

4H•VOL•305  
Revised 2010

## 4-H Parliamentary Procedure - beginners



### THE CLUB MEETING

#### Life Skills we learn in a 4-H meeting.

**Cooperation**— to work or act together for a common purpose or mutual benefit.

**Contributions to Group Efforts**— to give or supply along with others for a common purpose.

**Managing Feelings** — expressing one's feelings appropriately and in proportion to circumstance.

**Critical Thinking**— strategies for analyzing, comparing, reasoning, and reflecting focused on deciding what to believe or do; discovering meaning; building connections with past learning.

### Style of Meeting

Parliamentary Procedure and controlled discussion practiced by a chair or officer. This style is most often used for committee work.

**Formal**—*Clear-cut* agenda and standard Parliamentary Procedure followed by officers and membership.

A simple meeting format is a great way to be introduced to the life skills of *Contributions to Group Efforts* and *Managing Feeling*. As skills mature informal meetings, often referred to as committee meetings, provide opportunity for developing "Cooperation and *Critical Thinking*" skills. Youth begin learning to research, make motions and write reports in the process.

The simple and informal meeting styles develop confidence for formal meetings.

Parliamentary Procedure, simply put, is the rules for making sure the members of an organization, like a 4-H club, have time to talk about a topic of interest and arrive at a decision that is the "choice" of the membership.

"Parli Pro" is not as scary when the members, officers and volunteers learn and use the skills.

Skills should be developed over time, gradually increasing the level of information and its practical use. As the age of members increase, so should the "Parli-Pro" skill level.

There are three styles of meetings which could be applied to the 4-H club experience.

**Simple**—no *formal* agenda; open group discussion. This form might take place during a project group meeting.

**Informal**—*flexible* agenda, basic



### Parts of a 4-H Club Meeting

There are six individual parts of a 4-H meeting.

1. Opening Ceremony - 4-H Ritual and Pledge
2. Monthly Business Meeting
3. Educational Program—

which includes Speeches/ Demonstrations Done by Members

4. Recreation
5. Refreshments (optional)

Lets visit each part of the meeting and why it is important to the members and club.



### Parts of the Agenda

1. Call to Order
2. Opening with Pledges and Ritual
3. Roll Call/Sign In
4. Introduction of Guests
5. Minutes and Correspondence
6. Treasurer's Report
7. Reports of Committees
8. Unfinished Business
9. New Business  
*(Unfinished and New business are items requiring a decision. It is **not** a time for committee work or announcements.)*
10. Announcements
11. Adjournment

### Call to Order

The meeting usually is opened by the president who says: *"The meeting will now come to order."* Meetings should begin on time and should close on time.

### Ritual/Pledge

The 4-H ritual should be done at least once a month. On other occasion(s) it can be replaced with

## Opening Ceremonies

the 4-H pledge. The ritual is a excellent reminder of what it means to be a member.

### Thought for the Day

Optional—This is an opportunity to present the group with a thoughtful challenge or inspirational message. The message could tie into the meetings program.

## Keep Business to 17%

The purpose of a business meeting is to take care of tasks (business) important to the club.

To help members, officers and volunteers stay on task the group have an agenda. *Agenda is a Latin word for "Things to be Done."* A 4-H club agenda or "to do list" will list the things the club needs to report on, talk about or make a decision about.

The club officers and leader will prepare the agenda in advance and share it with the club membership before the meeting.

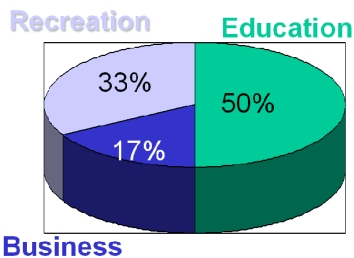
The agenda will have the same headings each month. The business under each heading will change.

## Educational Program—50%

An important part of the "educational program" is club members conducting speeches, demonstrations or illustrated talks related to their 4-H projects. Each 4-H'er should do one speech, demonstration or illustrated talk at a club meeting each year. This is a

time to show what is being learned.

The rest of the time will be introducing/learning a skill, idea, subject and/or life skill. Guests, parents or teen leaders teach the lesson. The most important thing is that you "Learn by Doing."



