



Leaders 4 Life

Youth Leadership Program

> Parliamentary Procedure Activity Packet

Leaders 4 Life

Parliamentary Procedure Activity Packet

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Agenda-Mania

Overview

The participants will learn the items to be covered in an agenda and the order to proceed through an agenda.

Supplies/Equipment

- Index cards, each bearing one of these agenda items:
 - o Call to Order
 - o Pledges
 - o Roll Call
 - o Reading and Approval of Minutes
 - o Letters of Communication
 - o Reports of Officers and Standing Committees
 - Treasurer's Report
 - Membership Committee
 - o Reports of Special Committees
 - o Unfinished Business
 - o New Business
 - o Program
 - o Announcements
 - o Adjournment

Instructions

1. Give each participant an index card.
2. Have the participants line up in the order that they believe the agenda should be carried out. Allow them to discuss and decide how to line up.
3. If there are more participants than cards, have those without cards observe the process and comment on whether the agenda items are in the right order. Allow them to move people if they believe that the order is incorrect.
4. Follow up with discussion, and reveal the correct order as outlined above.

Alternative Activities

- If there will be enough participants to create two teams, develop two sets of index cards and conduct the activity as a competition.
- Create a communication activity by banning participants from talking while lining up. They may communicate nonverbally.

Discussion Questions

- What is most difficult about this activity?
- What are some examples of special committees that could be formed in a club?
Community Service Committee, Fundraiser Committee, or other ideas the group may identify
- What parts of the agenda usually takes the most time? *Unfinished and New Business*
- What are examples of programs that could be presented at a club meeting?
- What are some fun ways that roll could be taken at a club meeting?

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The Meeting Will Come to Order

Overview

The participants will learn the eight steps in making a motion.

Supplies/Equipment

- A copy of "The Meeting Will Come to Order Script" cut into each speaking part.
- Box or bowl

Instructions

1. Place the speaking parts in a box or bowl and have the participants each draw one speaking part.
2. Tell the participants that they are to work together to line up in order of how the script should be presented. Allow the group to discuss and work together to line up in the order they agree on and then have each member read their portion of the script.
3. Keep track of the mistakes made and tell the group how many were made. The group will then work again to line up in the correct order.
4. Option: Sound a buzzer or bell when a mistake is made. The team must immediately correct the mistake.

Discussion Questions

- Was it difficult to agree on the order of the script?
- If so, what did you do to help the group come to a decision?
- What step in the process of making a motion seems to be the most difficult?
- What would help us remember the eight steps in making a motion?
- What must each member do before speaking? *Get permission from the president or chair.*
- What can happen if the president (chair) does not follow good parliamentary procedure? *Examples: A few members make all the decisions without input from others; nothing is accomplished; the meeting lasts too long; bad decisions are made; people lose interest in the meeting.*

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The Meeting Will Come To Order Script

Instructions: Cut apart each row of the script below and place the pieces in a box or bowl. Each participant will draw a part, and the group will work together to arrange the order the script is to be presented. **Note:** The discussion segment for and against a motion could be done in any order.

Member	(Stands.) Mr./Madam President.
President	Yes, _____ (insert the name of the member to acknowledge).
Member	I move that we spend \$250.00 from our account to buy a set of clippers for our sheep and goat project to use to groom our animals for stock shows.
Member	I second the motion.
President	It has been moved and seconded to spend \$250.00 from our account to buy a set of clippers for our sheep and goat project to use to groom our animals for stock shows. Is there any discussion?
Member	(Stands.) Mr./Madam President.
President	Yes, _____ (insert the name of the member to acknowledge).
Member	I feel that we should not support this motion because only half of our members own sheep or goats in this club. I believe we should use our money to buy things that all members can use or benefit from.
President	Is there any other discussion?
Member	(Stands.) Mr./Madam President.
President	Yes, _____ (insert the name of the member to acknowledge).
Member	I feel that the clippers would be a good investment, not only for members in the sheep or goat project, but also for those who show swine and cattle. We could look for something to buy that would benefit non-livestock-related projects so that it is fair. I support this motion.
President	Is there any other discussion?
President	Hearing no further discussion, we will vote on the motion, which is to spend \$250.00 from our account to buy a set of clippers for our sheep and goat project to use in grooming our animals for stock shows. All in favor say "aye." (Members raise their hands to vote.) All opposed say "nay." (Members raise their hands to vote, and the president determines the result.) The ayes have it, and the motion is carried.

Buzz

Overview

Participants will learn to recognize inappropriate uses of parliamentary procedure. They will also discuss and correct their mistakes to strengthen their parliamentary procedure skills.

Supplies/Equipment

- Buzzer, horn, bell, or other noisemaker

Instructions

1. Have the participants set up for an actual or simulated business meeting.
2. Tell the participants that each time that a member makes a mistake during the business meeting, the leader will activate the noisemaker. At that point, the meeting will stop until the group figures out what the member did incorrectly. Examples of procedure that could be buzzed include:
 - a. A member is not recognized by the chair before speaking.
 - b. A member states a motion incorrectly.
 - c. The chair conducts the meeting incorrectly, such as failing to restate a motion or calling for a vote incorrectly.
 - d. A member does not stand to address the chair.
3. Once the correct procedure is identified, the member corrects the mistake and the business meeting continues.

Discussion Questions

- What mistake was made the most often? Why did this happen? How can we help the group remember the correct procedure?
- What techniques did the group perform well during the meeting?
- Why is it important to practice the correct parliamentary procedure skills?
- Besides a 4-H club meeting, in what other settings is parliamentary procedure used?

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Rap It Up!

Overview

Participants will creatively explain the eight steps in making a motion.

Supplies/Equipment

- Paper, several sheets
- Pencils/pens, one for each participant
- Other props or supplies identified by the participants

Instructions

1. Explain that the group will develop a rap, song, or skit to explain the eight steps in making a motion. Encourage creativity, and allow them to use props or other supplies to develop their presentation.
2. Distribute paper and pencils or pens or allow them to use a computer to write their lyrics or script.
3. Options: If the group is large, divide the members into teams of four to six 4-H'ers and make it a competition. Bring in outside judges to judge the presentations. Videotape the presentations and post them on your county 4-H website to promote parliamentary procedure and use as a teaching tool for other young people.

Eight Steps for Making a Motion

1. A member rises and addresses the chair.
2. The chair recognizes the member.
3. The member proposes a main motion.
4. Another member seconds the main motion.
5. The chair states the main motion to the assembly.
6. The assembly debates the main motion.
7. The chair takes a voice vote of the main motion.
8. The chair announces the result of the vote on the main motion and the effect of the action.

Discussion Questions

- What was most fun about this activity?
- What was the most challenging step in making a motion to explain? Why?
- What communication challenges did the group encounter in developing your presentation? How did you overcome those challenges?

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Toss Up

Overview

This activity will teach participants to think on their feet and become familiar with the proper use of parliamentary procedure.

Supplies/Equipment

- Koosh Ball, Rubber Chicken, Beach Ball or other soft object that can be tossed

Instructions

1. In an actual or simulated business meeting, the president raps the gavel and begins the meeting.
2. The president tosses the Koosh ball, rubber chicken, or beach ball to the next person to speak. For example, if the president calls the meeting to order and then asks the first vice president to lead the pledges, the president would toss the object to the first vice president, who would then lead the pledges. A person may speak only if he or she is holding the object.
3. As the meeting progresses, everyone must be on point to know the proper person to throw the object to, and the participants must pay attention so they know what to say if the object is tossed to them.
4. The fun begins when unfinished and new business are addressed. The participants must think on their feet to work through the proper steps of making motions, debating, and voting.

Discussion Questions

- What was the most challenging part of the Toss Up activity?
- What did this activity force the group to do during the meeting?
- Did the group handle motions well? Why or why not?
- What else did this activity teach you? *Potential answers might be: The rule that only one person can speak at a time, which helps keep order in the meeting; the steps of making a motion; the duties of the officers and other leadership roles.*
- What areas of parliamentary procedure do the members need to work on?

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Up First

Overview

Participants will practice their Quiz Bowl skills and review the definitions and terms for parliamentary procedure.

Supplies/Equipment

- One 2- to 3-foot-long item such as a foam noodle, flag, or plastic pipe for each team of three to four participants
- *Dunbar's Parliamentary Procedure Glossary* (available at the county Extension office)
- Flip chart or chalkboard
- Markers or chalk
- A parent or other volunteer to serve as a judge to determine which team raises its flag first
- A parent or other volunteer to keep score

Instructions

1. Divide the group up into teams of three or four 4-H'ers.
2. Have each team form a circle with their chairs in a corner of the room.
3. Give the flag or other 2- to 3-foot-long item to one team member of each team.
4. Read either a definition or a term from *Dunbar's Parliamentary Procedure Glossary*.
5. The first team to raise its flag will have the opportunity to provide the correct term or definition. Team members may talk with each other when trying to determine the correct answer.
6. A team earns a point for a correct answer and loses a point for a wrong answer. If the team answers incorrectly, the question is dead, and the instructor will read the correct answer before play continues.
7. The judge will determine who raised their flag first.
8. The scorekeeper will keep track of each team's score on the flip chart.
9. After each question, the teams will rotate their flags to new team members so that everyone has an opportunity to raise the flag.

