



Let's Decide



What is Parliamentary Procedure?

Parliamentary Procedure is a basic set of rules for conducting a meeting that allows everyone to be heard. Using parliamentary procedure allows for one idea to be presented at a time and is respectful and fair to the membership. Although the officers have specific roles in the club meeting, EVERY member of the club is responsible for conducting business.

The steps to basic parliamentary procedure are below. Put the steps in order by placing 1, 2, 3, etc. ... in the squares. For example, if you think that "4-H Club Secretary reads the minutes of the last meeting" is the first thing that happens in parliamentary procedure, then write a "1" in the square. Repeat the process until you have all seven steps in the correct order.

4-H Club Secretary reads the minutes of the last meeting.

Motion may or may not be discussed.

4-H Club President calls the meeting to order.

Make a motion to accept the minutes as read.

Motion is seconded.

4-H President adjourns the meeting.

Vote is taken. Motion either passes or fails.

Words to Know

- gavel
- minutes
- motion
- adjourn
- call to order
- roll call
- vote
- second
- parliamentary procedure

Using the Gavel

One tap of the gavel is given when a motion is completed, and when the meeting is adjourned.

Two taps of the gavel are used to call the meeting to order.



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Digging Deeper

- List the three branches of government:

- Which branch of government would use parliamentary procedure for making a group decision the most often?

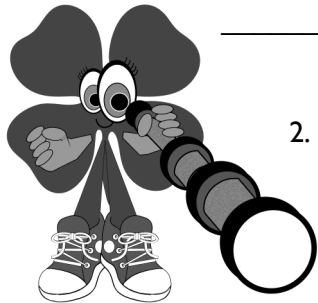
- Who presides over the U.S. House of Representatives?

(You can put the name or the title.)



Career Exploration

- Name a job where you would use parliamentary procedure.



- Name a job where you would have to take notes or keep records.

If you liked this activity page, then you may want to take one of these projects in fifth grade 4-H.

- Communications/Public Speaking
- Leadership/Personal Development

If you have 4-H club officers, write their names here.

President _____

Vice President _____

Secretary _____

Service Leader _____

Recreation or Song Leader _____

Other _____