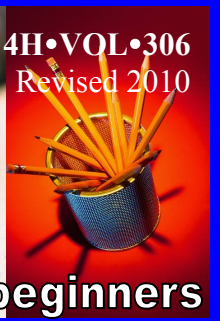
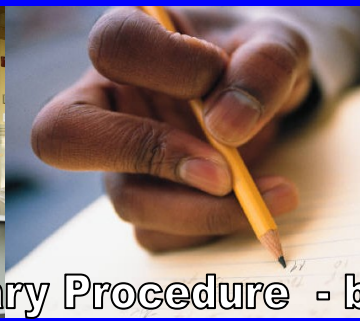
## Recreation—33%



Recreation can include singing and/or games and snacks and should never be skipped. Youth learn many social skills during this time.

Recreation can be used anytime to have fun—before the meeting; during the meeting; while someone is getting ready; to change the tempo; to relieve tensions; or at the close of the meeting.

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### THE 4-H RITUAL

#### Life Skills we learn in a 4-H meeting.

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**Managing Feelings** — expressing one’s feelings appropriately and in proportion to circumstance.

**Critical Thinking**— strategies for analyzing, comparing, reasoning, and reflecting focused on deciding what to believe or do; discovering meaning; building connections with past learning.

## Opening Ceremonies

Nothing more nearly represents the purpose and character of 4-H Club work than the ritual. When correctly given it is beautiful and impressive. Every member should commit it to memory.

The entire club in unison at each club meeting should give the ritual. It is as follows:

*Vice President:* “Stand Please.”

*Members:* [All members rise and stand erect.]

*Vice President:* *What is our 4-H Club motto?*”

*Members:* (In unison): “To make the best better.”

*Vice President:* “We will repeat **the 4-H Club pledge.**”

*Members:* “I pledge

My head to clearer thinking,

My heart to greater loyalty,

My hands to larger service, and

My health to better living, for my club, my community, my country and my world.”

[In repeating the pledge, raise the right hand to side of head when speaking line No. 1, lower right hand over heart when speaking line No.2; extend hands, palms upward, when speaking line No.3; and stand at attention when speaking line No. 4.]

*Vice President:* “We will now give the **Pledge to the Flag.**”

*Members:* “I pledge allegiance to the Flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.” [At attention facing the flag repeat together the pledge of allegiance. The right hand should be placed over the heart while giving the pledge of allegiance. Congress, made this change December 15, 1942, Section 7, Public Law 623.]

*Vice President:* “We will now review the meaning of the club emblem. *What is the national 4-H club emblem?*”





### 4-H Pledge

I pledge  
My **head** to clearer thinking,  
My **heart** to greater loyalty,  
My **hands** to larger service and  
My **health** to better living for my club, my community, my country and my world.

### 4-H Colors Symbolize:

**White** - purity and high ideals

**Green** is nature's most abundant color and is emblematic of springtime, life, youth, and growth

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- Members: "The National 4-H Club emblem is the four leaf clover with the letter "H" on each leaflet running parallel with the mid-rib of the leaflet."
- Vice President: "What do the four H's on the club emblem represent?"
- Members: "They represent the equal training of the head, heart, hands and health of every member."
- Vice President: "For what is the head trained?"
- Members: "To think, to plan, to reason."
- Vice President: "For what is the heart trained?"
- Members: "To be kind, to be true, to be sympathetic."
- Vice President: "For what are the hands trained?"
- Members: "To be useful, to be helpful, to be skillful."
- Vice President: "For what is the health trained?"
- Members: "To resist disease, to enjoy life, to make for efficiency."
- Vice President: "In the All-Star Emblem, what does the Fifth H represent?"
- Members: "The Home."
- Vice President: "In what way can we be of help in our home life?"
- Members: "By striving to train for a home life that represents true character, comfort and contentment."
- Vice President: "Be seated, please."

## Understanding the 4-H Pledge

Look at the pledge and it's meaning by examining some key thoughts for each "H."

### My head to clearer thinking

4-H:

- Helps you learn to plan before you take action.
- Lets you learn things you can use as an adult.
- Lets you make decisions.

### My heart to greater loyalty

Through 4-H you:

- Make many friends.
- Learn about trusting and respecting others.
- Learn about people who are different from you.
- Learn about values.

### My hands to larger service

4-H:

- Is learning by doing.
- Is learning to complete tasks.
- Is serving your community.
- Is helping others.

