



## 4-H Parliamentary Procedures

### Procedures

Parliamentary procedures are the rules that clubs use in conducting their business. These rules provide courtesy and justice for each member. They bring order to the meeting and help the club make decisions. Fundamental principles of parliamentary procedures are:

- All members have equal rights, privileges, and obligations.
- The majority vote decides.
- The rights of the minority must be protected.
- Full and free discussion of every motion is an established right of members.
- Every member has the right to understand the motion before the group and what its effect might be.
- All meetings must be characterized by fairness and good faith.

### How to Bring up Business

Before a member can bring any business before the club, it is necessary to “obtain the floor.” To do this, the member may raise his/her hand or stand and wait to be recognized by the President.

The President then recognizes the member and the member states the business. To maintain order, the president recognizes only one member at a time.

### Parliamentary Rule

*Only ONE member speaks at a time, after being recognized by the President.*

### How to Pass a Motion

1. To make a motion, a member must first “obtain the floor.” Then states the motion:

*“I move that....”*

2. A motion cannot be discussed or voted upon unless it has been seconded by another member. It is not necessary to “obtain the floor” to second a motion. To second a motion the member states:

*“I second the motion.”*

If a motion is not seconded, it is declared lost without a vote by the President.

3. The President repeats the motion and asks if there is any discussion. Discussion is an orderly series of members or leaders speaking, ONE AT A TIME.

Discussion is important at the club meeting to involve all members in making club decisions. When the President asks if there is any discussion after a motion is made and seconded, members can respond by:

- Asking questions so they understand the motion.
- Sharing information.
- Giving reasons why they think the motion is good or should be changed.

After a reasonable length of time for discussion, or three calls for further discussion, the President calls for the vote.

To do this, the President repeats the motion. If the President cannot remember the exact wording of the motion, the President asks the Secretary to read the motion.

Then the President asks:

*"All in favor to say 'aye'".*

*"All opposed the same sign."*

The President then indicates whether the motion has been passed or defeated by saying:

*"motion carries" or "motion fails"*

If the vote is close, ballots and hand votes can also be used.

1. Member is recognized by the President and says:

*"I move that the meeting be adjourned."*

2. Another member says:

*"I second the motion."*

3. The President says:

*"A motion has been made and seconded to adjourn the meeting. All in favor, say yes."*

### **Parliamentary Rule**

*There can only be one motion before the group at a time.*

### **Amending a Motion**

To change a motion, one can use an amendment. This is done by adding:

*"I move to amend the main motion by adding.....to the motion."*

or one can say:

*"I move to amend the main motion by striking out.....from the motion."*

When an item of business needs to be delayed (due to lack of information) the motion may be "laid on the table". This is done simply by saying,

*"I move to lay the motion on the table."*

### **How to End the Meeting**

When the business meeting agenda is complete and the President hears of no further business, the President calls for a motion to adjourn.