

Electing Officers

The most common nominating procedures are to either have a nominating committee make recommendations or to have members make nominations from the floor.

Nominations from the floor

President: "Nominations are now open for the office of President."

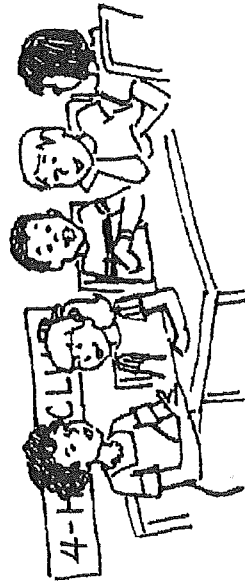
Member 1: "I nominate Yvonne."

President: "Yvonne has been nominated. Are there any other nominations?"

Member 2: "I nominate Kevin."

President: "Kevin has been nominated. Are there any other nominations? (pause) If not, nominations are closed."

Speeches of those nominated may begin. Nominating Committee chair passes out ballots. Members will write either Kevin or Yvonne on their ballot. Nominating Committee collects and counts ballots. President announces winner. Proceed to Vice President candidates.



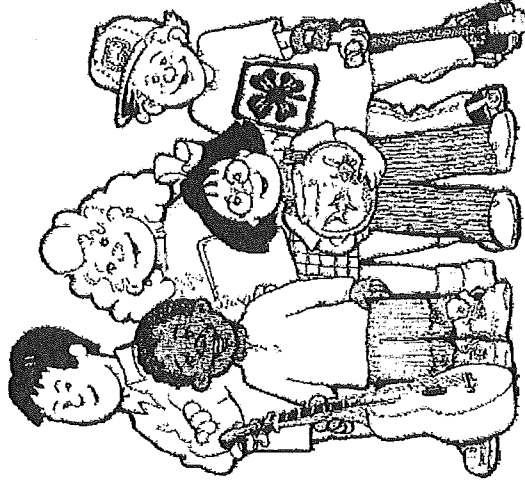
UC Cooperative Extension—Fresno County 4-H Program
1720 South Maple Avenue, Fresno, California 93702
(559) 456-7285

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Basic

Parliamentary

Procedure



Guide to effective

4-H Club Meetings

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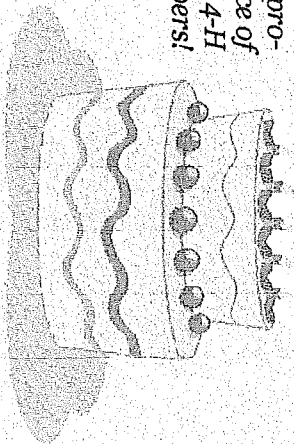
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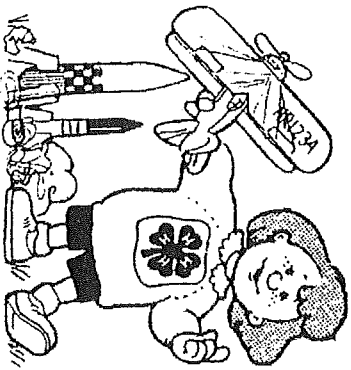
Soon, parliamentary procedure will be a piece of cake for all of your 4-H members!



8. **Adjournment**—The business portion of the meeting should be adjourned before the program. "Is there a motion to adjourn?" Receive motion and second. "It has been properly moved and seconded that the meeting be adjourned. All in favor say 'aye.' All opposed, say 'No.' Meeting adjourned." (Tap the gavel.)

9. **Program**—"We will now ask our Vice President to announce the program." The president allows the Vice President/Chair to take charge.

10. **Group Building**—During this part of the meeting, there can be team building activities, recreation, refreshments, and celebration!



WOW! Parli-Pro is easier than rocket science!

Let's put this to use!

4-H Meeting Order of Business

1. **Call to Order**—(President stands, strikes gavel.)
"This meeting of the _____ 4-H Club
will come to order. Please stand and recite the
Pledge of Allegiance led by _____ and the 4-
H pledge led by _____."
2. **Roll Call**— "The secretary will call the roll of mem-
bers."
3. **Reading of the minutes**— "The secretary will
read the minutes of the last meeting." (Secretary
stands, reads, minutes, and then sits.) A member,
called upon by the president then states, "I move to
accept the minutes as read." A second is needed, and
then a voice vote is taken to approve the minutes as
read.
4. **Treasurer's Report**— "We will now have the
treasurer's report." The president sits, and the treas-
urer stands to deliver the report: money received,
money spent and the present balance. The president
stands and says, "Are there any questions about the
treasurer's report? If not, the report will be filed for
audit."
5. **Other Reports**— The president asks for the follow-
ing reports: Additional Officers' reports, committee
reports
6. **Unfinished Business**— Something discussed, but
not decided upon at a previous meeting.
7. **New Business**— Business not previously discussed.

4-H club meetings can become chaotic, especially when the group is trying to make decisions. Everyone talks at once, trying to sway others to their point of view. **An organized system for discussing topics and making decisions can make the process more orderly, less frustrating, less time consuming, and more enjoyable for everyone!**

What is parliamentary procedure?

Parliamentary procedure (or Parli-Pro) is the formal system most often used by groups to make decisions.

Parliamentary procedure is...

- Effective
- Fair
- Efficient
- Based on the book, Robert's Rules of Order
- FUN!

4-H meetings are often the first setting in which young people are exposed to parliamentary procedure. Only the basics are necessary for 90 percent of the business conducted at 4-H club meetings.

Start with the basics here, then help your club continue to "learn by doing!"

It's All About... MOTIONS!

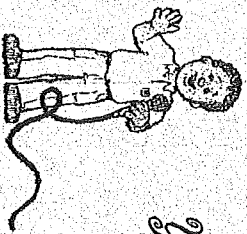
A **main motion** brings new business into the group. Any 4-H member at a meeting has the power to make a motion.

How do I make a motion?

1. Stand to let the President know you would like to make a motion.
2. Wait until the President calls on you and then state...

“I move that...”

(For example, “I move that our 4-H club host an end of the year party on June fifteenth.” It is **NOT** correct to say, “I make a motion to.”)



You've got it now!

What happens next?

After the main motion is made, it must receive a second from the membership. This can simply be done by having a member stand and state...

“I second that motion.”

Discussion comes next. A member of the group must be called upon by the president to speak. The member explains his/her reasons for supporting or opposing the motion to the group.

President: “It has been properly moved and seconded that we host an end of the year party on June fifteenth. Is there any discussion?”

When discussion ends, the President calls for a vote of the members at the meeting.

President: “We will now proceed to vote. All those in favor of the main motion, signify by saying “Aye.” All those opposed say, “Nay.”

If a majority of the members support the motion...

President: “Motion passes”

If the majority are opposed...

President “Motion fails.”

President taps the gavel.