

A Guide to

PARLIAMENTARY

PRACTICE

for your club . . .

Parliamentary procedure is one of the most vital aspects of a business meeting. Using it correctly makes the meeting run more smoothly and quickly and helps members follow along. As an officer, you must understand the basic parliamentary procedure that is required to run a regular 4-H business meeting. Take this responsibility seriously by assisting your fellow officers and club leaders in enforcing correct parliamentary procedure at all meetings. Use this guide to teach your club members about parliamentary procedure so they can understand the formula for running a good business meeting. For more parliamentary information, you may also want to use *24 Parliamentary Procedure Quick Facts for Your Club* and *The Meeting Will Come to Order* (4-H 440).

Rules for handling motions *

Types of motions	Order of handling	Must be seconded	Can be discussed	Can be amended	Vote required ¹	Vote can be reconsidered
Main Motion						
To present a proposal of assembly	Cannot be made if any other motion is pending	Yes	Yes	Yes	Majority	Yes
Subsidiary motions²						
To postpone indefinitely action on a motion	Has precedence over above motion	Yes	yes	No	Majority	Affirmative vote only
To amend (improve) a main motion	Has precedence over above motions	Yes	Yes, when motion is debatable	Yes, but only once	Majority	Yes
To refer motion to committee (for special consideration)	Has precedence over above motions	Yes	Yes	Yes	Majority	Yes
To postpone definitely (to certain time) action on a motion	Has precedence over above motions	Yes	Yes	Yes	Majority	Yes
To limit discussion to a certain time	Has precedence over above motions	Yes	No	Yes	2/3	Yes
To call for vote (to end discussion at once and vote)	Has precedence over above motions	Yes	No	No	2/3	No
To table motion (to lay it aside until later)	Has precedence over above motions	Yes	No	No	Majority	No
Incidental motions³						
To suspend a rule temporarily (e.g., to change order of business)	No definite precedence rule	Yes	No	No	2/3	No
To close nominations ⁴		Yes	No	Yes	2/3	No
To reopen nominations		Yes	No	Yes	Majority	Negative vote only
To withdraw or modify a motion (to prevent vote or inclusion in minutes) ⁵	These motions have precedence over motion to which they pertain	No	No	No	Majority	Negative vote only
To rise to a point of order (to enforce rules or program) ⁵		No	No	No	No vote, chairperson rules	No
To appeal from decision of the chairperson (must be immediately) ⁶		Yes	Yes, when motion is debatable	No	Majority	Yes

Types of motions	Order of handling	Must be seconded	Can be discussed	Can be amended	Vote required ¹	Vote can be reconsidered
Privileged motions						
To call for orders of the day (to keep meeting to program order of business) ⁶	Has precedence over above motions	No	No	No	No vote required ⁷	No
Questions of privilege (to bring up an urgent matter — concerning noise, discomfort, etc.) ³	Has precedence over above motions	No	No	No	Majority	No
To take a recess	Has precedence over above motions	Yes	Yes, if no motion is pending	Yes	Majority	No
To adjourn	Has precedence over above motions	Yes	No	No	Majority	No
To set next meeting	Has precedence over above motions	Yes	Yes, if no motions is pending	As to time and place	Majority	Yes
Unclassified motions						
To take motion from table (to bring up tabled motion for consideration) ⁸	Cannot be made if any other motion is pending	Yes	No	No	Majority	No
To reconsider (to bring up discussion and obtain vote on previously decided motion) ⁹		Yes	Yes, when motion is debatable	No	Majority	No
To rescind (repeal) decision on a motion ¹⁰		Yes	Yes, when motion is debatable	No or 2/3	Majority	Yes
¹ A vote is always lost except on a motion to appeal from the decision of the chairperson (see "Incidental Motions") when a tied vote sustains the decision of the chairperson. ² Subsidiary motions are motions that pertain to a main motion while it is pending. ³ Most incidental motions arise out of another question that is pending and must be decided before the question of which they arise is decided. ⁴ The chairperson opens nominations with "Nominations are now in order." Nominations may be made by a nominating committee, by a nominating ballot, or from the floor. A member may make a motion to close nominations, or the chairperson may declare nominations closed after assembly has been given a chance to make nominations. ⁵ The mover may request to withdraw or modify his or her motion without consent of anyone before the motion has been put to assembly for consideration. When a motion is before the assembly and if there is no objection from anyone in the assembly, the chairperson announces the motion is withdrawn or modified. If anyone objects, the request is put to a vote. ⁶ A member may interrupt the speaker who has the floor to rise to a point of order or appeal, call for orders of the day, or raise a question of privilege. ⁷ Orders of the day may be changed by a motion to suspend the rules. (see "Incidental Motions.") ⁸ Motion can be taken from the table during the meeting when it was tabled or at the next meeting. ⁹ Motion to reconsider may be made only by one who voted on the prevailing side. A motion to reconsider must be made during the meeting when it was decided or on the next succeeding day of the same session. ¹⁰ It is impossible to rescind any action that has been taken as a result of a motion, but the unexecuted part may be rescinded. Notice must be given one meeting before the vote is taken, or if voted on immediately, a 2/3 vote to rescind is necessary.						

