Working with Club Officers and Parliamentary Procedure

Karen E. Henry
Extension Faculty/ 4-H Youth Development
University of Florida IFAS Osceola County Extension
Introduction

- What are the roles and responsibilities of the officers?
- What are parts of a 4-H meeting?
- What is the order of a business meeting?
- Parliamentary Procedure Guidelines
- Sample meeting
Overview

• Officers must work together to complete the puzzle
- Plan business meeting
- Check on the arrangements for the meeting
- Preside over all meetings
- Encourage opportunities for all members to be heard
- Check on committee progress
- Work with all other officers on team
- Cast deciding vote in the event of a tie
• Serve as Osceola County representative to District and State councils
• Serve as member of the Osceola County 4-H Advisory Council, representing the youth voice
Vice President

- Take president’s place when president is unavailable
- Serve as chairperson of the program committee
  - Have a program at each meeting
  - Ensure that program is interactive and FUN
- Work closely with president, Council Advisor/Leader and others on council/club activities
- Know parliamentary procedure
• Serve as Osceola County representative to District and State councils
• Serve as member of the Osceola County 4-H Advisory Council, representing the youth voice
• Represent your club at county council meetings
• Council Delegate in County Council will represent Osceola County at District Council meetings
• Share information between club and county levels and county and club levels or county and district levels and district and county levels
• Maintain the records of the council/club
  – Roll call and meeting attendance of members
  – Minutes for each meeting**
  – Committee membership and reports
• Stand and read minutes from previous meeting
• Remind president of unfinished business
• Remind officers and members of meetings
• Minutes should contain:
  – Name of council or club and place and time of meeting
  – Name of presiding officer, roll call, approval of secretary’s minutes and treasury balance
  – Summary of all reports given
  – Business of meeting: motions, result of vote, whether motion passed or failed
  – Signature and title of person taking minutes
• Keep accurate record of all money received and paid
• Maintain a 4-H Treasurer’s Manuel
• Give report of money received, bills paid and fund balance to President and council/club members at each meeting
• Spread the good news of 4-H and your council/club
• Write 4-H reports about 4-H and mail/take to local newspaper
• Collect clippings of news about 4-H
• Contribute to the Osceola County Clover Chronicle
• Arrange for a thought for the day at each meeting
• Assist with the set-up and take-down of the meeting room
• Take photographs at 4-H events and activities
• Compile 4-H memorabilia for the 4-H year in a scrapbook
• Create a slide show for the end of the year 4-H awards ceremony
• Be knowledgeable about parliamentary procedure
• Use *Robert’s Rules of Order* as a reference
• Assist council/club officers and members with proper parliamentary procedure
• Select an appropriate type or form of recreation in advance of meeting
• Plan and direct recreation activities at each meeting
• Select a variety of games/recreation, icebreakers, mixers, quiet and active games, relays, skits, etc.
Parts of a 4-H meeting

• Business
  – Order of business is followed

• Program
  – Coordinated by Vice President with Program Committee
  – Combination of talks, demonstrations, slide presentations, movies, musical presentations, guest speakers, skits

• Recreation
  – Social part of meeting
  – Good activities offer something for all, not just a few
Parts of a 4-H meeting

• Time frame for parts of a 4-H meeting (total = 90 minutes):
  – Business: 15 minutes
  – Program: 30-45 minutes
  – Recreation/Social time: 30 minutes
Order of business

• Call to order (two taps of gavel)
• Pledge of Allegiance and 4-H Pledge
• Song and/or Thought for the day
• Roll Call
• Recreation
• Reading and approval of minutes (Secretary’s Report)
• Treasurer’s Report
• Committee Reports
Order of business (continued)

• Unfinished (Old) Business
• New Business
• Program
  – Educational presentation
  – Talk
  – Demonstration
  – Skit
  – Guest Speaker
• Announcements
• Adjournment
Program

• Should be interesting and FUN to members
• Provides education
• Can take a variety of forms:
  – Talks
  – Demonstrations
  – Slide presentations
  – Guest speakers
  – Field trips
  – 4-H project related activities
Recreation

- Social part of the 4-H meeting
- Should allow for all members to get involved, not just a few
- Fun, interactive and engaging
- Members interests should be considered when planning recreation activities
What is Parliamentary Procedure?

• Set of rules that allows people to work together effectively in meetings
• Parliamentary procedure helps meetings run with efficiency and speed
• Makes sure that only one subject demands the attention of the meeting at one time
What is Parliamentary Procedure?

