



Sarasota County 4-H Club Parliamentarian Record Book

Name: _____ Age: _____

Email: _____ Phone Number: _____

Name of 4-H Club: _____

Years in 4-H: _____ Current Year as Parliamentarian: _____

Parent Signature: _____ Date: _____

Leader Signature: _____ Date: _____

Duties of the Parliamentarian:

- Be knowledgeable about parliamentary procedure and its application in a meeting.
- Carry Robert's Rules of Order to meetings for reference purposes.
- Help your club members understand how to use parliamentary procedure, refer to page three and resources listed on page four.
- Make final decisions on any discrepancy in the parliamentary procedure of the club.
- Refer to Florida 4-H Officers' Handbook <https://edis.ifas.ufl.edu/4h049>

A Well-Planned Meeting

A well-planned meeting consists of three main parts: business, program, and recreation. Every officer should know the accepted procedure. Refer to *Running a Smooth 4-H Business Meeting* - <https://edis.ifas.ufl.edu/4h344>.

Business

Generally, the meeting follows this order of business:

- Call to Order
- Pledges
- Group singing (if held)
- Roll Call
- Reading and approval of minutes
- Reading of communications
- Reports of officers, executive committee, and/or leaders
- Reports of standing committees
- Reports of special committees
- Unfinished/old business
- Initiation or installation (if held)
- New business
- Announcements
- Adjournment

Education Program

This part should account for about 50% of your meeting time. It can be a time for club members to give demonstrations or talks. Community or project speakers are also an educational program. If in doubt about what is a quality educational program for the club, contact your 4-H agent.

Responsibilities of All Officers

The 4-H Club Officers working under the supervision of the leader perform many duties. Some of these important duties are:

- Arrange for a meeting place and take proper care of it
- Attend the 4-H Officers Training Session
- Conduct and take part in meetings
- Help every 4-H member find a place in the club or council and an opportunity to contribute
- Keep the club records and provide them to the club leaders or advisors as needed
- Maintain a good relationship with all individuals and groups
- Maintain a good spirit and interest in the club or council
- Maintain contact with the extension office
- Plan the program for the year
- Secure new members and organize the club or council

Parliamentary Procedure in Conducting Meetings

When your club or council comes to a meeting, they need someone to be in charge of it. The person who presides at a meeting is referred to as the president, chairperson, or simply “the chair.” We will use the term “the chair;” responsibilities of the chair are as follows:

A. *Presiding at Meetings*

The main responsibility of the chair is to conduct meetings properly. Everyone has the right to speak. If everyone talked at once though, no one would be heard and nothing could be decided. For every member to have the right to speak, therefore, the chair must insist that people have permission before speaking.

A good chair guides his or her group in making decisions. To do this, he or she leads the group in orderly discussion to reach conclusions that the majority agrees upon. A good chair is also faithful to the duties of that position, understand the problems the group is discussing, and has the leadership abilities to guide the group to a decision.

B. *Directing Meetings*

The chair should direct the business of the meeting in an orderly manner. There are “Parliamentary Rules” which helps groups to conduct business, and it is important that the chair understands these rules.

Parliamentary procedure gives us the right way to make a motion, to second a motion, and to amend a motion. All of these move the group toward a decision.

Robert’s Rules of Order is the oldest and most widely recognized set of rules on the best way to conduct business meetings. If you follow these rules, they will help keep your group orderly, and help the group reach decisions with less confusion. If your chair is fair in the use of these rules, both the majority and the minority of your club or council will be heard and respected.

The size of the group will usually determine how strictly the rules are to be followed. With larger groups it will be necessary to follow the rules very carefully; with small, informal groups, you will only need to use the basic rules for making, seconding, and amending motions.