Discussion Questions

- What term is the most difficult for you to remember?
- What term is the easiest to remember?
- What other methods could help us learn the parliamentary procedure terms and definitions?

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Stand Up For Parliamentary Procedure

Overview

Participants will become familiar with terms used in parliamentary procedure by listening to a story read aloud.

Supplies/Equipment

- Large pieces of construction paper, each marked with one of these terms in large letters (make duplicates if there are more than 24 participants):

o Adjourn	o Discussion	o Second
o Agenda	o Main Motion	o Seconded
o Amend	o Meeting	o Secretary
o Amended Main Motion	o Member	o Special
o Call for the Question	o Minutes	o Treasurer
o Chair	o New Business	o Unfinished Business
o Committee	o President	o Vice president
	o Report	o Vote
	o Roll Call	

Instructions

1. Have the participants sit in chairs arranged in a circle.
2. Give each participant a piece of construction paper with a parliamentary procedure word written on it.
3. Explain that you will read a passage aloud. During the reading, each time a word that is also on a card is read, the person(s) holding the word should stand. Listening is the key to the activity.
4. Read the “Stand Up For Parliamentary Procedure Script” aloud while the participants listen closely for the word that they are holding.

Discussion Questions

- What important skill was needed for this activity? *Listening*
- What are the first three words used to begin a motion? “*I move that...*” or “*I move we...*”
- What must the president allow the members to do after a motion is made and seconded? *Discuss the motion*
- What two terms can be used to address the person running the meeting? *Chair or president*
- What did you learn from this activity that will help you in the next business meeting?

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Stand Up For Parliamentary Procedure Script

The PRESIDENT calls the meeting to order. The pledges are led by the VICE PRESIDENT. ROLL CALL is conducted by the SECRETARY. Each MEMBER present answers by announcing his or her favorite 4-H project.

The SECRETARY reads the MINUTES from the previous MEETING. The PRESIDENT asks for approval of the MINUTES of the previous MEETING. A VOTE is taken and MINUTES are APPROVED.

The CHAIR asks the TREASURER to give her REPORT. The TREASURER gives each MEMBER a copy of the REPORT, which states that \$50 was spent last month to buy a new 4-H flag and gavel. No income was deposited. The current balance is \$575.00 as of August 17, 2010.

The nominating COMMITTEE provides its report on the members who have agreed to run for office for the coming year. A handout with the slate of nominees is given to each MEMBER. A VOTE on officer elections will be conducted at next month's MEETING.

A REPORT from the SPECIAL COMMITTEE on the parade float is given. The COMMITTEE presents three theme ideas in the form of a MAIN MOTION for the membership to VOTE on:

1. More Than Just Cows n' Cookin'
2. 4-H: Past, Present, Future
3. 4-H...Make it Yours!

The CHAIR asks if there is a SECOND. A MEMBER seconds the motion. The CHAIR asks if there is any DISCUSSION. After the DISCUSSION, a MEMBER stands to address the chair and CALL FOR THE QUESTION. The members vote by voice VOTE, and the parade float theme chosen is "4-H...Make It Yours!"

The first item on the AGENDA under UNFINISHED BUSINESS is the location for the Christmas Party. During the previous MEETING, several ideas were discussed. The members were encouraged to find other options and bring them to the next meeting. Several ideas are shared. A MEMBER makes a MAIN MOTION to host the Christmas Party at the VFW Hall. The CHAIR asks for a SECOND. There is no SECOND to the motion, so the motion dies for a lack of a SECOND. The TREASURER makes a MAIN MOTION to host the Christmas Party at the bowling alley. The MOTION is SECONDED. The PRESIDENT asks if there is any DISCUSSION. After the DISCUSSION, the VOTE is taken and the MAIN MOTION passes to host the Christmas Party at the bowling alley.

The PRESIDENT asks if there is any other UNFINISHED BUSINESS to come before the membership. With no other UNFINISHED BUSINESS to discuss, the CHAIR moves on to NEW BUSINESS.

The first item under NEW BUSINESS is presented by the Community Service Committee. A MAIN MOTION states: "I move that the club conduct a canned food drive service project on October 10 for the One Day 4-H program." A SECOND is made. The CHAIR asks for DISCUSSION. A MEMBER comments that this would be a good project because the food could be donated to the local food pantry, which needs items for the Christmas holiday.

A MEMBER makes a motion to AMEND the MAIN MOTION by inserting "and donate the canned food to the local food bank" to the end of the MAIN MOTION. The amended motion is SECONDED. There is no DISCUSSION and the PRESIDENT calls for a VOTE on the amended motion. The amended motion passes. The CHAIR restates the AMENDED MAIN MOTION and no other DISCUSSION is voiced. The VOTE is taken on the AMENDED MAIN MOTION, and it passes.

The CHAIR asks if there is further business to discuss. Hearing none, the CHAIR asks for a MOTION to ADJOURN the MEETING. The VICE PRESIDENT makes the motion to ADJOURN the MEETING. The CHAIR calls for the VOTE, and the motion to ADJOURN is approved.

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Beach Ball Review

Overview

This activity is designed to teach parliamentary procedure terminology. It can also be adapted for teaching the duties of officers.

Supplies/Equipment

- Large beach ball
- “Beach Ball Review Labels” copied onto mailing labels (1-inch by 2 5/8-inch, such as Avery 5160) and placed randomly on the beach ball

Instructions

1. Divide the group into two teams.
2. Have the team members line up shoulder to shoulder, with each team facing the other with about 15 feet between them.
3. The teams will toss the ball back and forth.
4. Each person who catches the ball will look at the label closest to his or her right thumb and read the definition. He or she will then give the definition for the term.
5. One point is awarded for each correct answer. Keep score for each team to determine a winner.

Alternative Activities

- Instead of competing on teams, the 4-H’ers form a circle, toss the ball back and forth, answer the questions, and count the correct answers.
- Play the game using labels that list the duties of officers from the *Texas 4-H Club Officer Handbook* to help participants learn each officer’s role.
- Use *Dunbar’s Parliamentary Procedure Glossary* (available at the county Extension office) to create new lists of terms.

Discussion Questions

- What definitions are hardest to remember?
- What cues might help you remember those definitions?
- Why is it important to know the key parliamentary procedure terms?

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Beach Ball Review Labels

1 A privileged motion to end the meeting	2 The presiding officer who conducts the meeting	3 To use the correct title such as "Mr. President" to seek recognition from the person presiding
4 To temporarily delay action on a motion because of more urgent business	5 The minimum number of members needed to carry out business	6 The formal act of proposing a motion for the group to consider
7 A motion used to change the wording of another motion	8 The record or report of each meeting's work	9 More than half the votes cast by persons entitled to vote, not counting blanks or abstentions
10 To receive from the president the right to speak	11 A phrase meaning for the time being. For example, it can indicate someone acting in the place of an officer who is absent.	12 A motion or procedure that violates the rules of an organization
13 A system of rules used to conduct business in an orderly fashion	14 The sequence of items for a meeting based on the organization's order of business	15 A committee that is appointed for a specific purpose and that exists until it completes the work and gives a final report
16 Calling the names of members to verify their attendance	17 A formal expression of the will, opinion, or preference of the members of an assembly in regard to a matter submitted to it	18 A permanent committee that is named in the bylaws. Examples: Program Committee, Finance Committee, and Membership Committee

<p>19</p> <p>One selected as a contender for or who seeks an office</p>	<p>20</p> <p>May be discussed; that which is open for discussion</p>	<p>21</p> <p>To cancel an adopted action or vote. This motion can be proposed until action is taken on the motion.</p>
<p>22</p> <p>A vote taken by the chair's asking members to stand if they are in favor of the action and then asking members to stand if they are opposed; the chair will determine which side prevails</p>	<p>23</p> <p>The official decision of the presiding officer</p>	<p>24</p> <p>Business carried over from the previous meeting</p>
<p>25</p> <p>Taking a vote by voice</p>	<p>26</p> <p>The speaker sitting to allow another to speak</p>	<p>27</p> <p>Negative vote</p>
<p>28</p> <p>The presiding officer's gavel that is used to call a meeting to order, signal a recess, restore order, and adjourn a meeting</p>	<p>29</p> <p>An itemized estimate of income and disbursements</p>	<p>30</p> <p>A motion used to send a motion to a committee</p>

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Beach Ball Review Answer Key

1	Adjourn	A privileged motion to end the meeting
2	The Chair/President	The presiding officer who conducts the meeting
3	Address the Chair	To use the correct title such as "Mr. President" to seek recognition from the person presiding
4	Lay on the Table	To temporarily delay action on a motion because of more urgent business
5	Quorum	The minimum number of members needed to carry out business
6	Make a Motion	The formal act of proposing a motion for the group to consider
7	Amend	A motion used to change the wording of another motion
8	Minutes	The record or report of each meeting's work
9	Majority Vote	More than half the votes cast by persons entitled to vote, not counting blanks or abstentions
10	Obtain the Floor	To receive from the president the right to speak
11	Pro Tem	A phrase meaning for the time being. For example, it can indicate someone acting in the place of an officer who is absent.
12	Out of Order	A motion or procedure that violates the rules of an organization
13	Parliamentary Procedure	A system of rules used to conduct business in an orderly fashion
14	Agenda	The sequence of items for a meeting based on the organization's order of business
15	Special or Ad Hoc Committee	A committee that is appointed for a specific purpose and that exists until it completes the work and gives a final report
16	Roll Call	Calling the names of members to verify their attendance
17	Vote	A formal expression of the will, opinion, or preference of the members of an assembly in regard to a matter submitted to it
18	Standing Committee	A permanent committee that is named in the bylaws. Examples: Program Committee, Finance Committee, and Membership Committee.
19	Candidate	One selected as a contender for or who seeks an office
20	Debatable	May be discussed; that which is open for discussion
21	Rescind	To cancel an adopted action or vote. This motion can be proposed until action is taken on the motion.
22	Rising Vote	A vote taken by the chair's asking members to stand if they are in favor of the action and then asking members to stand if they are opposed; the chair will determine which side prevails

23	Ruling	The official decision of the presiding officer
24	Unfinished Business	Business carried over from the previous meeting
25	Viva Voce Vote	Taking a vote by voice
26	Yielding the Floor	The speaker sitting to allow another to speak
27	No	Negative vote
28	Gavel	The presiding officer's mallet that is used to call a meeting to order, signal a recess, restore order, and adjourn a meeting
29	Budget	An itemized estimate of income and disbursements
30	Commit or Refer	A motion used to send a motion to a committee

Leaders 4 Life

Parli-Pro Turnover

Overview

Participants will learn the correct way to conduct a meeting.