### My health to better living

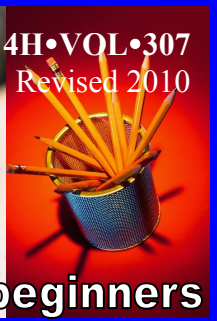
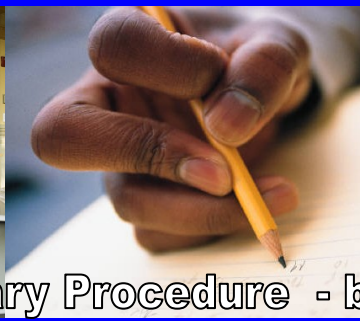
4-H:

- Encourages activities that are fun and healthy.
- Teaches about protecting the environment.
- Promotes wise use of leisure time.

### For my club, my community, my country and my world.

Through 4-H you:

- Learn to be a good citizen.
- Learn about community relationships.
- Learn that you are part of a larger group and that you belong.
- Learn about 4-H across the nation and around the world.



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### MEETING GUIDE

#### Life Skills we learn in a 4-H meeting.

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**Managing Feelings** — expressing one's feelings appropriately and in proportion to circumstance.

**Critical Thinking**— strategies for analyzing, comparing, reasoning, and reflecting focused on deciding what to believe or do; discovering meaning; building connections with past learning.



## Conducting Good Meetings

This is a suggest procedure the officer of your club may use as a guide in conducting club meetings. Variations may be used. **Bold** type indicates suggested statements the officer may make.

The president opens the meeting by rapping the desk with a gavel.

The gavel, the presiding officer's symbol of authority, may be rapped at

opening of meeting, at conclusion of business meeting, at close of recreation period and at adjournment if needed to secure attention or if desired to add dignity or emphasis.

The use of the gavel should never be abused.

## Example of a Club Meeting

**The meeting of the \_\_\_ 4-H Club will come to order. The Vice President will lead us in the 4-H Club Ritual.**

Optional— **\_\_\_ will lead us in the thought for the day.**

**The secretary will call the roll which is to be answered by (a project completed since the last meeting, etc.)** The secretary calls roll and reports number present.

**Do we have any special guests?** Introduce people attending the meeting as a visitor or who will be presenting a program.

**The secretary will read the minutes of the previous meeting.** Secretary reads the minutes.

**Are there any additions or correction to these minutes?** (Pause) **If not, they stand as read.** President signs minutes.

**At this time the we will have a Treasurers report.** A balance of club finances should be reported. Bills requiring payment should be presented and approved. A written report should be provided to the secretary. The treasurer will say **"I move that we reimburse Mrs White for the \$21 spent to purchase supplies for our program at today's meeting."** The president waits for a second or asks for a second, discussion and a vote.

**Are there any communications?** Secretary reads communications/ letters of general interest to the club.

**The officers will now give their reports.** Limit these reports to conferences, meeting or other events that have been held. Do not confuse reports with announcements given just prior to adjournment.

(Continued on page 2)



## Five Points of a Good Meeting

1. Members participate in the meeting.
2. Officers are elected to serve and they insure that a meeting is simple, practical and a good use of time.
3. An agenda is prepared and shared with the membership before the meeting.
4. All members and officers having some knowledge of how to conduct meetings.
5. Everyone is proud to be a 4-H member.

## Tap of the gavel

**One tap**—adjournment, completion of business and members to be seated.

**Two taps**—call the meeting to order.

**Three taps**—all members are to stand in unison.

**Four taps**—restore order to a meeting,

*(Continued from page 1)*

**Committee reports will now be given.** Committee chair or a member of the committee will present the results/recommendations of duties performed and the work completed. Report should be in writing and presented to the secretary for the minutes. The chair will say **“I move the report be accepted as presented.”** This motion does not require a second.

Committee recommendations requiring discussion or a vote of the membership will be handled under New Business.

**Is there unfinished business to come before the club?** Unfinished business may come under the heading of one of the following:

- Business pending at last adjournment (meeting).
- General orders left over from last meeting.
- Special matters postponed as general orders.

If an item appears in the minutes of the previous meeting, the secretary should call it to the attention of the president when s/he calls for unfinished business. If no unfinished business appears in the minutes of the last meeting, the secretary should state this fact.

**Since there is no unfinished (or other) business, we are open for new business.** A 4-H'er addresses chair and is recognized. s/he then states the motion.