*From *Parliamentary Procedure: How to Conduct a Meeting*, copyright 1949-1950, by the University of Denver. Used by the permission of the publisher, Alan Swallow, 2679 South York Street, Denver 10, Colorado.



“Character is like a tree and reputation like its shadow. The shadow is what we think of it; the tree is the real thing.”
~Abraham Lincoln

Basic Motions

There are five types of motions that are discussed in the following pages. They are main, subsidiary, incidental, privileged, and unclassified.

Main Motion

Member 1: (stand) Mr./Madame President.

President: Debby.

Member 1: I move that the Great Green 4-H Club have a drive to increase membership.

President: Is there a second to the motion?

(Ask for a second if one isn't promptly offered.)

Member 2: (remain seated) I second.

President: It has been moved and seconded that the Great Green 4-H Club have a drive to increase membership. Is there discussion?

Member 1: (stand) Mr./Madame President.

President: Debby.

Member 1: I believe we should have a membership drive because I have heard of many new clubs starting in the county, this must mean that more youth are interested in 4-H.

Member 3: (stand) Mr./Madame President.

President: Paul.

Member 3: We have enough members in our club. An increase may bring in youth who are not especially interested and will make more work for the leaders.

President: Is there any more discussion?
(pause) We will now vote. The motion is that the Great Green 4-H Club have a drive to increase its membership. All in favor say “aye”; all opposed say “no.”

If a member is not satisfied with the results of the vote, or if it seems too close to call, a division of the house may be called.

Member 2: (stand) Mr./Madame President

President: Carrie.

Member 2: I call for a division.

President: A division has been called. We will take a standing vote. All in favor of the Great Green 4-H Club having a drive to increase membership please stand. Please be seated. All opposed, please stand. Please be seated. Fifteen in favor; 12 opposed. The Great Green 4-H Club will have a drive to

increase membership.

Division of the House

The object of calling for a division of the house is to count the vote again. A member may call for a division after the president has announced the outcome of a vote when the count is not definite, such as when using a voice vote. The member does not need to be recognized or stand when calling for a division of the house. The president then calls for the vote using a show of hands or some other definite method.

Division of the Question

The object of the division of the question is to avoid voting on too many independent questions at one time. If a motion consists of two or more independent items of business, connected by conjunctions, it may be best to consider them separately since the club may wish to adopt only part of them. The request for the division of the motion may be made by an individual or it may be by motion. An individual makes the request by saying, “I call for a division of the motion.” If the request is in the form of a motion it must be seconded, it is not debatable, it may be amended, it requires majority vote, and it may not be reconsidered.

President: The motion before the club is the Big Valley 4-H Club should accept Billy Smith as a member and have a picnic next Saturday afternoon at city park at 5:30 p.m.