Supplies/Equipment

- Copy of the “Parli-Pro Turnover Script”
- Chairs for all participants, minus one

Instructions

1. Arrange the chairs in a circle with one less chair than there are participants.
2. Participants will stand inside the circle of chairs and keep moving without sitting.
3. Explain that you will read the script, which has mistakes throughout it. Each time something incorrect is read, the members must find a chair. Only one person per chair.
4. The person who is left without a chair must try to correct the mistake in the script. If he or she does not know the correct answer, the group may help.
5. Continue reading until the whole script has been read and the incorrect parts have been discussed and corrected.
6. Note: If the participants do not recognize a mistake in the script, continue reading, mark that spot, and discuss it later.

Discussion Questions

- What made this game difficult or challenging?
- What skill did you have to practice in order to do well in this game? *Listening*
- Let’s review where you missed an incorrect part of the script. (*Review the mistakes that the group overlooked.*)

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Parli-Pro Turnover Script

Note: Read aloud the parts that are not in parenthesis.

The president says: The regular meeting of the Sand Springs 4-H Club will now come to order.

(Tap the gavel three times.) **(This is incorrect: The gavel should be tapped twice before the president begins the meeting.)**

The president says: Will all members rise as Sheila leads us in the Pledge to the American Flag and the 4-H Motto and Pledge?

Sheila places her hand over her heart and says: I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

Sheila does the motions for the 4-H pledge and says: In support of the 4-H Motto, “To Make The Best Better,” I pledge my head to clearer thinking, my heart to greater loyalty, my hands to larger service and my health to better living for my club, my community, my country, and my world.

The president says: Thank you, Sheila. You may be seated. I would like to ask our secretary to call roll at this time.

The secretary says: Please answer “here” when your name is called. In the interest of time, we will not read all the names. We have 14 of 20 members present at this meeting.

The president says: I would like to ask our treasurer to read the minutes of our last meeting. **(This is incorrect: The secretary, not the treasurer, reads the minutes.)**

The secretary reads the minutes, but because of time constraints, we will not read them all now.

The president says: Are there any corrections to the minutes? (Pause for the response.) If there are no corrections, we will vote on the approval of the minutes. All in favor of accepting the minutes as read, say “aye.” (Pause to count the votes.) All opposed, say “nay.” (Pause to count the votes). The ayes have it and the motion carries. **(This is incorrect: The minutes do not have to be voted on if there are no corrections to them. The correct statement: If there are no corrections, the minutes will stand approved as read.)**

The president says: Madam Secretary, are there any letters of correspondence to share with the membership at this time?

The secretary says: Mr. President, we have received no letters of correspondence since our last meeting. I have mailed a thank-you note to Mr. Jackson, who was our speaker at the last meeting.

The president says: Thank you for that report. We will now move on to our Special Committee reports. **(This is incorrect: The next item on the agenda is reports from**

officers and standing committees. Correct statement: We will now move on to our reports from officers and standing committees.)

The president says: Our first report will be the Treasurer's Report. Will Jose please give our Treasurer's Report?

The treasurer says: The balance we have on hand at our last meeting held on January 25, 2010, was \$5,354. Since that date, we have receipts totaling \$300 and expenses totaling \$554. Our current balance is \$5,100.

The president says: Thank you, Jose. Are there any questions?

Joy says: What was the \$554 spent on? **(This is incorrect: Joy did not rise and ask permission from the president to speak. Correct statements: Joy: Mr. President? President: Yes, Joy?)**

The treasurer says: The \$554 was spent on the following items:

- Supplies for the Food Challenge Workshop: \$154
- Materials for the community service project at the park: \$200
- Curriculum for the Clothing and Textiles project: \$200

The president says: Are there any other questions about the treasurer's report? (Pause.) Hearing none, can I get a motion to approve the treasurer's report? **(This is incorrect: The treasurer's report is not voted on. It is simply filed. Correct statement: Hearing none, the treasurer's report will be filed.)**

The president says: We will now move on to Special Committee Reports. Will the Community Service Committee please present its report?

Larry says: The Community Service Committee would like to report that 100 percent of our membership and 15 parents participated in the cleanup project at Jones Park on January 31. We built a picnic table, painted 10 trash cans with 4-H clovers, and picked up all the fallen branches. Our committee would like to propose that we conduct another project in April at Washington Park. We would like to request \$200 for the project.

The president says: Are there any questions?

Mike says: Mr. President?

President: Yes, Mike?

Mike says: I really had a great time at this project! I support our conducting another park project. Washington Park needs this. My question is, do we know which weekend in April that the committee is considering? We have several District 4-H contests in April on weekends, so it will be hard to find a date.

The president says: Larry, would you like to address the question about a date for the project in April?

Larry says: We were looking at the second weekend in April. This date does not conflict with any of our district contests.

The president says: Thank you, Larry. Are there any other questions? (Pause.) Hearing none, we will proceed with conducting the service project in April. **(This is incorrect: There must be a motion to conduct a service project. Correct statement: Are there any questions? (Pause.) If not, what is your pleasure concerning this information?)**

Larry says: Mr. President?

The president says: Yes, Larry?

Larry says: I move that we conduct a service project to clean up Washington Park on the second weekend in April and use \$200 from our funds to buy supplies.

The president says: Any discussion? **(This is incorrect: There must be a second to the motion before discussion. Correct statement: Do I have a second?)**

Kelli says: I second the motion.

The president says: The motion has been made and seconded to conduct a service project to clean up Washington Park on the second weekend in April and use \$200 from our funds to buy supplies. Is there any discussion? (Pause.) If there is no discussion, we will move on to the vote. All those in favor of conducting a service project to clean up Washington Park on the second weekend in April and use \$200 from our funds to buy supplies say “aye.” (Pause.) The ayes have it and the motion is carried. **(This is incorrect: There was no vote offered against the motion. Correction: All opposed, say “nay” (Pause.) The ayes have it and the motion is carried.)**

The president says: We will now move on to unfinished business. The first item of unfinished business is to discuss our end-of-year party. Last time, we made a list of possible ideas, which include a swimming party, a bowling party, or a dinner and dance. Are there any other ideas to bring before the membership at this time?

Chris says: I would like to go to the laser tag and miniature golf place in San Antonio. **(This is incorrect. Chris did not request permission to speak from the president. Correct response: Mr. President? President: Yes, Chris?)**

The president says: Are there any other ideas to share with the membership?

Toby says: Mr. President?

The president says: Yes, Toby?

Toby says: I would like to suggest we do a cookout at the lake, and my family will bring our boat so we can go tubing and skiing.

The president says: Is there any other discussion?

Angela says: Mr. President?

The president says: Yes, Angela?

Angela says: I make a motion that we have our end-of-year party at the lake with a cookout and use Toby’s family’s boat to go skiing and tubing. **(This is incorrect. Correct way to state this motion: I move that we have our end-of-year party at the lake with a cookout, and use Toby’s family’s boat to go skiing and tubing.)**

Toby says: I second the motion.

The president says: The motion has been made and seconded to have our end-of-year party at the lake with a cookout and use Toby’s family’s boat to go skiing and tubing. Is there any discussion?

Kelli says: Mr. President?

The president says: Yes, Kelli?

Kelli says: I move to amend the main motion by striking the lake with a cookout and use Toby’s family’s boat to go skiing and tubing and inserting a swimming party.

The president says: Is there a second to the amendment? (Pause.) No one seconds the amendment to the main motion, so the motion dies for lack of a second. The motion

on the floor is to have our end of year party at the lake with a cookout and use Toby's family's boat to go skiing and tubing. Is there any discussion?

Joy says: Mr. President, I feel that we should have a choice of at least two options for the club to vote on. I would like to vote between the lake cookout and a bowling party. **(This is incorrect. Joy was not recognized by the president.)**

The president says: Would anyone like to amend the motion to allow for a vote between the lake cookout and a bowling party? (Pause.) No one volunteers to make the motion. Is there any other discussion? (Pause.) Hearing none, we will vote on the motion on the floor to have our end-of-year party at the lake with a cookout and use Toby's family's boat to go skiing and tubing. All those in favor, say "Aye." (Pause.) All those opposed, say "Nay." (Pause.) The ayes have it and the motion is carried.

