the roll and makes a record of the members present.

It is the responsibility of the club members to be at the club meeting on time; take an active but orderly part in the business meeting; give attention to the program; and prepare their roll call answers and respond promptly.

### Write, Read and Approve Minutes

The president reviews the minutes of the club's previous meeting. This helps ensure that the things the club decided to do are carried out and allows the president to plan on taking care of unfinished business.

Following the roll call, the president calls for the reading of the minutes of the previous meeting by saying, "The secretary will please read the minutes of our last meeting."

The secretary stands, faces the club and reads the minutes clearly and distinctly. The secretary takes a seat and the president asks, "Are there any corrections to the minutes?" The president pauses

long enough for the members to make corrections. The members are responsible for making corrections. A member corrects the minutes as to accuracy but not as to the way they are stated.

The secretary writes corrections in the left margin of the page on which the minutes are written. (Hint: When preparing the minutes, leave a wide margin for this purpose.)

After corrections are made, the president says, "The minutes stand approved as corrected."

If there are no corrections, the president says, "The minutes stand approved as read."

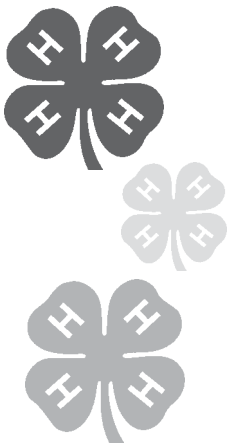
If you are serving as secretary, write the minutes in the order that things occur, following the business agenda. Take only the notes that are necessary for writing the minutes. Ask members to give you copies of long and complicated motions they make. As secretary, you should make note of what was done, of motions that were made, who made them and what happened to the motions.

### Make a Motion

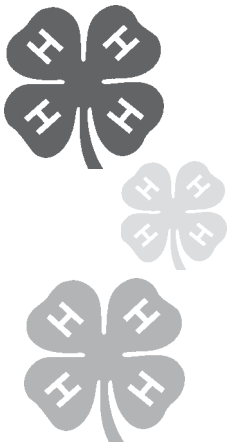
The purpose of a motion is to present an item of business for consideration and action by the club. There are eight steps in making and carrying a motion.

1. The member addresses the president.
2. The president recognizes the member.
3. The member makes a motion. ("I move...")
4. The motion is seconded. ("I second.")
5. The president states the motion.
6. The president calls for discussion. The motion can be debated and amended.
7. The president takes a vote on the motion. The motion requires a majority vote.
8. The president announces the result of the vote.

First, the president reminds members of issues the club should consider by saying something similar to, "Today we should decide what we want to do about National 4-H Week." Discussion



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then follows on this topic. A motion is developed by a member as a proposal as to what the club should do.

The president must keep only one main motion before the club at a time. Encourage the quiet members to speak. Recognize members who wish to speak a second time only after other members have had a chance to speak. Repeat the motions in a way that will help the members understand them. Insist on full discussion of the motions.

Members should be sure they understand a motion before they vote on it. If a member has a question, she/he should address the president. After a member is recognized, that person can ask questions or give information until the motion is understood. The members address the president so only one person speaks at a time.

The president takes a vote on the motion. The president may only vote on a motion in order to break a tie. If a tie occurs, the president may vote for or against a motion or not vote at all. If a tie occurs and the president does not vote, the motion will be lost or will not pass.

The secretary records the motion as it was made, the name of the person who made it, and what the club did with the motion.

## Adjourn a Meeting

The meeting adjourns - is closed or terminated - after the program and before the recreation.

The president makes certain that all important business is attended to before the meeting is closed. Announcements are made just before adjournment.

The closing of the meeting is definite so that no one is in doubt as to what may be done. 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, she/he may say, "Is there any further business?" The president waits long enough for members to bring up any business they wish. If no business is presented, she/he 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.

As a member, you should make your motion to adjourn when you think the club has finished its work. Vote against a motion to adjourn if you believe the business or program is not completed. Do not make a motion to adjourn when someone is talking or 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 the time is up. 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."

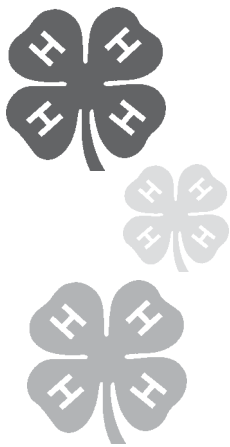
If the club business and program are completed before the time to adjourn a member makes a motion to adjourn.

## Amend a Motion

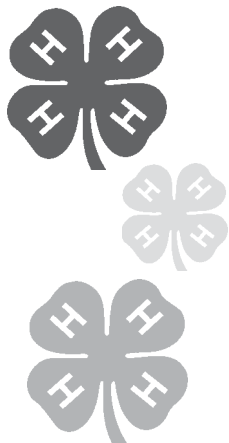
To amend a motion is to modify one that is under consideration. This is called an amendment of the second rank. The amendment can be deleted when the motion to which it applies is debated.