Member 1: (stand) Mr./Madame President.

President: Curtis.

Member 1: I call for a division of the motion.

President: The secretary will divide the question into independent motions for action.

Secretary: The motion before the house is the Big Valley 4-H Club should accept William Smith as a member.

Member 1: I second the motion.

President: Is there any discussion?

Member 2: (stand) Mr./Madame President.

President: Alison.

Member 2: Billy is a nice boy who tries his best at everything. The club will benefit by

having him as a member.

President: Is there any further discussion? (pause) If not, all in favor of the motion to accept Billy Smith as a member, stand. Please be seated. All opposed, stand. Please be seated. The motion passed, and the club accepts William Smith as a member.

The secretary then reads the next part; each part is considered as a distinct motion. The separate parts may be amended.

Quorum

After the secretary calls the roll, the president is notified whether a quorum is present. If a quorum is not present, the meeting is adjourned or prevented from transacting official business.

If, during an official meeting, enough people leave that a quorum is no longer present, official business cannot be transacted. To prevent official business from being transacted under the above conditions, move for a new roll call. If, after the new roll call, there is not a quorum, the meeting is adjourned.

Constitution and Bylaws

The constitution sets forth the name and purpose of the club and determines the membership. It establishes the offices, the method of election, times of meetings, and ways to amend the constitution.

The bylaws contain details of the organization such as points relating to membership, quorum, duties of offices, time of meetings, committees, order of business, and amending of bylaws.

Resolutions

Every resolution should be in writing. A resolution is always a main motion. A resolution always begins with the word "Resolved." When a member wishes to present a resolution after obtaining the floor he says, "I move the adoption of the following resolution."

Reasons for the resolution, if needed, are usually stated in a preamble. Each clause of the preamble constitutes a paragraph beginning with "Whereas." The preamble

is always amended last, as changes in the resolution may require changes in the preamble.

The preamble should never contain a period but each paragraph should close with a comma or semicolon, followed by "and," except the last paragraph, which should close with the word "therefore," or "therefore be it ..."

Examples:

- *Whereas, we consider the 4-H club the best organization for boys and girls; and*
- *Whereas, the membership is not large enough in the community; therefore*
- *Resolved: That it is the opinion of this club that ample opportunity be given for all boys and girls in this community to learn about 4-H work.*

Elections, Nominations, and Voting

Nominations may be made from the floor by members, by a nominating committee, or by ballot. A motion provides the method. Constitutions or bylaws usually specify conditions relating to nominations.

If the nominating committee has made nominations, the presiding officer should ask if there are any other nominations before proceeding to an election. If there is no response, he or she declares the nominations closed. In large clubs it is customary to move to close nominations, but until a reasonable time has been given, this motion is not in order.

The motion to close nominations requires a second, cannot be debated and requires a two-thirds vote, because it deprives members of one of their rights. (Incidental motion)

If it is desired to reopen nominations, it may be done by a majority vote. This motion is undebatable.

Nominations need not be seconded.

Officers may be elected one at a time or all at one time if the bylaws prescribe the method, it must be followed. Electing officers all at one time saves time, but has a serious objection when there is more than one nominee for each office; those not elected for one office cannot be nominated for any other.





The best executive [leader] is one who has sense enough to pick good people to do what he wants done, and self-restraint enough to keep from meddling with them while they do it.

~Theodore Roosevelt

In small groups it is usually better to elect one officer at a time.

Vote is taken on nominees in the order in which they were nominated.

The presiding officer announces the nominations, and usually the vote is taken by ballot.

The method of voting may be done according to the wishes of the organization unless the bylaws specify the method to be followed.

The presiding officer appoints tellers to collect the ballots and always asks if all members have voted before directing the count to be made.

Even if there is only one nominee for each office and none is added from the floor, the vote is taken on each office. It is not in order to take a single vote on the group at one time.

