

## 24 Parliamentary Procedure Quick Facts for Your Club

Did you know...

1. a member should always rise to make a motion or to address the group
2. when making a motion, a member should say “I move to...”, not “I make a motion...”
3. a motion should always be approved by a second person who says, “I second the motion”
4. a member does not need to be recognized to second a motion
5. a nomination does not require a second
6. a point of privilege can be asked for in order for the member to: be excused to use the restroom, adjust the room temperature, get a drink of water, etc. The procedure is: stand and gain recognition from the president, state that you would like a point of privilege, if it is granted then leave quietly and return to your seat quietly when finished.
7. there are six official methods of voting. They are: acclamation or voice (“aye” or “no”), show of hands, rising, secret ballot (used mostly for elections), secret roll call ballot (sign names), and roll call vote (members respond when name is called). Any alternative version you may want to use (ex. jump once, spin in a circle, wave hands in the air) are considered versions of a show of hands or rising.
8. the president may vote to *break a tie* and cause the motion to carry, or vote to *make a tie* and cause the motion to fail.
9. to change (amend) a motion, you may move to: add, insert, strike out, or strike out and insert words.
10. when voting on an amended motion, a vote must be taken on the amendment to the amendment (if applicable) before voting on the amendment. If this passes, then a vote must be taken on the amendment before voting on the amended motion. If this passes, a vote can be taken on the amended motion. If the amended amendment fails, the original motion stands.
11. when referring a matter to a committee, four important elements must exist. They are: number of members to be appointed to the committee, method of selection of committee members (volunteers, appointed by president, nominated by president, nominated from floor and elected, or named by the maker of the motion), type of report desired before a decision can be made (information, recommendations, motion for action, or perform a task), and a time at which the report must be presented.
12. nominations for an office may be made in three ways: Nominations from the floor, nominations by petition, or nominations by a nominating committee.
13. the president should give the maker of a motion the first chance to discuss it.
14. members may second a motion, make a nomination, call “question”, or call “division” (recount vote) without rising or being recognized by the president.
15. quorum is the number of members required to be present to transact business legally. The number is usually a majority of the members, unless otherwise specified in the constitution.
16. a club can change a former action by ‘repealing’ the decision. The motion to repeal must be made when the floor is open. It is debatable, amendable, and requires a two-thirds vote.

17. a large club can efficiently discuss a hot-button issue by using informal discussion. A member moves to discuss the problem informally by dividing the assembly into groups of six (five or four). This is seconded and discussed. The president then tells members to quickly turn to their neighbors and discuss the issue. Each group selects a spokesperson and discusses the issue. At the end of a specified time, the discussion is concluded by saying, "I move we rise and report;" this motion is seconded and voted on. Then each spokesperson reports the small group's discussion findings. This helps members of a large club to participate more in meetings.
18. the minutes of a meeting should include:
  - whether it is a regular or special meeting
  - name of the 4-H club
  - date and place of the meeting
  - number in attendance
  - name of the president and secretary or substitutes
  - a statement that the minutes were read
  - whether the minutes from the previous meeting were approved as read or corrected
  - important facts about announcements made
  - all motions, the name of the persons who made them, and whether the motion carried or failed
  - persons appointed to committees and assignments
  - program presented
19. when the treasurer makes a report, his or her report is *received*, meaning that it was heard. This does not give formal approval by the group because a treasurer's report must not be *approved* or *accepted* unless the books have been audited. Following an audit by two or more members, the auditors report the books "are in good order and found correct." The auditors' report is then *approved* or *accepted*.
20. with the approval of the members who made and seconded a motion, it can be withdrawn from the floor without a vote. If a motion does not receive a second, it dies (is no longer considered).
21. if a verbal vote seems close, a member may call out 'division' without standing or being recognized. The president will then ask for a show of hands, standing vote, ballot vote, or roll call vote.
22. the following motions cannot be laid on the table: adjournment, to fix the time at which to adjourn, to lay on the table, questions as to priority of business, to take from the table.
23. if a motion, debate, a second, or other aspect of a business meeting is not correct according to parliamentary procedure, a member may rise to a point of order. If the point of order is found to be correct, the motion, debate, second, etc. is not considered.
24. a motion to adjourn takes precedence over all other parliamentary questions. However, it is out of order in several instances, such as:
  - While another member has the floor.
  - When a privileged motion to fix the time to which adjourn is pending.
  - While a motion to reconsider is being made, to be entered on the minutes for future action.
  - While verifying a vote.
  - While the chairperson is stating a question.
  - After the motion to adjourn has been lost.