C. *Making Motions*

a. *How a Motion is Made and Handled by the Group*

i. *Addressing the Chair*

The member wishing to present an item of business, discuss a motion, ask a question, or give information related to the subject, must first address the presiding officer. The member will address the chair as “Mr./Madam President,” or “Mr./Madam Chair,” or use a special title if the presiding officer has one, but must never use a personal name.

ii. *The Chair Recognizes the Speaker*

The chair will recognize the member by calling his or her name, or by saying “The chair recognizes the person in the [front row].” After the person is recognized, he or she is free to speak.

iii. *The Motion is Made*

The person being recognized by the chair makes a motion by saying “I move that [Saturday be set as the time for our 4-H party.” “I move” are the proper words to use when presenting a motion or item of business.

iv. *The Motion is Seconded*

All ordinary motions must be seconded. This is to show the group that two people want the subject discussed. A motion should receive a second soon after it is made. If it does not receive a second, the motion is dead and cannot be acted upon by the group. The member wishing to second the motion does not have to be recognized by the chair. In small groups, the member wishing to second the motion does not need to stand but must say "I second the motion." In large, formal meetings, it is proper to stand and say "Mr./Madam Chair, I second the motion."

v. *The Motion is Restated*

Before a motion is voted on by the group, the chair must restate the motion and then ask "Is there any discussion?" The motion is restated so that everyone understands before they begin discussing the motion.

vi. *Discussion of the Motion*

After the chair has restated the motion, it is open for discussion. Any member of the group has the right to discuss the motion after he or she receives permission from the chair to speak. All discussion must be about the motion or the chair can rule the speaker out of order.

vii. *The Motion is Voted On*

After the members have discussed the motion, the chair puts the motion to vote. The chair will ask, "Is there any further discussion?" The motion is then voted upon. Both the affirmative and negative votes must be taken. The chair will say "All those in favor of the motion that [restate the motion] say 'aye.' All those opposed, say 'no.'" If the vote is close, the chair may call for a count. The chair will then ask the members to stand or raise their hands and will count them.

viii. *Announcement of Results*

After the vote has been taken, the chair will then announce the results. The chair may say something along the lines of, "The affirmatives have it, and the motion is carried" or "the 'nays' have it and the motion is lost." Once the results have been announced by the chair, the group can deal with another motion or other matters of business.

Additional Resources available through Florida 4-H:

- Parliamentary Procedure: Preparing Minutes of a Meeting - <https://ufdc.ufl.edu/IR00008063/00001>
- Parliamentary Procedure: Lay on the Table - <https://ufdc.ufl.edu/IR00008289/00001>
- Parliamentary Procedure: Previous Question 1 - <https://ufdc.ufl.edu/IR00008290/00001>
- UMASS Extension 4-H Youth Development Parliamentary Procedure Guide https://ag.umass.edu/sites/ag.umass.edu/files/pdf-doc-ppt/parliamentary_procfm.pdf
- NSDC NAACP Youth Council Workshop http://www.nsdчнаacp.org/Roberts_Rules_of_Order_2019.pdf

Section 1

1. Objectives/Goals- What are your goals as your club's Parliamentarian? Share things you want to do or achieve. *Hint: think of why you took this office.*