You will want to amend a motion someone has made when you see a change or addition that will make the proposal better for the club. You will think of changes that need to be made as the club discusses the motion.

Amendments can be tricky. Club members may lose the main ideas in the motion in keep



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ing up with ways to amend it. Make your motion as clear and complete as you can, so the club will not need to amend it. Discuss your ideas in the club before making the motion.

Some motions still will need to be amended. An amendment is made after a motion has been made, seconded, and the discussion shows changes that need to be made. If you want to amend a motion, follow these five steps:

1. Rise and address the president.
2. The president recognizes you.
3. State the proposed amendment by saying, "I move to amend the motion by adding \_\_\_\_\_." You may amend by striking out a part of the motion, by striking out and adding or by substituting a word or sentence in a motion.
4. The motion to amend is seconded.
5. The president calls for discussion by saying, "It has been moved that the words \_\_\_\_\_ be added to the motion. Is there any discussion on the proposed amendment?"

If the amendment carries, the president states the motion as it is amended, and the club proceeds to discuss and vote on that motion. If the amendment does not carry, the president takes up the original motion, completes the discussion and takes the vote.

A motion may be amended only once.

## Give a Committee Report

The president calls for reports from committees at each club meeting. The chairman of the committee gives the report. If the president wants a report on any particular subject, the chairman is asked to prepare and give that report.

There are three kinds of reports the committee chairman may give.

1. A report can ask the club to carry out plans or recommendations the committee makes. The chairman will make a motion

that these recommendations be adopted. The president follows through on this motion as she/he does on any main motion.

2. A report can state what has been done about recommendations the committee made. It is not necessary to ask the club to accept this report.
3. A report can provide information the committee was asked to research. It is not necessary to ask the club to accept this report.

If a committee has no report to make, the chairman says, "No report," when called upon by the president.

The chairman reports those things upon which the committee members have agreed. The report should be brief and easy to understand. The report should clearly explain what the committee has planned and should persuade the club members to carry out the plans.

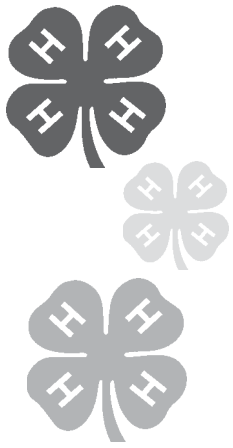
- What the committee was asked to do
- Who was on the committee (this may need to be given in the first report only)
- How the work was done
- What the committee found out about the project
- What the committee wants the club to do (these will be the committee's recommendations)
- How this work should be done

A committee report is presented to the club in the following way:

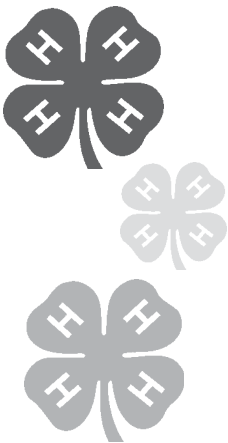
The president calls for the report: "We will not have a report from the finance committee by Sue Brown, the chairman."

The finance chairman gives the report as previously outlined. She closes the report by saying, "I move that we adopt this report."

When the work the committee recommended is completed, the committee reports the results.



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## Nominate and Elect Officers

4-H Club members should elect members who can do the best job in the offices up for election. A nominee should be a person who attends club meetings regularly. A person nominated for president should have shown leadership ability in the club as an officer or a committee chairman.

A specific procedure should be followed when presenting to the club the name of a candidate for a certain office or position:

- Get the consent of the club member before you nominate her or him
- Nominate no more than three individuals for any office
- Make nominations from the floor
- Conduct the election so that members have a chance to vote as they choose

The president will say something similar to this, “We are to elect officers today. These officers will be the president, the vice president and the secretary-treasurer. We will elect one at a time, beginning with the president. Nomina-

tions are in order for the president.”

A member rises, obtains recognition, and says, “I nominate Leighton Smith.”

The president says, “Leighton Smith has been nominated for president. Are there other nominations?”

When the president has waited a reasonable length of time and no nominations have been made, voting may proceed.

Club members vote by a ballot. To be elected, a person must get a majority, more than one-half, of the votes of the members that are present and voting.

The president appoints at least two tellers who, along with an advisor, count the votes. The tellers count the votes and then record them.

The president announces who was elected by saying, “B has a majority of the votes and is elected president.”

If no candidate receives a majority on the first ballot, there is a runoff between the two candidates with the highest number of votes. If there is a tie, ballots are cast until the tie is broken.

All officers are elected in the same way.

*\*\*Adapted from the Texas 4-H Member Guide, “Parliamentary Procedure,”  
Texas Agricultural Extension Service*