**It has been moved and seconded that the \_\_\_ 4-H club spend \$5 per member to purchase a green club T-shirt from the BIG T Printers. Is there discussion?** Discussion follows and when the motion is ready for a vote, the chair again states the motion.

**Those in favor that the \_\_\_ 4-H club spend \$5 per member to purchase a green club T-shirt from the BIG T Printers. Signify by raising your right hand.** After the vote is counted

and recorded, call for vote of those opposed by the same sign. Vote is counted and the president announces the outcome of the voting.

**Is there any more new business to come before the club?** Dispose of all new business.

**Are there any announcements?** Announcements should pertain to tours, meetings, etc., scheduled for future dates. At this point, the leaders, parents, and guest may make any comments/announcements.

**Are there any further announcements?** This is not a time for taking care of business forgotten earlier in the meeting.

**If not, will a member program committee announced the program for our next meeting.** The program is announced.

**A motion for adjournment of the business meeting is in order.** Act on the motion for adjournment.

**The motion carried, the business meeting is adjourned. Will the program chair please introduce the program for today?**

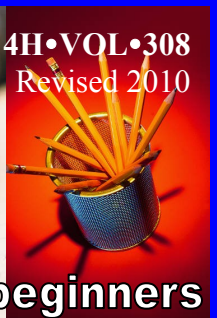
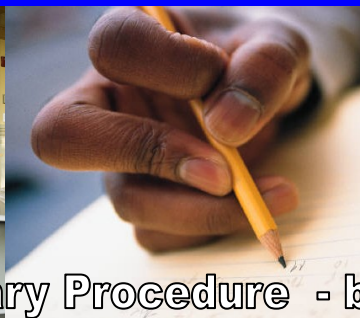
The program chair introduces the program, speeches or activity. Recreation and snacks usually follow the program. The program chair says, **“There will now be a recess for recreation. The recreation leader will take charge.**

The recreation leader explains the first game and divides the group, if necessary, while they are still seated, then moves to the recreation area in an orderly manner. If the game is a contest type, the recreation leader, at the close of the game, should announce the winners. When recreation is completed, the leader announces the close of recreation and the president announces the completion of the meeting.

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### THE MOTION

#### Life Skills we learn in a 4-H meeting.

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4-H YOUTH  
DEVELOPMENT

### Parli Pro is our Friend

membership.

A “motion” can be very frightening when you do not understand its importance or how to use it at a meeting.

It is important that club members, officers and volunteers understand what a “motion” is and how it is to be used to conduct business.

Parliamentary Procedure—two large words that scare a lot of people.

Simply put, it is rules for making sure the members of an organization, like a 4-H club, have time to talk about a topic of interest and arrive at a decision that is the “choice” of the

### What is a Main Motion

There are four kinds of motions. For the “beginner” we will focus on the main motion.

The purpose of a main motion is to introduce items to the membership for their consideration. Too often

people think a topic must be discussed before a motion is made and voted on. INCORRECT.

A motion “allows” the body/club to discuss the item prior to a vote.

### Steps in making a Motion

#### STEP 1—the motion

Raise your hand to be recognized by the President and when recognized say “I move that ...”

It is always recommended to have the motion in writing. Make your motion as short and accurate as possible (what the group is to do, how and when it is to be done and how much time and money is to be spent). Example: *I move that the Clover Corner 4-H club purchase a*

*new 3 foot 4-H Flag from National 4-H Supply for \$27.*

#### STEP 2— second

Another member of the group must raise their hand and say “Second.” If no second the motion fails.

#### STEP 3—discussion

The President opens the floor for discussion. The maker of the motion has the first opportunity to

(Continued on page 2)

## In a Nutshell

To follow parliamentary procedure in making a motion – 1) make the motion and 2) gain a second. The motion allows the body to 3) discuss the item prior to 4) a vote.



**Parli Pro Words:**  
Floor, Body = Membership  
Aye = Yes  
Nay = No

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(Continued from page 1)

explain and persuade people to vote for the motion and answer questions.

If opposed, this is the time to talk about why the motion should not pass as presented.

When discussion stops...President will say "Is there any further discussion" three times. Silence is taken as the club agrees.

## STEP 4—voting

Prior to voting on a motion, the

President will repeat the exact wording of the motion. "If there is no further discussion the motion is that the Clover Corner 4-H club purchase a new 3 foot 4-H Flag from National 4-H Supply for \$27.