The presiding officer always has the privilege to vote by ballot and should vote at the same time as other members, but cannot vote a second time to break a tie. In case of a tie when the vote is taken by show of hands or standing vote, the presiding officer may vote to break the tie. In no case is he or she allowed to vote twice — first to make a tie and then to break it.

While it is the duty of every member to vote, he or she cannot be compelled to do so unless the bylaws so state.

In Congress where the public wishes to know how the members voted, the vote is taken by roll call. The presiding officer says: "As many as are in favor of the adoption of this resolution will, as their names are called, answer "yes"; opposed, answer "no."

Subsidiary Motions

Amending the Main Motion

The object of amending the main motion is to change it so that it is more agreeable. It requires a second, is debatable, requires a majority vote, and can be reconsidered.

President: It has been moved and seconded the Low Plains 4-H Club buy a secondhand compact disc player. Is there any discussion?

Member 1: (stand) Mr./Madame President.

President: Chris.

Member 1: I move to amend the motion

by striking out the word "secondhand" and inserting the word "new."

Member 2: I second the motion.

President: It has been moved and seconded to amend the motion by striking out the word "secondhand" and inserting the word "new." Is there any discussion?

Member 2: (stand) Mr./Madame President.

President: Tara.

Member 2: The club should have a new compact disc player. A secondhand one is not reliable.

President: Is there any more discussion? (pause) All in favor of the amendment, raise your hand; all opposed, same sign. The amendment is carried. The motion as amended before the club is that the Low Plains 4-H Club buy a new compact disc player.

Is there any discussion? (pause) All in favor of the motion, stand. Please be seated. Opposed, stand. Please be seated. The motion is carried. The Low Plains 4-H Club will buy a new compact disc player.

An amendment may be stated in many ways, including the following: I move to amend by ...

... inserting the word or words "___" before the word "___."

... striking out the word or words "___."

... striking out the word or words "___" and inserting "___."

... substituting the motion "___" for the motion "___"

If the amendment passes, the main motion becomes the motion as amended. If it fails, the main motion is unaffected.

To Lay a Motion on the Table

The object of the motion to lay on the table is to temporarily postpone the pending business. It is not debatable and requires a second. It may not be amended, requires a majority vote, and may not be reconsidered.

President: The motion before the club is the Fun Valley 4-H Club should buy a dog as a mascot.

(After heated discussion by two or three members, continue with the motion.)

Member 1: (stand) Mr./Madame President.

President: Janice.

Member 1: I move the motion be laid on the table.

Member 2: I second the motion.

President: It has been moved and seconded the motion be laid on the table. (Vote)

Discuss this parliamentary problem fully and point out that a question tabled and not taken from the table at the same or the following meeting is lost. Also explain that “tabling” should not be used by a minority as a means for defeating a motion.

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*

The Previous Question

To stop debate and order an immediate vote on a question, the correct procedure is to say, “I move the previous question.” This motion, when seconded and carried by a two-thirds vote, stops discussion and forces an immediate vote.

It requires a second, is not debatable, may not be amended, requires a two-thirds vote, and may be reconsidered.

Some people are under the impression a motion can be brought to vote when someone in the group calls out, “Question.” Calling “Question” does not compel the chairperson to take the vote, nor does it stop discussion.

Member 1: (stand) Mr./Madame President.

President: Sam.

Member 1: I move the Brookside 4-H Club increase its membership to 100 during the next year.

Member 2: I second the motion.

President: It has been moved and seconded the Brookside 4-H Club increase its membership to 100 during the next year.

Member 3: (stand) Mr./Madame President.

President: Missy.

Member 3: I am not in favor of making a

wholesale membership drive. Quality is more important than quantity. It is a good idea to increase our membership, and I think we can, but I do not like the idea of a quota.

Member 1: (stand) Mr./Madame President.

President: Sam.

Member 1: We will never get any place unless goals are set. Just because a definite number has been set, there is no reason we need to sacrifice quality. I think the previous speaker has the wrong viewpoint.

Member 2: (stand) Mr./Madame President.

President: Julie.

Member 2: I move the previous question.