The president says: Is there any other unfinished business to bring before the membership? (Pause.) Hearing none, we will move on to new business. The first item of new business is to appoint a nominating committee to compile our slate of officer candidates for the 2010–11 4-H year. We will have elections at our May meeting. I would like to appoint the following members to serve on the nominating committee with me. Chris and Sherri, would you be willing to serve in this role?

Chris says: Yes, Mr. President.

Sherri says: Mr. President, I would like to run for an office, so I will abstain from serving on this committee.

The president says: Thank you, Sherri. Will Angela be willing to serve on the nominating committee?

Angela says: Yes, Mr. President.

The president says: Thank you. So our nominating committee will be Chris, Angela, and me. We will now vote to finalize the nominating committee. All those in favor of Chris, Angela, and me serving as the nominating committee, say "aye." (Pause.) All those opposed say "nay." (Pause.) The ayes have it, and the motion carried. **(This is incorrect: If the president appoints a special committee, there does not need to be a vote.)**

The president says: Is there any other new business to come before the membership?

Logan says: Mr. President?

The president says: Yes, Logan?

Logan says: I would like to discuss ideas for a Promote 4-H exhibit to use for the Back to School Bash in August. We will need plenty of time to work on a new exhibit and I think we should begin now.

The president says: Thank you, Logan. Does anyone have any ideas for a Promote 4-H exhibit?

Roger says: Mr. President?

The president says: Yes, Roger?

Roger says: I would like to see you appoint a special committee to come up with ideas for a Promote 4-H exhibit and let that committee identify choices for us to vote on at our next meeting.

The president says: Are there any other suggestions? (Pause.) Hearing no other discussion, I will appoint a special committee. Roger, will you chair this committee?

I would also like for Logan and Kelli to serve. Do you all agree to take on this assignment?

Roger says: Yes, Mr. President.

Logan says: Yes, Mr. President.

Kelli says: Yes, Mr. President.

The president says: Thank you. Is there any other new business to come before the membership? (Pause.) Hearing none, we will proceed with our agenda. Our program speaker was unable to be here today, so we will extend the time of our recreation after the meeting is adjourned. Are there any announcements?

Roger says: I would like to meet with Logan and Kelli after the meeting is adjourned to set a time to meet for the Promote 4-H Special Committee. **(This is incorrect: Roger did not obtain permission from the president to speak. Correct statement should be: Mr. President?)**

The president says: Are there any other announcements? (Pause.) Hearing none, do I have a motion to adjourn the meeting?

Toby says: Mr. President?

The president says: Yes, Toby?

Toby says: I move that we adjourn the meeting.

Joy says: I second the motion.

The president says: It has been moved and seconded to adjourn the meeting. All those in favor, say "aye." (Pause.) All those opposed, say "nay." (Pause.) The ayes have it, and the meeting is adjourned.

Leaders 4 Life

Parli-Pro Memory Match

Overview

Participants will match terms with their definitions by writing down the information and playing the memory match game.

Supplies/Equipment

- *Dunbar's Parliamentary Procedure Glossary* (available at the county Extension office), one copy for each participant
- Index cards
- Markers, one for each participant
- 1 sheet of flip chart or other large paper

Instructions

1. Give each participant two index cards.
2. Instruct the participants to each choose one term from *Dunbar's Parliamentary Procedure Glossary*.
3. As the participants indicate their choices, make a master list on flip chart paper of the terms to avoid duplications.
4. Instruct the participants to print the term clearly on one index card and the term's definition on the other card.
5. Gather all of the cards from the participants and shuffle them.
6. Place all cards face down on a table in rows.
7. The participants will take turns flipping over two cards to try to match the terms with the correct definitions. **Option:** You may choose to check the matches each time to decide if they are correct and then review the terms and definitions at the end.

Note: You may create the index cards ahead of time if you want, but writing the terms and definitions helps the participants learn them.

Option: If the group is large, divide the group into two teams. Give Team 1's cards to Team 2, and Give Team 2's cards to Team 1. The team completing all of the matches correctly first wins the game.

Discussion Questions

- What made this game difficult or challenging?
- What skills did you need to do well in this game? *Memorization, visualization*
- What terms are difficult to understand and need further discussion?

Leaders 4 Life

Mobile Matching Game

Overview

Participants will match terms with their definitions and develop communication skills.

Supplies/Equipment

- *Dunbar's Parliamentary Procedure Glossary* (available at the county Extension office)
- Index cards, one for each team of two participants
- Markers, one for each team
- 1 sheet of flip chart paper or other large paper

Instructions

1. Divide the participants into teams of two each.
2. Give each team two index cards.
3. Instruct the teams to each choose one term from *Dunbar's Parliamentary Procedure Glossary*.
4. As the teams indicate their choices, list the terms on flip chart paper to avoid duplications.
5. Each team will print its term clearly on one index card and the term's definition on the other card.
6. Gather and shuffle the cards.
7. Redistribute the cards, giving one to each participant. Explain that the participants must then use their communication skills to find the person with the correct match to the card they have been given.
8. When everyone has found a match, they will read the terms and definitions for the group. Make sure the matches are correct.

Note: You may create the index cards ahead of time if you want, but writing the terms and definitions helps the participants learn them.

Discussion Questions

- What made this game difficult or challenging?
- What skills are needed to do well in this game? *Communication skills*
- What terms are difficult to understand and need further discussion?

Leaders 4 Life

I Move We...

Overview

Participants will conduct a mock meeting using proper parliamentary procedure.

Supplies/Equipment

- I Move We ... Cards, copied from page 29 and cut apart (or re-create on index cards)
- “Clover County 4-H Club Meeting Agenda,” one copy for each participant
- Tape
- Lectern
- Gavel

Instructions

1. Before the participants arrive, hide the cards around the room or tape them to the bottom of the chairs.
2. When the participants arrive, instruct them to each find one of the cards in the room or under their chair. On the cards will be their tasks in the mock meeting.
3. Ask the participants if they have any questions about their task, and clarify any information before beginning the mock meeting.
4. Give the lectern and gavel to the person assigned the duty of president, and have the participants conduct the mock meeting.

Discussion Questions

- What did the group do well in this exercise?
- What actions were done incorrectly in the parliamentary procedure?
- What could we have done to correct those mistakes during the meeting?

Leaders 4 Life

Clover County 4-H Club Meeting Agenda

1. Call to Order
2. Opening Exercise: Pledges
 - o Pledge to the American Flag
 - o Pledge to the Texas Flag
 - o 4-H Motto and Pledge
3. Roll Call
4. Reading of the Minutes
5. Reports of Officers, Boards, and Standing Committees
 - o Treasurer's Report
6. Reports of Special Committees
 - o Fundraising Committee
7. Unfinished Business
 - o Community Service Project
8. New Business
 - o Grandparents Night
9. Program
10. Announcements
11. Adjourn

Leaders 4 Life

I Move We... Cards

You will serve in the role of president and preside over the meeting. You will call on three individuals to lead the pledges.	You will serve as the Parliamentarian of the club. You will observe the use of parliamentary procedure and ensure that it is used properly.
As chairman of the Fundraising Committee, you will report on the candle sales. A total of 500 candles were ordered, and each member is responsible for selling 20 candles. All 20 members have received their first 20 candles, and 100 candles are left. Announce that anyone who would like to pick up more candles should contact you.	You will serve in the role of treasurer and provide the report that the balance from the previous meeting was \$2,000. There have been receipts of \$600 from the candle sales and disbursements of \$100 for the purchase of paper goods for the banquet. the current balance is \$2,500.
You will present a motion under new business to conduct Grandparents Night and invite all the grandparents to come and participate in a club project review.	You will bring up a topic under Unfinished Business about the community service project ideas that were discussed at the previous meeting. Make a motion that the club conduct a Toys for Tots drive to support the program in the community.
You will second a motion presented in unfinished business.	You will speak against the Toys for Tots motion presented.
You will speak in favor of the Toys for Tots motion presented.	You will speak against the Toys for Tots motion presented.
You will second a motion presented in new business.	You will speak in favor of the Toys for Tots motion presented.
You will speak in favor of the Grandparents Night motion presented.	You will speak against the Grandparents Night motion presented.
You will provide discussion in favor of the Grandparents Night motion presented.	You will provide discussion against the Grandparents Night motion presented.
You will present a motion to amend the grandparent night motion by striking the words <i>club project review</i> and inserting the words <i>club Christmas Party</i> .	You will serve in the role of the secretary and conduct role call by asking the members to name their favorite color when their names are called. You will also read the minutes of the previous meeting.
You will serve in the role of the vice president and provide information on the club program for this meeting. Because today's speaker is ill and unable to attend, there will be no program.	You will speak in favor of the Grandparents Night motion presented.
You make a motion to adjourn the meeting.	You second the motion to adjourn the meeting.

Leaders 4 Life

Tools of the Trade

Overview

The participants will learn the duties of 4-H club officers.

Supplies/Equipment

- “Tools of the Trade” handout, one copy for each participant
- Pencils, one for each participant
- *4-H Club Officer Handbook*, for optional use as a reference

Instructions

1. Give each participant a pencil and a “Tools of the Trade” handout.
2. The 4-H’ers are to figure out the clues and complete the activity. **Option:** You may provide a copy of the *4-H Club Officer Handbook* that they can use to look up the answers.
3. Allow about 15 minutes for completion of the activity.
4. Review the correct answers.

