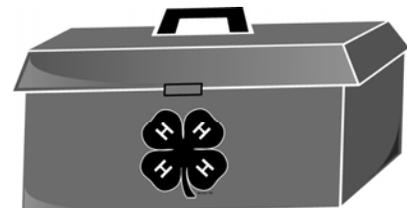


5

Parliamentary Procedure Lesson Plan





Learning Objectives

1. State the purposes of following parliamentary procedure.
2. Recognize the five basic principles of parliamentary procedure.
3. Identify steps involved with presenting a motion.
4. Recognize various methods of voting.
5. Differentiate among five types of motions.



Supplies & Resources Needed

- Lesson plan with instructional objectives
- Notes pages of PowerPoint presentation with talking points
- LCD projector and laptop with PowerPoint presentation loaded
- Copies of PowerPoint slides printed as a three-slides/page handout for each participant
- Copies of "Parliamentary Procedure" quiz for each participant
- Pencils or pens for volunteers to take notes and complete the quiz
- Copies of "Parliamentary Procedure" fact sheet



References

Adams, James P. (2005). *A Guide to Parliamentary Practice for Your Club*. Kansas State University.

Ohio 4-H Clubs Advisors Handbook. *Parliamentary Procedure for 4-H Club Use*. Retrieved November 20, 2007, from <http://advisorshandbook.ohio4h.org/clubmanagement/meetings.html>.

The Pennsylvania State 4-H Council. *Parliamentary Procedure Manual*. Retrieved November 20, 2007, from <http://downloads.cas.psu.edu/4H/Council/CouncilParliProManual.pdf>.

Texas 4-H Management Guide System. (2005) *Putting It in Drive*. Retrieved November 20, 2007, from <http://texas4-h.tamu.edu/mgtguide/MemUnits/MU-6.htm>.

Van Winkle, R., Martin, D., and Derby, A. (2006). *Gaveling Your Way to Better Meetings*. Oregon State University. Retrieved November 20, 2007, from <http://tarrant.tamu.edu/youth/Parlpropow.ppt>.

Projected Length

25-35 minutes, depending upon the length of time allowed for discussion questions.

Instructor Notes

- If you will be using the PowerPoint presentation to share this lesson with the volunteers, set up the laptop and LCD projector prior to the start of the program and test the equipment to be sure it is working properly.
- Welcome the group and thank them for their participation.
- Begin "Parliamentary Procedure" PowerPoint presentation.
- Utilize the talking points found on the notes pages of the PowerPoint presentation to guide you during the presentation.



- Review the purpose and objectives for this lesson plan.
- Provide a brief introduction of the lesson, including its importance to the 4-H Youth Development Program.
- Proceed with the lecture portion of the lesson.
- Distribute "Parliamentary Procedure" fact sheet to each participant.
- Conclude the lesson with a time for questions from the participants.

Methods/Content



Information found on Slides #1-2.

Introduction



Parliamentary procedure can be intimidating to some people, either because they lack basic knowledge or they simply lack experience using it. This session is designed to illustrate the importance of parliamentary procedure in the 4-H program.

In this session we will focus on these objectives.

1. State the purposes of following parliamentary procedure.
2. Recognize the five basic principles of parliamentary procedure.
3. Identify steps involved with presenting a motion.
4. Recognize various methods of voting.
5. Differentiate among five types of motions.

Objective 1

State the purposes of following parliamentary procedure.



Information found on Slides #3-9.



Parliamentary procedure provides an orderly way in which business can be brought before a group. It ensures that the minority is heard and that the majority prevails. Leaders who use parliamentary procedure can ensure meetings are run effectively.

The following bullet points were created by VanWinkle, Martin, and Davis, 4-H Educators from the Oregon State University Extension Service, in a presentation entitled, "Gaveling Your Way to Better Meetings."

Why Do Groups Use Parliamentary Procedure?

- To give everyone a chance to be heard
- To allow members to participate in an orderly group
- To establish and maintain order in a meeting
- To prevent confusion when discussing club business
- To keep things moving



Objective 2

Recognize the five basic principles of parliamentary procedure.