2. Did you achieve your goals? How? Reflect on the past year and how you did with your goals.

3. List awards, trips, medals, and other recognition received as the Club Parliamentarian.

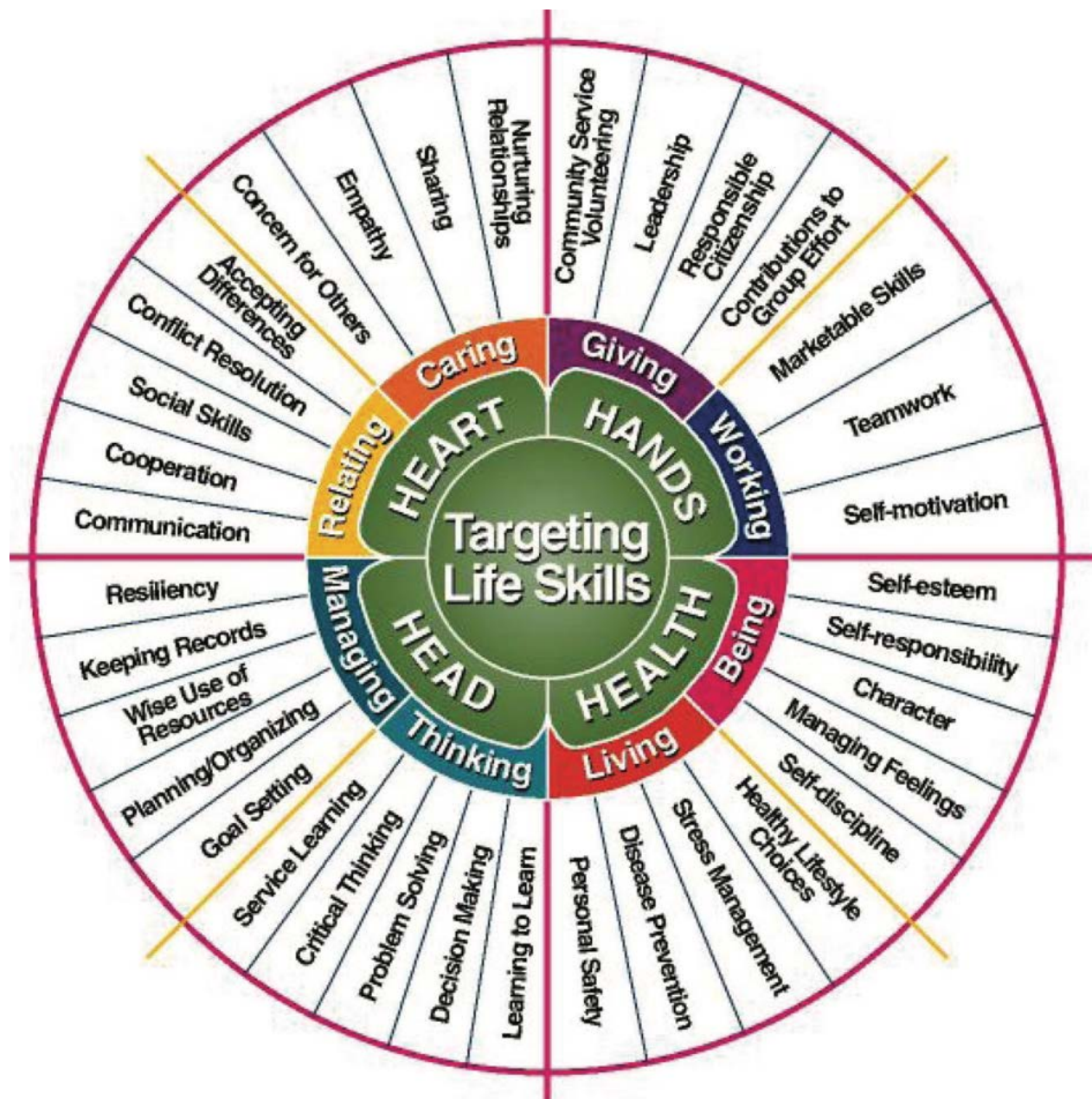
Date	Recognition

6. Indicate below what special publicity efforts you and/or your committee did during the year to promote 4-H and your club's activities.

Date	Type of Activity	Purpose

7. Number of business meetings your club held during this year: _____

Number of meetings you were present for: _____



Hendricks, P. (1998) "Developing Youth Curriculum Using the Targeting Life Skills Model"
 Refer to *Targeting Life Skills in 4-H* <https://edis.ifas.ufl.edu/4h242>

Section 2

Targeting Life Skills- in this section, please use the Life Skills Wheel above to write one to two sentences in response to each of the four questions below. The Life Skills Wheel is divided into four sections: Head, Heart, Hands, and Health. Please choose one skill from each of these sections that your 4-H officer position has helped you develop or improve.

- 1. What is one skill in the HEAD section of the Life Skills Wheel that this officer position has helped you develop or improve? Why or how has this 4-H officer position helped you to develop or improve this skill?**

- 2. What is one skill in the HEART section of the Life Skills Wheel that this officer position has helped you develop or improve? Why or how has this 4-H officer position helped you to develop or improve this skill?**

- 3. What is one skill in the HANDS section of the Life Skills Wheel that this officer position has helped you develop or improve? Why or how has this 4-H officer position helped you to develop or improve this skill?**

- 4. What is one skill in the HEALTH section of the Life Skills Wheel that this officer position has helped you develop or improve? Why or how has this 4-H officer position helped you to develop or improve this skill?**

Section 3

Photos and Work- please include 5 to 8 items, not already included in this book, that show the work you have done as Parliamentarian. This includes photos of you in your role as Parliamentarian, other photos that show your work, and other examples of the work you have done as Parliamentarian. (print additional pages as needed.)