**Parliamentary Procedure**

Why use Parliamentary Procedure?

Parliamentary Procedure is a way for the club to conduct business in an orderly and efficient manner. It allows all members the chance to participate in the club's discussion. Voting on club actions ensures that the majority opinion rules. (If it's something that more than 1/2 of the group wants to do, the club will do it.) Parliamentary Procedure takes a lot of practice; don't get discouraged if you do not understand it immediately!

What is a Motion?

A motion is a proposal that the group take certain action. It allows for discussion on a certain topic by the entire group. After the motion is made by one person, a second person must also agree to it by "seconding" the motion. Discussion on the motion is led by the President or the Chairperson. When there is no more discussion, the members then vote to accept or reject the motion.

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An example of how a motion should be handled is shown below.

Background: One of the 4‑H Club's members, Johnny Clover, would like to go roller-skating. Johnny has researched the cost of roller-skating, and has found a possible date for a club activity. During New Business, Johnny decides to see if the rest of the club would also like to do this and presents his idea to the President, Susie Green. The following conversation takes place. (Note that each member raises his or her hand and is recognized by the President before speaking):

**President Susie**: Is there any new business to be discussed?

**Johnny**: Madam President?

**Susie**: Yes, Johnny?

**Johnny**: (rising) I would like for our club to go roller-skating.

**Susie**: Would you like to place your idea in the form of a motion for the group to discuss?

**Johnny**: I move that the 4‑H Club go roller skating on Saturday, May 7th at 2:30 p.m. and pay for the skating out of the club treasury.

**Susie**: We have a motion on the floor that the 4‑H Club go roller skating on Saturday, May 7th at 2:30 p.m. and pay for the skating out of the club treasury. Is there a second to this motion?

**Lucy Leaf**: I second the motion.

**Susie**: It has been properly moved and seconded that the 4‑H Club go roller skating on Saturday, May 7th at 2:30 p.m. and pay for the skating out of the club treasury. Is there any discussion regarding this motion?

**Bobby Boilermaker**: This sounds like a lot of fun! I heard that another 4‑H Club did this, and they had a great time!

**Harold Hoosier**: I don't think that I would like to go! Roller-skating is dangerous! The floor is hard, and we might get hurt if we fall. Besides, I have a baseball game that starts at 1:00, and I couldn't go anyway.

**Paula Purdue**: How much would this cost our club, and do we have enough money to pay for it in our treasury?

**Johnny**: Skating costs $2.00 per person plus $1.50 for skates.

**Susie**: Treasurer Tim, how much did you say that we had in our treasury?

**Tim**: Madam President, we have $203.66.

**Paula**: How would we get there?

**Johnny**: I thought that we could organize a car pool and have our parents and leaders help us get there.

**Susie**: Is there any further discussion? (Pause) Seeing none, we shall proceed to vote. The motion on the floor is that the 4‑H Club go roller skating on Saturday, May 7th at 2:30 p.m. and pay for the skating out of the club treasury. All those in favor of this motion say "Aye". Those opposed say "No".

(*If more respond with an Aye then a No...*)

**Susie**: The motion passes. The 4‑H Club will go roller-skating on Saturday, May 7th at 2:30 p.m. and pay for the skating out of the club treasury.

I would like to appoint the following people to serve on a committee to plan this skating party: Johnny, Paula, Lucy, and Bobby, with Johnny the Chairman of the committee. This committee will report back to the club at the next meeting. Is there any additional New Business?

*‑OR‑* (*If more respond with a No than an Aye...*)

**Susie**: The motion fails. The 4‑H Club will not go roller-skating in Monticello on Saturday, May 7th at 2:30 p.m. Is there any additional New Business?

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Now we would like for you to practice handling a motion. During New Business, someone in your group says that she would like the club to take a tour of a dog shelter. What do you do next?

Remember, the basics of handling a motion are:

1. A motion is made and seconded concerning a particular issue.

2. The motion is discussed.

3. After discussion ends, the president restates the motion.

4. The group votes, with the majority ruling.