



Oklahoma 4-H Youth Development

Teen Action and Growth

Developing 4-H Teen Leaders for our club, community, country and world

Parliamentary Procedure in a Nutshell

ORDER OF BUSINESS

- 1) Call to Order
- 2) Secretary reads minutes
- 3) Report of committees
- 4) Unfinished Business
- 5) New Business
- 6) Announcements
- 7) Adjourn Meetings

MAIN MOTIONS

- a. Member is recognized by Chair
- b. Member makes or proposes a motion "I move that.."
- c. Another member seconds the motion
- d. Chair states the motion to the assembly
- e. The Chair calls for discussion of the motion
- f. Members discuss the motion pro and con, may move to amend
- g. The Chair takes a vote on the original motion or the motion as amended
- h. The Chair announces the result

AMENDMENTS

- a. A member moves to amend the motion
- b. Another member seconds the motion to amend
- c. The Chair states the amendments to the motion
- d. The Chair calls for discussion of the amendment
- e. Members discuss the amendment to the motion
- f. The Chair states the amendment and the result of the vote
- g. Return to main motion

RESPONSIBILITIES OF THE COMMITTEE CHAIR OR PRESIDENT

- 1) Arrange for meeting date, time and location.
- 2) Confer with adult advisor, leader and/or executive committee in preparing the agenda/order of business.
- 3) Provide and follow agenda as you facilitate the meeting. Start and end the meeting on time. Do not dominate the meeting but facilitate the meeting.
- 4) Delegate responsibilities to committee/club members. Maintain interest among membership.

Set a good example of sportsmanship, leadership, citizenship and cooperation.

- 5) Keep an accurate written record of committee action in cooperation with secretary/recorder.
- 6) Serve as a link between committee, officers, leaders and club.
- 7) Counsel and inform with adult volunteers/advisor.
- 8) Present committee recommendations to the local club for action.

RULES FOR HANDLING A MOTION

1. Order of Precedence of Motions

Precedence means, the order in which motions may be proposed, considered, and disposed of. The order in which the most frequently used motions may be proposed is given in the following table:

- a) Privileged Motions
 - 1) – Adjourn
 - 2) – Recess
 - 3) – Question of Privilege
- b) Subsidiary Motions
 - 1) Postpone Temporarily (Lay on the Table)
 - 2) Vote Immediately (Previous Question)
 - 3) Limit Debate
 - 4) Postpone Definitely
 - 5) Refer to a Committee
 - 6) Amend
 - 7) Postpone Indefinitely
- c) Main Motions
 - 1) Main Motions and Specific Main Motions
- d) Incidental Motions

The basic rule is that when a motion is pending, any motion of higher precedence may be proposed but no motion of lower precedence may be. For example, if a main motion is pending, a subsidiary or privileged may be made.

Incidental motions have no order of precedence among themselves. As a group they rank between privileged and subsidiary motions. Since they arise incidentally and are disposed of as raised, they present no precedence problems.