

Parliamentary Procedure Record for the 4-H Officer

THIS RECORD COVERS _____, _____ to _____, _____

NAME: _____

NAME OF 4-H CLUB: _____

AGE: (as of September 1, this year): _____ GRADE IN SCHOOL: _____

OF YEARS IN 4-H: _____

What are the duties of a parliamentarian?

As the Parliamentarian of a 4-H club or council, the duties are as follows:

1. Be knowledgeable about parliamentary procedure and its application in a meeting
2. Carry a copy of Robert's Rules of Order to meetings for reference purposes.
3. Make final decisions on any discrepancy in the parliamentary procedure of the meeting.

This Record Book is designed to help you explore parliamentary procedure, as it is used in the 4-H club setting and to help you understand your duties as a 4-H officer.

Overview

A Parliamentarian is one who, by experience and knowledge, is equipped to give correct and accurate advice on matters of parliamentary procedure. The President, with the approval of the executive committee, usually appoints him but it is sometimes an elected position. Their first duty is to advise the President. A wise Parliamentarian will use discretion and restraint in giving advice. *The rule is to give advice only when sought.*

The Parliamentarian should go over the agenda with the President several days in advance of the meeting and help them to be prepared for anything and everything that may arise.

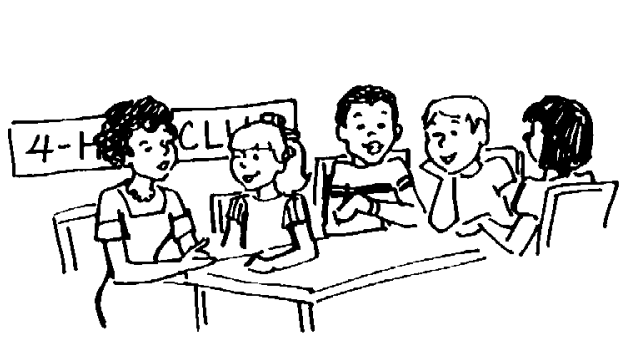
A place to the right of the President should be reserved for the Parliamentarian when seating arrangements for the platform are made, so that brief whispered words of advice will not interrupt the proceedings or give offense.

The position of Parliamentarian is a professional one and should not be considered in the same category as the chair of a committee. A chair may learn the work of a committee as the work develops. A Parliamentarian is appointed because they already have the experience and knowledge that qualifies them for this highly specialized work.

Part 1. Parliamentary procedure, a.k.a. “parli-pro,” is just like the rules of a football game, except it is the rules of running a business meeting. Parliamentary procedure helps a group to stay focused on a single issue until the members resolve it. This technique helps groups make better, more logical decisions.

According to *The Complete Idiot’s Guide to Robert’s Rules*, the following are the foundational concepts upon which parliamentary procedure is based:

- **One thing at a time.** Only one main motion is allowed on the floor at a time, but there is a system to put that motion aside if something more urgent comes up.
- **One person, too.** Only one person may speak at a time.
- **And only one time per meeting.** The same motion, or practically the same motion, cannot be made more than once per session (the only exception is if a member changes his or her mind.)
- **Enough of us have to be here to decide.** The group determines the minimum number of people (called a quorum) that must be present to make a decision for the whole group.
- **Protected even if absent.** The rights of the members who are absent are protected.
- **Vote requirements are based on members’ rights.** The determination of what kind of vote is needed (such as majority, two thirds, and so one) is based on members’ rights. If an action gives rights to the members, it requires a majority vote to pass. If an action takes away rights from members, it requires a two thirds vote to pass.
- **Silence = consent.** If a member chooses to abstain from voting, that member is giving his or her consent to the decision made by the group.
- **Everybody is equal.** All voting members have equal rights. The majority rules but the minority has the right to be heard and to attempt to change the minds of the majority.



Research

As an officer, you need to be knowledgeable about, obviously, parliamentary procedure. How do you go about learning about what seems to be a new language?

Go to the library or bookstore and locate books on parliamentary procedure or Robert's Rules of Order. List here at least four book titles, what you learned from the book, the author and its year of publication:

Title & What I Learned From This Book	Author (s)	Year
1.		
2.		
3.		
4.		

Part 2.

The Parliamentarian should carry a copy of Robert's Rules of Order to meetings for reference purposes. A copy can be purchased, regularly checked out from the library (but don't lose it, or you buy it!) or abridged versions are available on the Internet.

Surf these worthwhile websites for excerpts of Robert's Rules of Order:

- <http://www.parlipro.org/>
- <http://www.rulesonline.com/>
- <http://www.robertsrules.com/>

Activities

Use the web, books & other resources to answer these questions:

1. List five reasons to use parliamentary procedure at a 4-H club meeting.

- 1.
- 2.
- 3.
- 4.
- 5.

2. Who is Henry Robert? Why are parliamentary procedure and the term "Robert's Rules" often used interchangeably?

3. Define these gavel uses:



3 Taps _____

2 Taps _____

1 Tap _____

1 Sharp Tap _____

Series of Sharp Taps _____

4. How do you refer something to committee? Why do you refer things to committee?

5. There are four kinds of motions. They are classified as main, subsidiary, incidental and privileged. Define them here.

6. Matching. Draw a line connecting the classification of the motion to the motion.

	Raise a Question of Privilege
	To Adjourn
Main (or Principal) Motions	Suspension of the Rules
Subsidiary Motions	Previous Question
Incidental Motions	To Amend
Privileged Motions	Lay on the Table
	To Limit or Extend Debate
	Postpone Indefinitely



Part 3. The Parliamentarian has the important task of making final decisions on any discrepancy in the parliamentary procedure of the club. That's a lot of pressure! Books from the library should be studied and 4-H publications on parliamentary procedure should be reviewed to become comfortable with this task. An officer may even want to organize a training on parliamentary procedure so your club members understand the way the process works.

Activities

- Attend a community meeting that uses parliamentary procedure (i.e. city commissioners meeting, service club, etc.)

Date & Location of Meeting: _____

How was (or wasn't) parliamentary procedure used at the meeting?

What did you learn?

- List all the business meetings you have attended this year (add more pages, if needed):

	Date	Type of Meeting (4-H club, student government, etc)	Number Attendin g Meeting	Your comments of how the parliamentary procedure was used & handled	Level of Meeting (club/county/ district/other)
Example	1/17/05	4-H County Council	23	Members still learning; motions handled well	County

References

Bowman, A. (2002.) *Parliamentary Procedure*. Stokes County Extension Service, Danbury, North Carolina. (Found at <http://www.nc4h.org/forms/ParliamentaryProcedure.pdf>)

Soileau, R. (1985.) *Parliamentary Procedures*. Louisiana Cooperative Extension Service, Baton Rouge, Louisiana.

Sylvester, N. (2004.) *The Complete Idiot's Guide to Robert's Rules*. Alpha Books, Indianapolis, Indiana.

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Extension Programs are open to all regardless of race, color, creed, or national origin. Persons with disabilities needing assistance should contact the office 5 working days prior to programs.