All in favor say "aye" (yes). All opposed (please) say "nay" (no)."

"The ayes (or nays) have it. The motion is carried (or is defeated)."

Voting can be done by a show of hands, voice, ballot or roll call.

## Practicing the Art of a Motion

Adapted from lesson prepared by Deb Ivey, Iowa County 4-H Youth Development Agent, Wisconsin

### Supplies

Needed: Large bowl, spoon, ingredients for Trail Mix (Variety of cereal, nuts, chocolate candies, fruit, pretzels, etc.), serving utensil (paper cup,

Display the ingredients and talk about the importance of a "motion" to the smooth operation of a meeting. Ingredients will be added to the bowl of Trail Mix as motions are made and handled correctly.

In most cases, there will be one ingredient that is voted down. The facilitator may want to include at least one "questionable" ingredient in the choices to be sure this happens.

Youth must be recognized by the floor and say "I move that we add..." If a youth says, "I motion...." ask them to restate it correctly.

Ask for a second, discuss and vote.

As part of the discussion encourage youth to consider the pro's and con's of the ingredient—beyond the reasoning of "it tastes good," "yuk," etc.

Continue the process until all ingredients have been considered by the body.

Enjoy the fruits of your labor!

### Tips:

Consider food allergies when selecting ingredients.

9-10 year olds—Make a large "I move..." sign for displaying at meetings to help remind members how to state a motion properly.

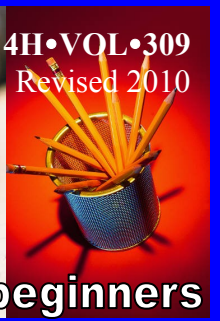
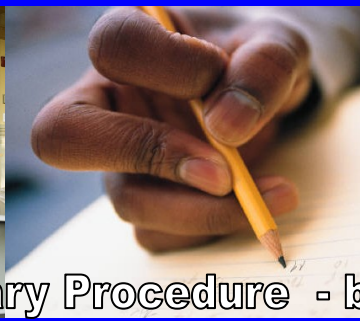
11-13 year olds—Adapt the lesson so members learn how to "write" out a motion before it is presented.

14-19 years—Adapt the lesson so the members begin learning how to amend a motion.

In place of a Trail Mix build a:

- Pizza
- Sub Sandwich
- Ice Cream Sundae
- Veggie Tray
- Fruit Salad





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### ARE YOU READY TO SERVE?

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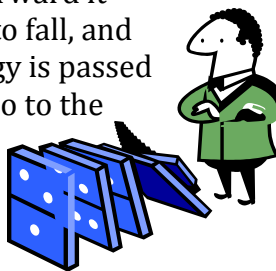
## Leadership is more than being an Officer

Good leaders start by being a “participant” who regularly attends meetings and participates in activities planned by the club.

**No “one” leadership role is more important than another.** All youth leadership experiences are important.

Leadership development starts in the local club early in your 4-H career through opportunities, *other than elected office.*

Think of leadership development like a series of dominos standing on end. When each domino is positioned correctly and one is nudged to fall forward it causes the next to fall, and so on. The energy is passed from one domino to the next. If one domino is out of place the chain of events stops.



Leadership development is based on the idea that a 4-H member gradually gains knowledge and skills through participation. With each new and more challenging experience, the 4-Her determines the level of leadership in which he/she feels most skilled and comfortable.

In time, you will have the basic

skills and knowledge necessary to take on and be successful in an “elected” office if you choose.

There are three stages of leadership development.

#### Stage 1—Awareness

**Awareness** means regularly attending club meetings, participating and volunteering in activities planned by the club and actively following through with at least one 4-H project area. This shows personal responsibility and interested in what the club is doing.

Awareness also means attending activities at the county level and meet 4-H members from other clubs and communities.

As you gain confidence and pride in the club the next step will be volunteering to serve on a club committee.

#### Stage 2—Interaction

**Interaction** can be described as making the decision to serve on the planning committee for an activity because one enjoyed the experience.

A successful leader begins by being a good follower. Some people serve best being a committee member and others as a chairman.

*(Continued on page 2)*



### Stage 3—Mastery

**Mastery** occurs when the individual makes the decisions to serve in a significant leadership role such as committee chair, sub-committee chair, officer or teen leader.