Discussion Questions

- Which clues were more difficult to figure out?
- What other duties of the offices did the handout not address?
- Why is it important to know and understand the duties of each office, even if you don’t serve as an officer?

Leaders 4 Life

Tools of the Trade

Instructions: Read each clue below and figure out which 4-H club office the clue describes.

1. My job is the three R's: represent, report, and recruit.

2. Write on! _____
3. My job requires some balance skills. _____
4. My job is all PAWS: Preside, Appoint, Work, and Serve.

5. On a roll! _____
6. I am not an officer, but I have a leadership role in the club.

7. Recreation is my name and fun is my game!

8. Order in the court! _____
9. I keep track of the fourth H and ensure its presence in club meetings.

10. I'm in charge of the recruiting exhibit. _____
11. I call on guest speakers to present programs at club meetings.

Leaders 4 Life

Tools of the Trade Answer Key

Notes: Answers are in bold.

1. My job is the three R's: represent, report, and recruit. The **council delegate** represents the club, reports to the council and back to the club, and recruits members to serve on county-wide committees.
2. Write on! The **reporter/public relations officer** writes news article and submits information to television and radio stations.
3. My job requires some balance skills. The **treasurer** balances the accounts.
4. My job is all PAWS: Preside, Appoint, Work, and Serve. The **president** presides over meetings, appoints committees, works with other officers, and serves as a delegate to county 4-H council.
5. On a roll! The **secretary** keeps records of attendance of meetings by calling roll.
6. I am not an officer but I have a leadership role in the club. **Club committee member**
7. Recreation is my name and fun is my game! The **second vice president** coordinates recreation for club meetings.
8. Order in the court! The **parliamentarian** maintains order in a club meeting.
9. I keep track of the fourth H and ensure its presence in club meetings. **Health and safety officer**
10. I'm in charge of the recruiting exhibit. The **third vice president** is responsible for recruiting new members and reenrollment for the new year.
11. I call on guest speakers to present programs at club meetings. **First vice president**

Leaders 4 Life

Parli-Pro Math Whiz

Overview

Participants will learn how to calculate the number of votes needed for specific types of motions.

Supplies/Equipment

- “Parli-Pro Math Whiz” handout, one copy per participant
- Pencils, one per participant
- Calculators (optional)
- “Basic Rules For Some Motions” from *Dunbar’s Guide for Making Motions*, one copy per participant. Copy the inside chart but not the back side containing the “Table for Determining Majority and $\frac{2}{3}$ Vote.”

Instructions

1. Explain to the participants which motions require $\frac{2}{3}$ vote and which require majority vote.
2. Explain how to figure $\frac{2}{3}$ and majority votes based on the number of members present.
 - **Figuring majority vote:**
 - a. Divide the total number of participants present by 2, and add 1 to that number. If the number divided by 2 is not a whole number, round down the number.
 - b. Example:

24 members present: $24 \div 2 = 12$
 Add one to the total: $12 + 1 = 13$
 Total number of votes needed for majority vote: 13
 - c. Example:

27 members present: $27 \div 2 = 13.5$ (round down to the whole number – 13)
 Add one to the total: $13 + 1 = 14$
 Total number of votes needed for majority vote: 14
 - **Figuring $\frac{2}{3}$ vote:**
 - a. To calculate the number of votes needed to have $\frac{2}{3}$ vote, multiply the total number of participants present by 0.66. If the answer is not a whole number, round up to the next number.
 - b. Example:

24 members present: $24 \times 0.66 = 15.84$
 Round up to the next number: 16
 Total number of votes needed for $\frac{2}{3}$ vote: 16
 - c. Example:

35 members present: $35 \times 0.66 = 23.1$
 Round up to the next number: 24
 Total number of votes needed for $\frac{2}{3}$ vote: 24

3. Give each participant a copy of the Parli-Pro Math Whiz handout, a pencil, and a copy of the chart on the inside only of the *Dunbar's Guide for Making Motions* document. Allow time for them to complete the worksheet. Review the answers with them.

Discussion Questions

- How is the number of votes needed for majority vote determined?
- How is the number of votes needed for $\frac{2}{3}$ vote determined?
- What motions did you learn about today as you worked on the handout?

Leaders 4 Life

Parli-Pro Math Whiz

	Problem	Type of Motion	Required Vote	Number of Votes Needed
1	Clover 4-H Club wants to adopt a nursing home as its service project. There are 17 members present.			
2	A member of the 4-H Swimming Club made a motion to suspend the standing rules at the club meeting. There are 65 members present.			
3	A member of the 4-H 4 Health Club made a motion to remove from discussion the motion to host a community health fair. There are 43 members present.			
4	The secretary of the Clover 4-H Club made a motion to remove the words nursing home and insert the word YMCA in a main motion. There are 15 members present.			
5	The first vice president of the 4-H Swimming Club made a motion to close debate on the motion on the floor to host a Swim Fun Day for the Special Olympics. There are 54 members present.			
6	The Rough Riders Horse Club has a motion on the table to host three play days. A member makes a motion to drop a motion without a direct vote on it. There are 29 members present.			
7	The Happy Hunters 4-H Club has a motion on the table to buy a new .22 rifle to use for a fundraiser. A member makes a motion allow each member to speak only 2 minutes during the debate. There are 66 members present.			
8	The 4-H S.E.T. Club has a motion on the table to buy a Lego Robotics Kit to use for competition. During debate, a member makes a motion to enforce the rules of the organization. There are 48 members present.			
9	A member of the Leaders 4 Life Club made a motion to move its monthly club meetings from the first Monday of the month to the second Monday of the month. After much debate, the member withdraws the motion before it is voted on. There are 31 members present.			
10	The Technology Team has a motion on the table to host a One Day 4-H Video Contest. A member makes a motion to set the motion aside temporarily so that more urgent business can be discussed. There are 99 members present.			

Leaders 4 Life

Parli-Pro Math Whiz Answer Key

	Problem	Type of Motion	Required Vote	Number of Votes Needed
1	Clover 4-H Club wants to adopt a nursing home as its service project. There are 17 members present.	Main Motion	Majority	9
2	A member of the 4-H Swimming Club made a motion to suspend the standing rules at the club meeting. There are 65 members present.	Suspend the Rules	Majority	33
3	A member of the 4-H 4 Health Club made a motion to remove from discussion the motion to host a community health fair. There are 43 members present.	Take From The Table	Majority	22
4	The secretary of the Clover 4-H Club made a motion to remove the words nursing home and insert the word YMCA in a main motion. There are 15 members present.	Amend	Majority	8
5	The first vice president of the 4-H Swimming Club made a motion to close debate on the motion on the floor to host a Swim Fun Day for the Special Olympics. There are 54 members present.	Previous Question	2/3	36
6	The Rough Riders Horse Club has a motion on the table to host three play days. A member makes a motion to drop a motion without a direct vote on it. There are 29 members present.	Postpone Indefinitely	Majority	15
7	The Happy Hunters 4-H Club has a motion on the table to buy a new .22 rifle to use for a fundraiser. A member makes a motion allow each member to speak only 2 minutes during the debate. There are 66 members present.	Limit or Extend Limits of Debate	2/3	44
8	The 4-H S.E.T. Club has a motion on the table to buy a Lego Robotics Kit to use for competition. During debate, a member makes a motion to enforce the rules of the organization. There are 48 members present.	Point of Order	Chair Decides	Usually, not vote is taken
9	A member of the Leaders 4 Life Club made a motion to move its monthly club meetings from the first Monday of the month to the second Monday of the month. After much debate, the member withdraws the motion before it is voted on. There are 31 members present.	Withdraw	Majority	16
10	The Technology Team has a motion on the table to host a One Day 4-H Video Contest. A member makes a motion to set the motion aside temporarily so that more urgent business can be discussed. There are 99 members present.	Lay on the Table	Majority	50

Leaders 4 Life

Parli-Pro Pizza

Overview

The 4-H club members will practice basic parliamentary procedure while making a pizza.

Supplies/Equipment

- Hand sanitizer
- Paper towels
- Pizza pan
- Basic pizza with crust, pizza sauce, and cheese
- Variety of pizza toppings such as pepperoni, onion, sausage, bell pepper, mushrooms, and pineapple
- Oven
- **Optional:** Enough completed pizza for the group to have as the refreshment for the meeting

Instructions

1. Explain that the participants will participate in a mock meeting in which the goal is to use proper parliamentary procedure to complete the pizza with toppings that the whole group can be satisfied with so that they can enjoy the snack.
2. Assign officer roles and instruct the president to open the meeting.
3. As each motion is passed, the person introducing the motion will perform the task of adding that topping to the pizza.
4. Continue with motions and discussion until the group agrees that the pizza is complete.
5. **Option:** For visual effect, the presiding officer may hold up the toppings as they are being considered.

Discussion Questions

- Did the group reach consensus?
- How did parliamentary procedure help the group achieve the goal of making a pizza?
- How did parliamentary procedure hamper your efforts?
- Were motions stated correctly by beginning with “I move that...” or “I move we...”?
- What areas of parliamentary procedure could the group have performed better?
- What areas of parliamentary procedure did the group perform well?