Information found on Slides #10-15.

Five Basic Principles of Parliamentary Procedure

- Discuss one subject at a time.
- Allow full and free discussion of each idea presented.
- Treat all members with justice and courtesy.
- Carry out the rule of the majority, and respect the rights of the minority.
- Bring together the wishes of all group members to form a cooperating, united club.

Objective 3

Identify steps involved with presenting a motion.



Information found on Slides #16-33.

Motion

- A motion is a formal way to bring an idea, proposal, or plan of action before a group.
- A motion is part of an orderly way to conduct business using parliamentary procedure.
- A motion calls for discussion and action by the group.



A motion is a basic part of parliamentary procedure. A motion allows the group to discuss and take action on an idea. The steps for handling a motion are: a motion is made; if it receives a second, it is discussed; it may be amended; and it is voted on by the membership. The following slides from the VanWinkle, Martin, and Davis presentation summarize the various steps to follow when making and handling motions.

Steps to Make and Handle a Motion

- A member who wants the club to do something makes a motion.
- The member must first address the president.
- The member is then called on, or recognized, by the president.
- The member then makes the motion (by saying, "I move..."). Saying "I move to make a motion that..." or "I make a motion that..." are common statements, but are incorrect.
- The motion is seconded by another member (this indicates someone else feels the motion warrants discussion).
- After the motion is seconded, the president restates the motion and asks for discussion. A motion cannot be discussed until it is seconded.
- Discussion is held on the motion so that all members may have a voice on the topic.
- After discussion, the president repeats the motion and asks, "Are you ready for the question?", which means, "Are you ready to vote?"
- A vote is taken, asking first for those in favor of the motion, and then for those who are opposed to the motion.
- The president asks all those who are in favor of the motion to say "Aye!" The president then asks all who are opposed to say "No!" (The president should not ask those who are opposed to "respond with the same sign.")



- If more are in favor of the motion than are opposed, the president declares that the motion has passed (or is approved). If more are in opposition to the motion than are in favor of it, the president declares that the motion has failed (or is lost).
- Before any other business can come before the group, the motion made and seconded must be voted upon, withdrawn, amended, or tabled.
- To amend a motion, the procedure is the same as for the main motion: an amendment needs to be recognized; the amendment needs a second; there needs to be discussion on the amendment; and then a vote on the amendment is taken. Discuss and then vote on the main motion as amended.
- To withdraw a motion, both the person who made the motion and the person who seconded the motion must agree to withdraw it.
- To table a motion, if more information is needed or there is not enough time to discuss and vote on a motion, it may be tabled. A member moves to table the motion, another member seconds the motion, and a vote is taken. No discussion is taken, but tabling a motion does require a majority vote to pass.



Additional information related to Parliamentary Procedures and handling motions is available in the reference, "Why There Is Parliamentary Procedure," from the Ohio 4-H Clubs Advisors Handbook, available on the The Ohio State University Extension Web site: <http://advisorshandbook.ohio4h.org/>

Objective 4

Recognize various methods of voting.



Information found on Slides #34-38.



In the next slides, four methods are described to vote on motions or other business conducted in a meeting.

Voice Vote

- The chair asks those in favor to say, "Aye" or "Yes." Those who are opposed are asked to say, "Nay" or "No."
- The president should not ask those who are opposed to "respond with the same sign."

Show of Hands

- This method is recommended for small groups.
- Chair asks members who are in favor to raise their right hands. After the count is taken, those who are opposed are then asked to raise their right hands.

Rising to Vote

- This method should be used to verify a voice vote and on motions requiring a 2/3 majority vote.
- Chair asks those in favor of the motion to rise. After counting, these members are asked to sit. The chair then asks those opposed to rise.

Ballot Vote

- This method involves writing a vote on a slip of paper.
- This is a good way to vote for officers, or to vote upon controversial motions.
- The chair should appoint individuals to distribute, collect, and tally the ballots.



In all of the methods of voting, the chair should always say what happened as result of the vote.