4-H'ers who are ready to serve in an appointed or elected office must possess and demonstrate characteristics and skills that show

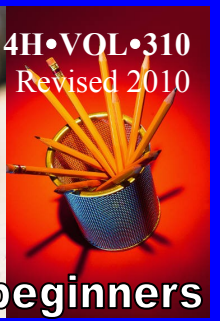
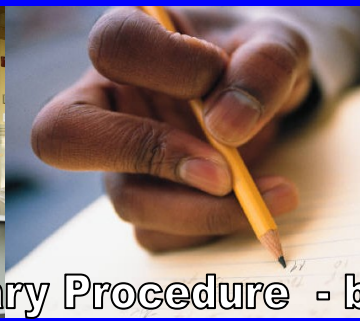
they are qualified to be successful in “serving” the organization.

Mastery is all about service to others or the needs of the greater good. It is no longer about you the individual.

## Are you ready to serve?

Questions 4-H members should ask themselves to determine where they are in their leadership development.

Ask yourself the following questions to determine your stage of leadership development.		Need more experience/ time	Yes	Fully Committed
<b>Stage 1 Awareness</b>	Participated in a variety of club activities, service projects and meetings.			
	Enjoyed participating and want to get more involved in my 4-H club.			
<b>Stage 2 Interaction</b>	Want to take on responsibilities other than being a participant in my club.			
	Committed to actively and responsibly serving on a committee(s) planning activities and service projects in my local club.			
<b>Stage 3 Mastery</b>	Personally understand commitment and responsibility for being a leader – chairman, officer or teen leader.			
	I am a self-starter and can manage my time well.			
	Understand that as a leader, others will rely on me and “I” must make my club/team/committee/office a priority.			
	Committed to actively and responsibly serving in a significant leadership role in the local club.			



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### COMMITTEE WORK

#### Life Skills we learn in a 4-H meeting.

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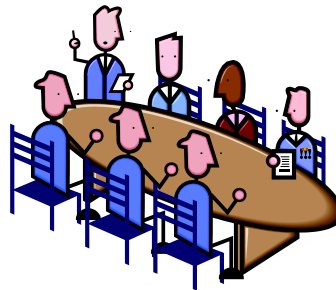
**Contributions to Group Efforts**— to give or supply along with others for a common purpose.

**Managing Feelings** — expressing one's feelings appropriately and in proportion to circumstance.

**Critical Thinking**— strategies for analyzing, comparing, reasoning, and reflecting focused on deciding what to believe or do; discovering meaning; building connections with past learning.

4-H committees are a training ground for developing potential leaders and getting everyone actively involved in a club.

Through these small teams, members practice and even master "quality" leadership skills while giving meaningful service to the club. These skills and experiences in turn make for better



## What is a Committee?

elected leaders.

*A committee is a group of people who have been given a responsibility to consider, investigate, take action on, or report on some matter.*

This "group" of people "share" in the task. No one or two people do all of the work.

By using committees, members have ownership in the decisions of the club.

## Types of Committees

There are several types of committees.

**Standing committees** are long term or have a job that may last for a full year.

Examples:

- Program Committee—speakers, workshops, etc.
- Finance Committee—budget and fundraising
- Recreation Committee—games, activities and snacks
- Membership Committee—recruit, orient and mentor new members
- Publicity Committee—promote

club activities and events in the community

**Special committees** are appointed by the president to study and recommend action in the best interest of the club. These committees are short term. An example might be a committee appointed to plan and prepare for:

- Parent-Volunteer Recognition Day
- Club Picnic
- T-shirt



# Job of the Committee

Good committees equal well-organized business meetings.

The success of a committee depends on the work of each member. The work begins when the president/ chair appoints the committee and tells them of their duties.

Depending on the job and the length of time given for completion, the first committee meeting may be short to discuss the task and make specific assignments to individual committee members. Such assignments might include: gathering facts about the task, exploring different ways to solving a

problem, determining cost or brainstorming/planning with volunteers and club members.

At the second committee meeting, all facts and ideas will be brought together and discussed.

The committee will choose the best possible choice(s) to present to the club. Each choice will have an explanation/present the facts. The report will be in writing and presented to the secretary for the minutes. The committee may even choose to have a motion prepared to begin discussion by the club.