Leaders 4 Life

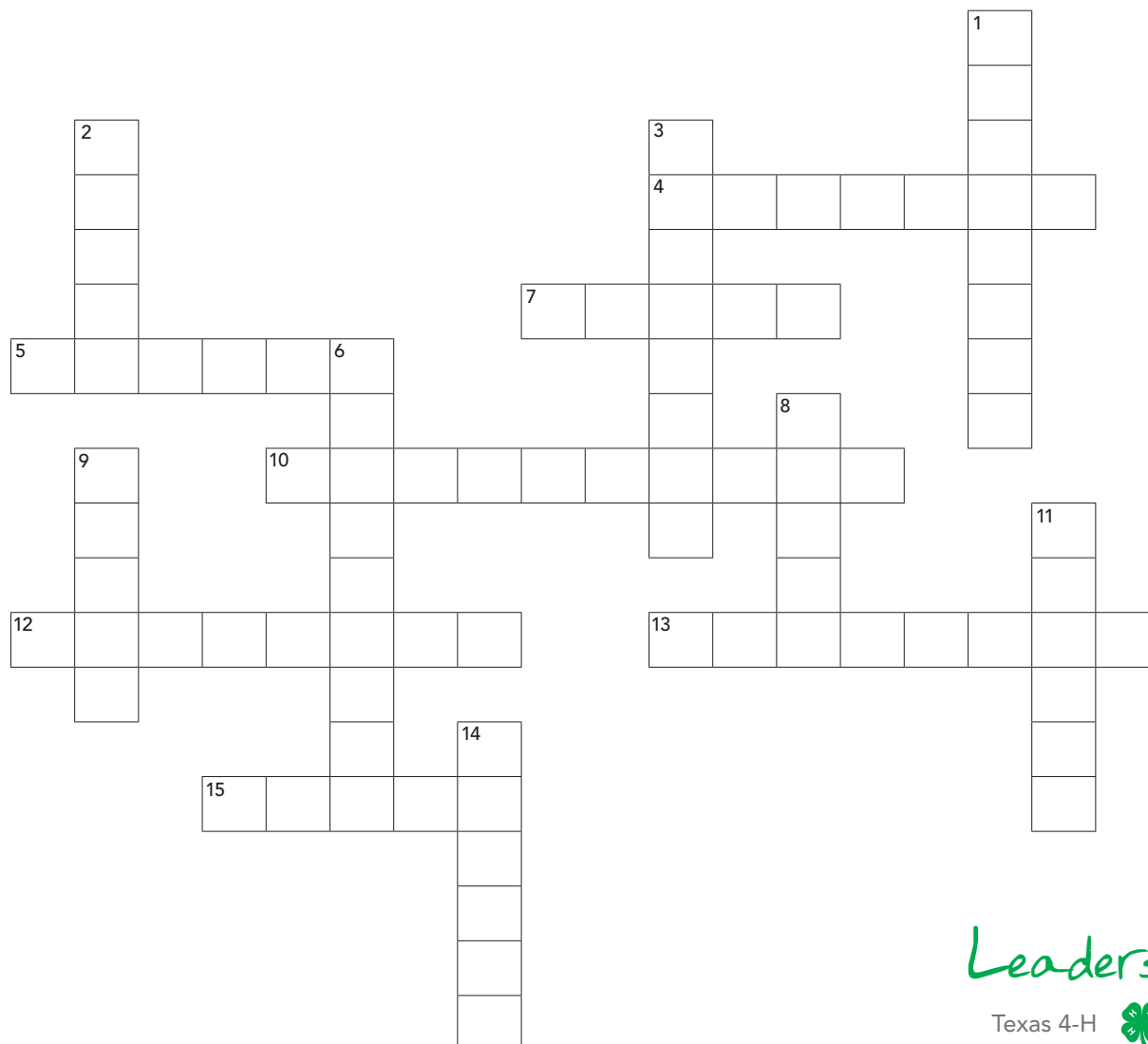
Parli-Pro Crossword Puzzle

Across

4. To publicly refrain from voting.
5. Discussion or argument after the chair has stated a motion that is debatable.
7. The ___ is the exclusive right to be heard at that time.
10. The act of choosing a person as candidate to fill an officer or other elected position.
12. ___ the floor means the speaker sits down to allow another member to speak.
13. The ___ is another word for the motion that is before the quorum.
15. ___ voting is when one person to officially allows another person to vote on their behalf.

Down

1. ___ of a question is an incidental motion used to separate a motion so that different parts can be considered individually.
2. To lay on the ___ means to temporarily delay action on a motion because of more urgent business at hand.
3. The ___ is more than half the votes cast.
6. ___ is Latin for by virtue of or because of an office.
8. The ___ is another term for the organization or the club.
9. The ___ is the presiding officer of an organization.
11. The ___ is the minimum number of members who must be present at a meeting to transact business legally.
14. The ___ are specific rules related to the structure and administration of an organization.



Leaders 4 Life

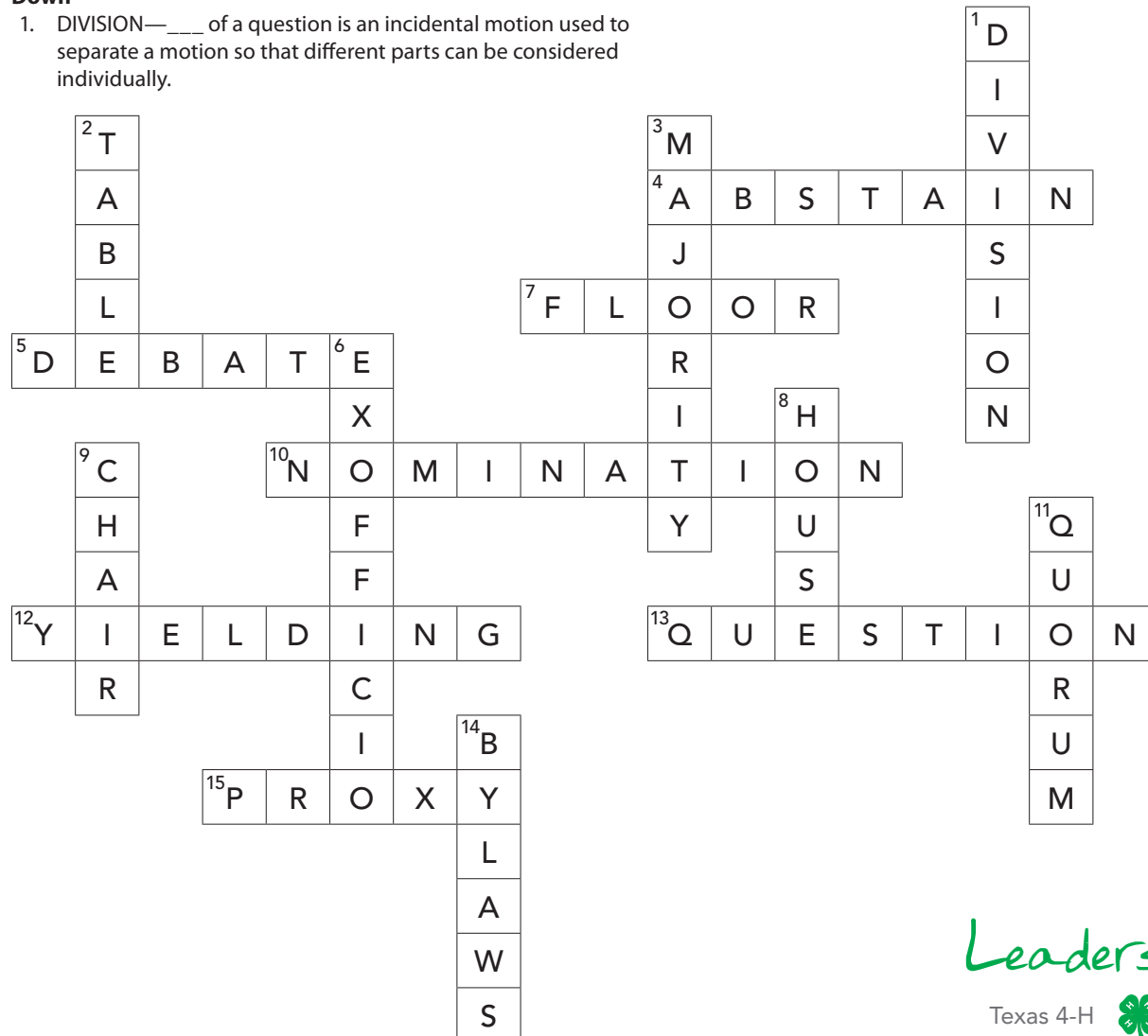
Parli-Pro Crossword Puzzle Answer Key

Across

4. ABSTAIN—To publicly refrain from voting.
5. DEBATE—Discussion or argument after the chair has stated a motion that is debatable.
7. FLOOR—The ___ is the exclusive right to be heard at that time.
10. NOMINATION—The act of choosing a person as candidate to fill an officer or other elected position.
12. YIELDING—___ the floor means the speaker sits down to allow another member to speak.
13. QUESTION—The ___ is another word for motion that is before the quorum.
15. PROXY—___ voting is when one person to officially allows another person to vote on their behalf.
2. TABLE—To lay on the ___ means to temporarily delay action on a motion because of more urgent business at hand.
3. MAJORITY—The ___ is more than half the votes cast.
6. EX OFFICIO—___ is Latin for by virtue of or because of an office.
8. HOUSE—The ___ is another term for the organization or the club.
9. CHAIR—The ___ is the presiding officer of an organization.
11. QUORUM—The ___ is the minimum number of members who must be present at a meeting to transact business legally.
14. BYLAWS—The ___ are specific rules related to the structure and administration of an organization.



