



4H•VOL•308
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4-H Parliamentary Procedure - beginners



THE MOTION

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.



OSU EXTENSION
4-H YOUTH DEVELOPMENT

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

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

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*

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.

What is a Main Motion

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

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

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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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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