Objective 5

Differentiate among five types of motions.



Information found on Slides #39-44.



The following slides offer a brief synopsis of the five types of motions. Additional information on each of the types of motions is available from the Ohio 4-H Clubs Advisors Handbook, available on the The Ohio State University Extension Web site: <http://advisorshandbook.ohio4h.org/>

Privileged Motions:

- These motions do not relate to the pending question.
- However, they involve matters of such urgency or importance that, without debate, they will interrupt the consideration of anything else.

Incidental Motions:

- These motions deal with questions of procedure and arise out of another pending motion or item of business.
- With the exception of the motion to appeal from the ruling of the chair, they're not debatable.

Subsidiary Motions:

- These motions assist the group in treating or disposing of a main motion.
- They can hasten action upon, delay action upon, or modify the main motion.

Main Motions:

- These motions bring business before the group.
- These allow formal discussion upon an item of business before the group makes an informed decision.

Unclassified Motions:

- These enable certain items to be reconsidered.
- In general, they are brought up when no business is pending.

Conclusion and Quiz



Information found on Slides #45-48.



What questions do you have about the "Parliamentary Procedure" lesson?

Briefly review the lesson. Then, distribute the "Parliamentary Procedure" quiz questions. Allow volunteers time to answer the questions. Provide the correct answers from the key provided in the packet. You may choose to collect the quizzes or allow the volunteers to keep them as a review of the lesson.

Distribute the "Parliamentary Procedure" fact sheet for further reference.



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“Parliamentary Procedure” Quiz

Answer **True** or **False** to each of the following statements.

1. _____ When a member wishes to bring a matter before the group, he or she must be recognized by the chair.
2. _____ The member has the floor as soon as he or she has spoken to the chair.
3. _____ A voice vote is recommended on motions requiring a 2/3 majority vote.
4. _____ One can introduce business by saying “I move to make a motion that...” or “I make a motion that...”
5. _____ A main motion and an amendment need to be seconded.
6. _____ A ballot vote is recommended when voting for officers.
7. _____ A motion can be withdrawn by any person at any time.
8. _____ A privileged motion involves business that relates to the pending question.
9. _____ Main motions allow the group to formally consider business.
10. _____ Tabling a motion may occur if there is not enough information available to vote on the motion.



- KEY -

“Parliamentary Procedure” Quiz

1. **When a member wishes to bring a matter before the group, he or she must be recognized by the chair.**
 TRUE The chair must recognize the member, either by calling the member's name or nodding, before the member can make a motion.

2. **The member has the floor as soon as he or she has spoken to the chair.**
 FALSE The member does not have the floor until the chair has recognized him or her.

3. **A voice vote is recommended on motions requiring a 2/3 majority vote.**
 FALSE Rising to vote is recommend in this case so that more accurate counting of the votes can occur.

4. **One can introduce business by saying “I move to make a motion that...” or “I make a motion that...”**
 FALSE One only needs to say “I move,” “I move that,” “I move to,” or “I move the adoption of the following.” To say “I move to make a motion,” “I make a motion,” or “I move you,” are common, but incorrect.

5. **A main motion and an amendment need to be seconded.**
 TRUE A second is necessary to indicate that more than one person is in favor of the main motion and an amendment. However, the questions of privilege, points of order, objections, calls for division, and points of information do not need seconds.

6. **A ballot vote is recommended when voting for officers.**
 TRUE Ballot votes are recommended during officer elections and when voting upon controversial motions.

7. **A motion can be withdrawn by any person at any time.**
 FALSE Both the person who made the motion and the person who seconded the motion must agree that it be withdrawn.

8. **A privileged motion involves business that relates to the pending question.**
 FALSE A privileged motion does not relate to the pending question; it involves matters of great urgency or importance.

9. **Main motions allow the group to formally consider business.**
 TRUE Main motions are formal methods for bringing business before the group.

10. **Tabling a motion may occur if there is not enough information available to vote on the motion.**
 TRUE Tabling a motion to obtain more information is acceptable as is tabling a motion if there is not enough time to discuss a motion.