Down

1. DIVISION—___ of a question is an incidental motion used to separate a motion so that different parts can be considered individually.




Leaders 4 Life Double Puzzle

Instructions: Unscramble each of the clue words. Copy the letters in the numbered cells to other cells with the same number.

4 -  

--	--	--	--	--	--	--

4



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A number line from 1 to 11. The first 7 units (from 1 to 7) are grouped together with a bracket above them, and a large '4' is written to the right of the bracket. The remaining 4 units (from 8 to 11) are grouped together with a bracket above them, and a large '4' is written to the right of the bracket.

Leaders 4 Life

Leaders 4 Life Double Puzzle

Answer Key

1. 4-H Club
2. Parliamentary Procedure
3. Service Learning
4. Leadership
5. Officers
6. Motions
7. Amendments
8. Public Speaking
9. Action
10. Volunteers

LEADERS 4 LIFE

Leaders 4 Life

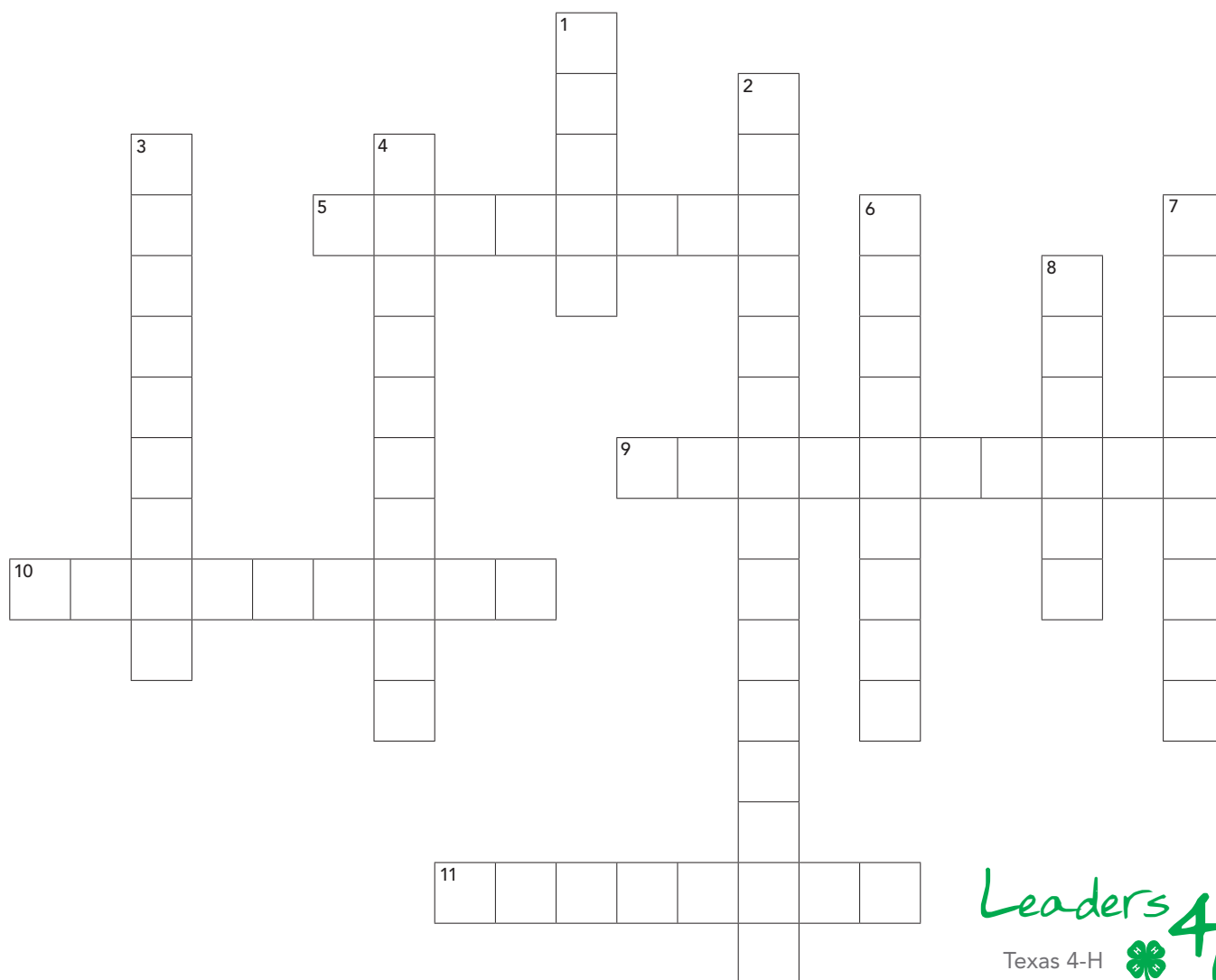
4-H Leadership Crossword Puzzle

Across

5. Another term for this office is the public relations officer.
9. These groups are either standing or appointed to take care of specific business of the club.
10. The ___ president is responsible for contacting speakers to present the club program each month.
11. The council ___ provides a club report to the county 4-H council and takes information back to the club from the county level.

Down

1. The ___ vice president is responsible for recruiting new members and marketing the 4-H club.
2. This officer helps to keep order during the club meetings and advises the presiding officer on parliamentary procedure.
3. Roll call, minutes, and correspondence are the duties of this officer.
4. The ___ president is responsible for planning the recreation for club meetings.
6. This officer works with the club manager to develop the agenda for club meetings.
7. This officer is responsible for providing financial updates to the club, balancing bank accounts, and paying bills.
8. The health and ___ officer is responsible for providing some type of health/safety program or activity at club meetings.



Leaders 4 Life

4-H Leadership Crossword Puzzle Answer Key

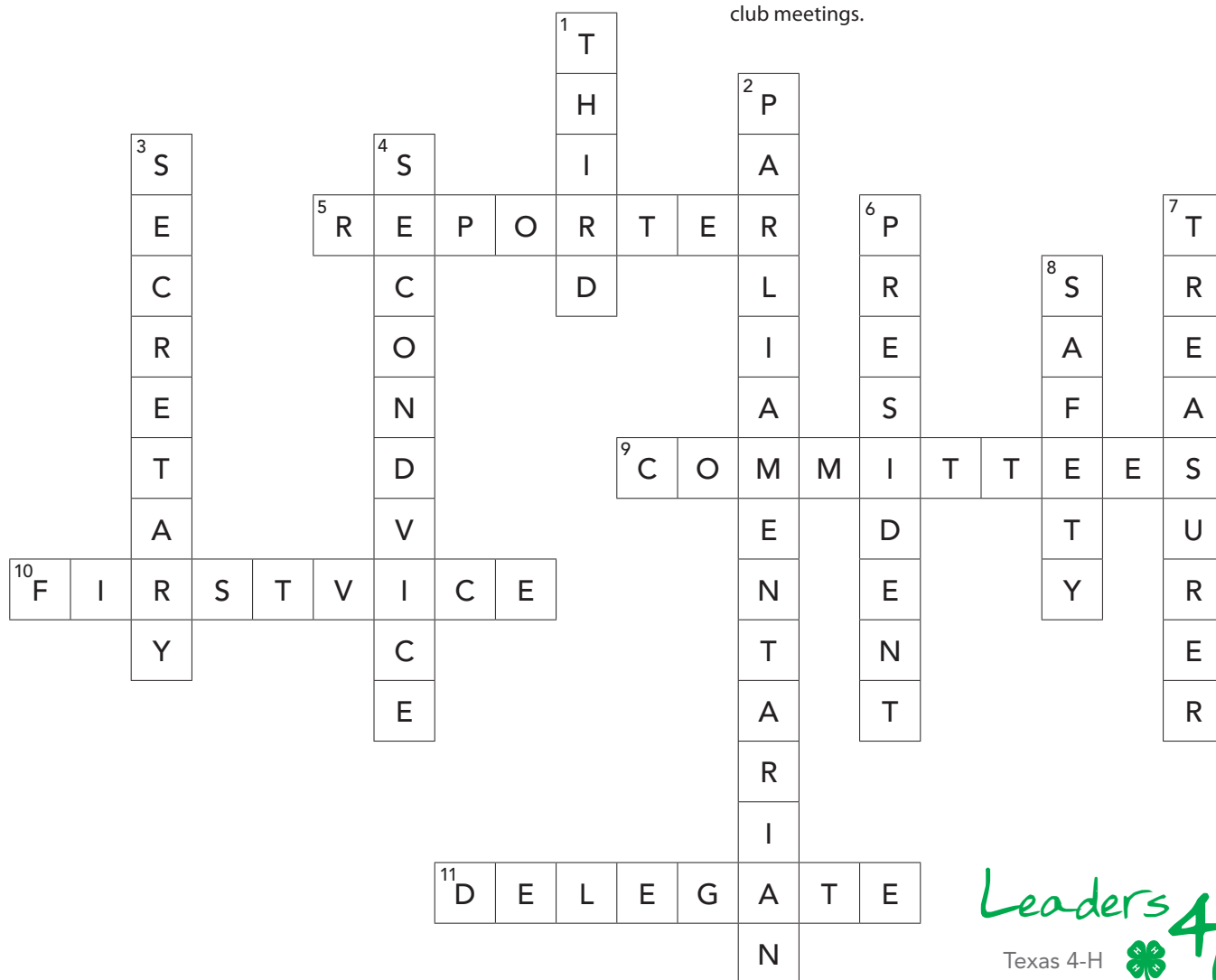
Across

5. REPORTER—Another term for this office is the public relations officer.
9. COMMITTEES—These groups are either standing or appointed to take care of specific business of the club.
10. FIRST VICE—The ___ president is responsible for contacting speakers to present the club program each month.
11. DELEGATE—The council ___ provides a club report to the county 4-H council and takes information back to the club from the county level.