• Helps to safeguard the rights of each individual
• Ensures both the majority and minority will be heard and respected
• *Roberts Rules of Order* is the main authority on parliamentary procedure
Parliamentary Procedure

- **Main motion**
  - Purpose of main motion is to introduce new business for consideration
  - Used when someone wants an idea considered, an action taken or a rule or policy adopted (youth want something to be done)
  - Only one main motion may be considered at a time
  - Anyone can make a main motion, except for the chair
Parliamentary Procedure

• Main motion
  – Step 1: Begin by standing and addressing the chair saying: “Madame/Mister President” (remain standing)
  – Step 2: The chair will then recognize you by saying your name
  – Step 3: Member then is able to propose a main motion: “I move...” and sit down
  – Step 4: Another member seconds the motion: “I second the motion.” (seated and does not have to be recognized by the chair.)
Parliamentary Procedure

• Main motion
  – *Step 5*: The chair then states the main motion to the assembly
  – *Step 6*: Debate and discussion follows
    • Members obtain the floor by standing, facing the chair, saying “Madame/Mister President,” and waiting to be recognized
    • Members stand while they are debating and sit when finished
    • Sitting indicates that the floor has been yielded
    • All remarks should be addressed to and through the chair
    • To end debate, a member must be addressed, recognized and then state “I move the previous question.” It must be seconded and adopted by a 2/3 vote
Parliamentary Procedure

• Main motion
  – *Step 7*: The chair takes a voice vote on the main motion
  – *Step 8*: The chair announces the results of the vote on the main motion and the effect of the action
    • If some disagrees with the vote, they may call for a “division.”
    • A “division” does not need a second, nor does the member have to be recognized
    • The chairperson should ask for a counted or hand vote.
Parliamentary Procedure

• Amendments
  – Must be seconded, they are debatable, can be amended and require a majority vote
  – Motions can be amended by three ways:
    • Add words
    • Take out words
    • Substitute words
Parliamentary Procedure

• Amendments
  – “I move to amend the main motion by adding the word Lakefront in front of the word Park”
  – “I move to amend the main motion by taking out the words picnic shelter”
  – “I move to amend the main motion by substituting the words ‘at the park’ with ‘in the Extension meeting rooms’.”
Parliamentary Procedure

• Refer to Committee
  – A committee must report by the next two meetings or the motion dies and the secretary deletes it.
  – In your motion you should state:
    • How many are in the committee (usually an odd number to avoid ties)
    • Who appoints the committee
    • What power to give the committee (including what to report back)
Parliamentary Procedure

• Point of Order
  – When a member, including the President does something that is against proper parliamentary procedure and the president does not correct it, members may call a “point of order”
Parliamentary Procedure

• Point of Order
  – Stand up and say “I rise to a point of order.”
  – The President should then say, “State your point.”
  – The member will then state his/her point. For example, “the member to my right was not properly recognized before speaking.”
  – The President will then say, “your point is well taken” or “your point is not well taken.”
  – If the president says “your point is not well taken,” but you feel as if you are right, then you should appeal the decision of the chair.
Parliamentary Procedure

• **Nominating for Office**
  
  – Stand and be recognized
  – “I would place in nomination for the office of (name of office), (name of person).”
  – The member will be seated,
  – No second is needed.
  – The president will ask for a 2/3 vote.
  – The president will ask for other nominations for office.
  – Someone should make a motion to cease nominations (requires a second and no discussion).
Parliamentary Procedure

• Nominating for Office
  – Once the nominations are closed, you may proceed in one of two ways:
    • If there is not competition for any of the officers, a member may rise, address the chair and after being recognized say, “I move that the slate of officers be elected by acclamation.”
    • If there is competition, speeches by the nominees for each office should be given and a ballot vote taken.
Parliamentary Procedure

• Miscellaneous Information
  – There can only be one MAIN motion on the floor at one time.
  – A member cannot talk against his or her own motion.
  – A member CAN vote against his or her own motion.
  – A vote that ends in a tie, fails.
  – Only members can vote (not parents, guests or visitors).
Parliamentary Procedure

• **Miscellaneous Information**
  
  – The chairperson should ask for a standing vote when:
    
    • A 2/3’s vote is needed (to suspend the rules, close nominations and rescind a motion).
    
    • Some has called for a division.
Sample 4-H meeting

Role play through a sample meeting
References


