

Parliamentary Procedures

What is Parliamentary Procedure?

Parliamentary procedure helps organizations or groups of people make decisions in a way that is organized and fair. Parliamentary procedure is used in groups everywhere—even around the world.

Using Parliamentary Procedure Helps Groups:

- * Make fair decisions
- * Respect every person's opinion
- * Give everyone a chance to speak
- * Allow the majority to rule but protects those who disagree

Running a Meeting:

- * Anyone who wants to speak must ask the "president for permission to speak.
- * Everyone should stand up when speaking.
- * Only one person may be talking at once.
- * You may talk only about the topic at hand.
- * Decisions are made using motions.
- * Motions must be discussed.
- * You must vote on a motion.

Making a Motion:

- * Start your sentence by saying "I move..."
- * Another person must second the motion by saying "I second the motion."
- * The president will ask for the group to talk about the motion.
- * Once everyone has had the chance to speak, the president will ask for a vote.

Practice what you learned:

This activity allows youth to practice parliamentary procedure. Following the activity, students should be familiar with the basic steps of how to make a proper motion.

Supplies:

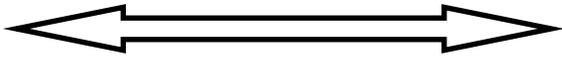
- * Large Bowl
- * Spoon
- * Various trail mix ingredients (cereals, raisins, peanuts, plain M & M's, crackers, pretzels, etc)
- * Serving utensil
- * Napkins
- * Bags, plates or cups for the trail mix



Credits: North Dakota Extension. North Dakota Department of Public Instruction. Purdue Extension—Indiana 4-H. Essential Elements of 4-H Youth Development. Oregon State University Extension, 4-H Youth Development. Original source unknown - presented at a workshop "Gaveling Your Way to Better Meetings - NAE4HA Annual Conference, Seattle, WA.

Steps:

1. Display the ingredients available (include one unfavorable ingredient that likely is to be voted down).
2. Explain the importance of parliamentary procedure and how it helps a meeting run smoothly.
3. Explain that they will be making a trail mix using parliamentary procedure.
4. Demonstrate how one makes a proper motion.
5. Select a “teaching leader” (before the activity) to act as the chairperson or president.
6. Conduct the activity: Your audience must add ingredients to the trail mix by using motions:
 - A. Club member 1: “I move that we add M&M’s.”
 - B. Club member 2: “I second the motion.”
 - C. Require at least 3 members to ask for permission to speak and discuss the motion.
 - D. Take the vote and add ingredients accordingly.
 - E. Every audience member should speak at least once.
 - F. Only items voted on by the majority can go in the mix (realize there may be allergies and encourage your club to vote down any ingredient that someone is allergic to).
 - G. After all the ingredients are added, allow your audience to enjoy their snack.



For a smaller group this can be done for ordering or making a pizza.

Make a Pizza Parliamentary Procedure Style

Purpose: to practice making and voting on motions

Materials: A basic pizza with crust and sauce toppings, such as pepperoni, onions, tomatoes, mushrooms, peppers, cheese, etc.

Process: The chairperson announces that the group will vote to finish making a pizza. Participants will vote on additional ingredients by making motions and amendments.

After each motion is passed, the person introducing the motion performs the task of adding the ingredient and then takes over the chairmanship. Continue the process until the pizza is complete.

Hints for success:

The chairperson will hold up the items being considered to enhance the visual effect of the activity.

In the beginning, keep the activity simple by voting to add one item at a time.

Discussion questions:

Did our group reach consensus?

How did parliamentary procedure help us achieve our goal of making a pizza?

How did parliamentary procedure hamper our efforts?

How does parliamentary procedure help a group making other types of decisions?