Down

1. THIRD—The ___ vice president is responsible for recruiting new members and marketing the 4-H club.

2. PARLIAMENTARIAN—This officer helps to keep order during the club meetings and advises the presiding officer on parliamentary procedure.
3. SECRETARY—Roll call, minutes, and correspondence are the duties of this officer.
4. SECOND VICE—The ___ president is responsible for planning the recreation for club meetings.
6. PRESIDENT—This officer works with the club manager to develop the agenda for club meetings.
7. TREASURER—This officer is responsible for providing financial updates to the club, balancing bank accounts, and paying bills.
8. SAFETY—The health and ___ officer is responsible for providing some type of health/safety program or activity at club meetings.



Leaders 4 Life

Leaders 4 Life Word Search

Instructions: Write in the correct terms for the statements below to develop the word bank for the word search. Circle the words in the word search puzzle.

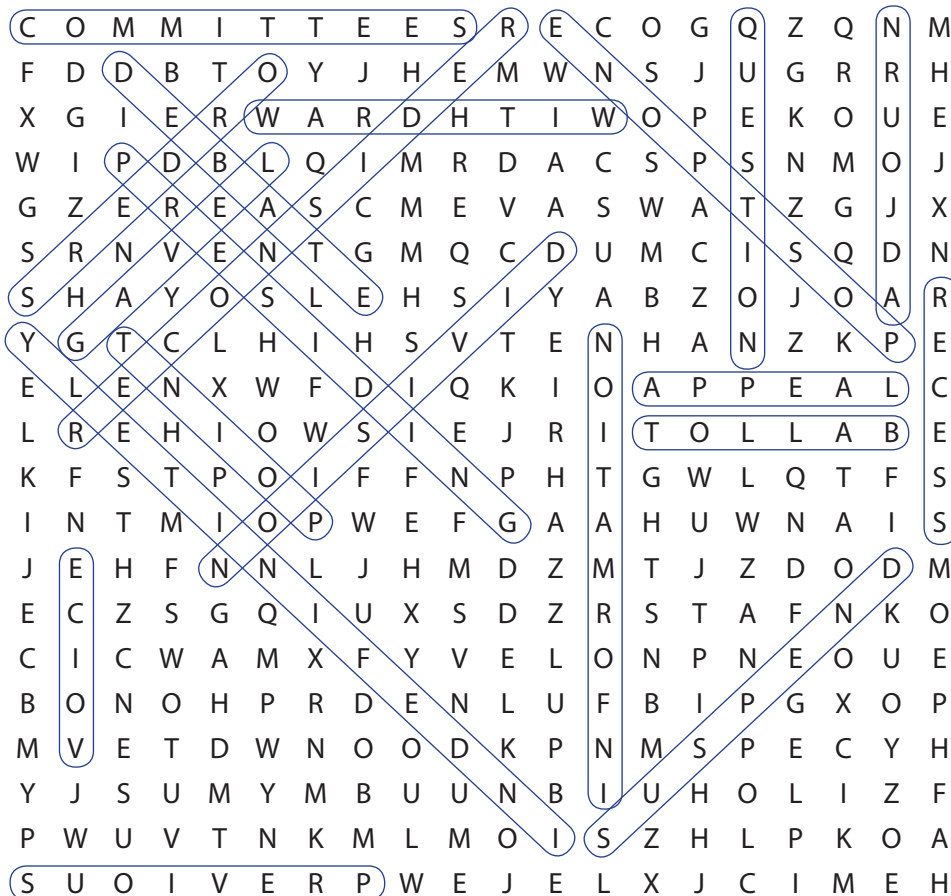
1. A motion that closes the meeting, cannot interrupt a speaker, and requires a second. ____
2. An incidental motion that changes the ruling of the chair and sustains the chair's decision on a majority or tie vote. ____
3. Division of the ____ is an amendable, incidental motion that must be seconded and that results in voting on parts of a motion separately.
4. A motion to limit or extend the amount of time a person can ____.
5. ____ of the assembly does not need to be seconded and requires a rising vote on demand of a single member who doubts the results of a voice vote.
6. To postpone ____ is a debatable, subsidiary motion that applies only to a Main Motion.
7. A ____ of order is a motion that may interrupt a speaker in order for a member to ask a question not related to parliamentary procedure, but about the pending business.
8. A privileged, amendable motion that establishes a brief intermission that does not close the meeting. ____
9. A ____ question is a motion that requires a second, is not amendable, and requires a two-thirds vote to be adopted.
10. An unamendable motion that allows consideration of a motion again after it is voted on. ____
11. To call for the ____ of the day is to interrupt the speaker and require that the meeting follow the agenda.
12. To ____ a motion means a member removes a motion from consideration.
13. To ____ the rules is an incidental, undebatable motion that allows the assembly to violate the rules of the organization in order to continue business.
14. A ____ of information is a motion that may interrupt the speaker to allow a member to ask a question not related to parliamentary procedure but about the pending business.
15. To ____ to a certain time is a debatable and amendable motion that puts off a motion to a specific time.
16. The ____ officer may also be known as the president or chair.
17. Standing ____ are permanent groups that should be named in the bylaws.
18. A ____ vote requires members to vote by stating "aye" or "no" aloud.
19. The presiding officer's mallet used to maintain order during a meeting. ____
20. A piece of paper on which a member writes or marks a vote. ____

C O M M I T T E E S R E C O G Q Z Q N M
 F D D B T O Y J H E M W N S J U G R R H
 X G I E R W A R D H T I W O P E K O U E
 W I P D B L Q I M R D A C S P S N M O J
 G Z E R E A S C M E V A S W A T Z G J X
 S R N V E N T G M Q C D U M C I S Q D N
 S H A Y O S L E H S I Y A B Z O J O A R
 Y G T C L H I H S V T E N H A N Z K P E
 E L E N X W F D I Q K I O A P P E A L C
 L R E H I O W S I E J R I T O L L A B E
 K F S T P O I F F N P H T G W L Q T F S
 I N T M I O P W E F G A A H U W N A I S
 J E H F N N L J H M D Z M T J Z D O D M
 E C Z S G Q I U X S D Z R S T A F N K O
 C I C W A M X F Y V E L O N P N E O U E
 B O N O H P R D E N L U F B I P G X O P
 M V E T D W N O O D K P N M S P E C Y H
 Y J S U M Y M B U U N B I U H O L I Z F
 P W U V T N K M L M O I S Z H L P K O A
 S U O I V E R P W E J E L X J C I M E H

Leaders 4 Life

Leaders 4 Life Word Search Answer Key

1. ADJOURN—A motion that closes the meeting, cannot interrupt a speaker, and requires a second.
2. APPEAL—An incidental motion that changes the ruling of the chair and sustains the chair's decision on a majority or tie vote.
3. QUESTION—Division of the ____ is an amendable, incidental motion that must be seconded and that results in voting on parts of a motion separately.
4. DEBATE—A motion to limit or extend the amount of time a person can ____.
5. DIVISION—____ of the assembly does not need to be seconded and requires a rising vote on demand of a single member who doubts the results of a voice vote.
6. INDEFINITELY—To postpone ____ is a debatable, subsidiary motion that applies only to a Main Motion.
7. POINT—A ____ of order is a motion that may interrupt a speaker in order for a member to ask a question not related to parliamentary procedure, but about the pending business.
8. RECESS—A privileged, amendable motion that establishes a brief intermission that does not close the meeting.
9. PREVIOUS—A ____ question is a motion that requires a second, is not amendable, and requires two-thirds vote to be adopted.
10. RECONSIDER—An unamendable motion that allows consideration of a motion again after it is voted on.
11. ORDERS—To call for the ____ of the day is to interrupt the speaker and require that the meeting follow the agenda.
12. WITHDRAW—To ____ a motion means a member removes a motion from consideration.
13. SUSPEND—To ____ the rules is an incidental, undebatable motion that allows the assembly to violate the rules of the organization in order to continue business.
14. INFORMATION—A point of ____ is a motion that may interrupt the speaker in order for a member to ask a question not related to parliamentary procedure, but about the pending business.
15. POSTPONE—To ____ to a certain time is a debatable and amendable motion that puts off a motion to a specific time.
16. PRESIDING—The ____ officer may also be known as the president or chair.
17. COMMITTEES—Standing ____ are permanent groups that should be named in the bylaws.
18. VOICE—A ____ vote requires members to vote by stating "aye" or "no" aloud.
19. GAVEL—The presiding officer's mallet used to maintain order during a meeting.
20. BALLOT—A piece of paper on which a member writes or marks a vote.



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