**Effective committees equal efficient business meetings where “minutes” are kept and not lost.**

## Job of the Committee Member

<b>DUTIES</b> Tasks that a committee member must do for the committee to be successful	<b>AUTHORITY</b> Action the 4-H committee member may take without approval by someone else.	<b>REPORTING</b> Actions taken by the 4-H committee member need to be recorded. This column shows who should be informed.
1. Attend committee meetings.	You agreed to be on the committee.	Use agenda and write down your committee assignments. Transfer due dates to a personal calendar.
2. Participate in decision making process.	Give your opinion during the decision making process. Support committee decision.	Committee decisions should be written down for public record. Keep a copy of the minutes.
3. Complete duties assigned by committee chairperson.	Agree to follow through with assigned duty(s). Ask questions and gain skills so the duty can be completed.	Report committee work to committee chairperson and inform other committee members.
4. Help with the actual project or be at the activity.	Be an active and <i>contributing</i> committee member.	Submit copies of all records/agendas/letters/receipts/etc. for future planning efforts and reference.

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## HOW DOES OUR MEETING MEASURE UP?

**Life Skills we learn in a 4-H meeting.**

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### Resources:

- 4H.VOL.301 4-H Club President Planning Guide
- 4H.VOL.302 4-H Secretary's Book
- 4H.VOL.303 OK 4-H Treasurer's Book



## Officer Responsibilities

Officers are elected to serve the club. The team of officers will work with adult volunteers and club members to plan and carry out meetings that are interesting, fun and worthwhile for all members.

As an officer you must:

- Be dependable.
- Plan the program beforehand.
- Start and close the meeting on time.
- Avoid too much talk/discussion. This do not mean limiting important discussion.

Good club meetings do not just happen. They are the result of planning by the officers and club leader(s).

The club must be a priority for the officers, committees and membership. Everyone has responsibility in the success of the club.

Give each question some thought...

- Why do you enjoy some meetings?
- Tolerate others?
- Refuse to attend others?

Keeping the answer(s) in mind, how can your team of officers mirror or avoid these reasons.

Using the table below, see how your club measures up to the questions asked.

As a team, develop a plan to achieve a "yes" to each question.

In our club....		
Yes	No	
		Members are excited and proud to be a 4-H member?
		People feel welcome and included?
		Programs are fun, interesting and involve the members in topics of interest?
		Meeting are planned, agenda is written and followed?
		Meetings are held a time and location good for the membership and their families?
		Officers know their job and follow through without being reminded?
		Business meetings are orderly, involve members and decisions are made?
		Questions are answered and explanations are given?
		Recreation/snacks are part of the monthly meeting?
		Recreation is well planned, organized and fun?

## Parli-Pro 101 Club Assessment



Are the chairs filled and the members charged up about being at the monthly meeting?



### What is Parliamentary Procedure?

It is a set of rules for conducting a meeting that allows everyone to be heard and operates under four basic principles:

- *Justice and courtesy for all.*
- *One thing at a time.*
- *The rule of the majority.*
- *The rights of the minority.*

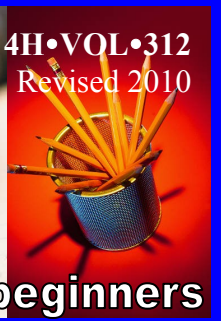
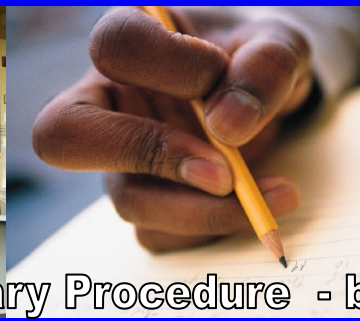
Mississippi State Cooperative Extension, 2010, <http://srpln.msstate.edu/seal/03curriculum/organizing/pp/lesson.htm>

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Excel	Meet standard	Need Improvement	
			New members/families are introduced and welcomed. Thoughts...
			The club uses agenda – members and officers have the agenda prior to the meeting. Thoughts...
			Officers were prepared for the meeting. The meeting started on time and ended when planned. Thoughts...
			Officers are able to conduct business— motions, discussion and reports. Thoughts...
			Officers were respectful of the members. Thoughts...
			Minutes were presented and approved. Thoughts...
			Committees were used to plan and conduct business of the club.. Thoughts...
			Committee reports were presented. Thoughts...
			Members are actively engaged in the business of the club. Thoughts...
			Members were able to make a motion, discuss and call the question. Thoughts...
<b>Total each column below.</b>			<b>USE THE COLUMN TOTALS TO HELP PLAN FOR FUTURE MEETINGS.</b>



4H•VOL•312  
Revised 2010

## 4-H Parliamentary Procedure - beginners



### THE AGENDA

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## Preparing an Agenda

Agenda in Latin means "Things to be Done." This means that the agenda for a committee or business meeting is a well thought out list task that need to be done.

Ask these questions as the agenda is prepared:

1. "What do we want to accomplish at this meeting?" Make "your purpose" a high priority.
2. "Can certain things be done more efficiently by a committee/ sub committee with final approval by the members?"  
Don't waste the group's time by having it act like a committee.
3. How much time needs to be dedicated to this project?

4. Prepare a timeline of the task to be done and when they need to be done. This helps everyone see the big picture and the importance of them doing their part.

How can others be involved?

3. The agenda should break the task down into manageable pieces which others can do. Or in other words...what needs to be done to make things happen.
4. Follow the agenda or the group will have not discussed the important items before the meeting adjourns.

## Carry out the Agenda

- Call the meeting to order at the designated time.
- Insist that members write each motion on a piece of paper and give it to the chair. This will save time in having to reword the motion(s).
- Insist that members follow the rules of debate:
  1. Each member must obtain the floor – rise and be recognized by the chair before beginning to speak. (In groups under 12 and depending how the room is arranged, it may not be necessary for the members to rise, but to raise his/her hand for recognition.)
  2. Members keep discussion to the topic.
  3. Member can speak only twice on each motion unless the members adopt another set of rules.
- As chair, don't let silence drag on, if no one rises to speak, take a vote.
- Don't let members deviate from the agenda or the current discussion



**Agenda in Latin means “Things to be Done.”**



*An agenda always has the date, location and time noted in the heading.*

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*Sample*  
**Committee Agenda**

Purpose—task at hand  
 Timeline of the project  
 Budget  
 Location, Date, Time  
 Program—educational program, games, tour, speaker, etc.  
 Publicity—flyers, news, invitation, correspondence, registration, decorations  
 Food—estimated number of people, menu, paper products

**4-H Club Meeting  
Agenda Outline**

1. Opening ceremony – 4-H Ritual and Pledge
2. Monthly business meeting
3. Educational Program  
Speeches/demonstrations done by members
4. Recreation
5. Refreshments (optional)

**Club Picnic Committee**  
**3/3/15**  
**3:30-4:30 pm**  
**Ms. Jones Office**

**Purpose**—Plan End-of-Year Picnic  
**Timeline:**

1. Committee Assignments March 3
2. T-shirt design and cost by April 1
3. Publicity complete by April 1
4. Decoration list due May 1
5. Menu and grocery list due May 1
6. Games and supply list due May 1

**Budget**—Total \$100  
**Date**—June 12, 2015 at Andrews Park, 6-9 pm  
**Theme**—

1. Theme
2. T-shirt color
3. Cost

**Program**—

1. Games

**Publicity**—

1. flyers,
2. newsletter article
3. invitations,
4. registration deadline
5. decorations

**Food**— \$75

1. estimated number of people
2. menu
3. paper products

**Agenda**  
**4-H Business Meeting**  
**5/6/15**  
**Town Hall**  
**7 pm—9 pm**

- I. Opening Ceremony—Ritual
- II. Roll call/sign in
- III. Introduction of guests
- IV. Minutes & correspondence
- V. Treasurer’s report
- VI. Reports of committees
  - A. Club T-shirt
  - B. Budget
- VII. Unfinished business
  - A. T-shirt Design
  - B.
- VIII. New business
  - A. Approve Budget
  - B.

*(Unfinished and New business are items requiring a vote. It is **not** a time for announcements.)*
- IX. Announcements
  - A. Camp Registration due 5/25
  - B.
- X. Adjournment for program

**Program or Education**

- Talks & demonstrations by members
- Judging activity or lesson on a 4-H project(s)
- Opportunities to learn by doing
- Guest speakers, videos, etc.
- Special tours or group activities

**Recreation & Refreshments**

- Games, skits, plays, parties, songs, etc..
- Snacks or meal