Member 1: I second the motion.

President: The previous question has been moved and seconded on the motion the Brookside 4-H Club increase its membership to 100 during the next year. All in favor of ordering the previous question on the stated motion, stand. Opposed, stand. The motion carries, as two-thirds of the club voted in favor of the previous question.

The motion before the club is the Brookside 4-H Club increase its membership to 100 during the next year. All in favor, rise. Opposed, rise. The motion fails.

To Postpone to a Certain Time

The object of postponing is to defer action. It requires a second and is debatable. It may be reconsidered.

President: It has been moved and seconded that the Ramblers 4-H Club have their annual picnic at the city park on June 8. Is there any discussion?

Member 1: (stand) Mr./Madame President.

President: Matt.

Member 1: The city park is undergoing some new landscaping, so it is very muddy near the picnic and play areas. I don't think it is a good idea to have the picnic at the park. Therefore, I move to postpone the motion until our regular meeting next month.

Member 2: Second.

President: The motion before the club is that we postpone the motion the Ramblers 4-H Club have their annual picnic at the city park on June 8. (Vote)





This motion is debatable to a certain extent. When passed, it becomes unfinished business for the next meeting. Point out that a question may not be postponed to a time beyond the next regular meeting. A motion may not be taken up before the time to which it was postponed except by reconsideration, suspension of the rules, or general consent.

To Postpone Indefinitely

The object of postponing a motion indefinitely is to reject the main motion when the strength of the vote for it is uncertain, and the opposing side wishes to find this out. It also gives a member another chance to talk after he or she has exhausted his or her right to debate.

It requires a second, a majority vote, and cannot be amended.

If the motion to postpone is lost, it may not be renewed or reconsidered and the main motion comes back to its original form and can be amended and have all other privileges of a main motion. If the postponement is carried, the main motion is rejected for the present meeting unless the vote is reconsidered during the present or next business session.

Member 1: (stand) Mr./Madame President.

President: Ashley.

Member 1: I move the Big Valley 4-H Club have a skating party Friday evening.

Member 2: I second the motion.

President: It has been moved and seconded the Big Valley 4-H Club have a skating party Friday evening. Is there any discussion?

Member 3: (stand) Mr./Madame President.

President: Janet.

Member 3: I believe it is a good idea to have a skating party.

Member 1: (stand) Mr./Madame President.

President: Ashley.

Member 1: A social time once in a while is necessary for the life of the club so I hope everyone will vote for it.

Member 4: (stand) Mr./Madame President.

President: Jason.

Member 4: I am not in favor of the skating party Friday evening because I will be unable

to attend; therefore, Mr./Madame President, I move to postpone the motion indefinitely.

Member 5: I second the motion.

President: The motion before the club is to postpone indefinitely the motion the club have a skating party Friday evening. Is there any discussion?

Member 1: (stand) Mr./Madame President.

President: Ashley.

Member 1: Just because one member can't come doesn't mean we can't have the party.

Member 4: (stand) Mr./Madame President.

President: Jason.

Member 4: I do not want members to think that I am being selfish because I want to have the party postponed. I just know that others have conflicts as well. It would be better to have the skating party when all could come.

President: Is there any further discussion? If not, all in favor of postponing indefinitely the motion the club have a skating party, stand. Opposed, stand. The motion to postpone failed. The motion before the club is we have a skating party Friday evening. Is there any discussion?

Member 2: (stand) Mr./Madame President.

President: Kelly.

Member 2: I believe arrangements can be made so every member can be present.

President: Is there any more discussion? All in favor, stand. Opposed, stand. Motion carried. We will have a skating party.

To Refer to a Committee

The object of referring to a committee is to commit or recommend to a standing or special committee a question that may be more carefully investigated and put into better shape for the club to consider than can be done in the club itself.

Member 1: (stand) Mr./Madame President.

President: Corey.

Member 1: I move the Clover Clan 4-H Club use the Recreation Center meeting room as a meeting place.

Member 2: I second the motion.

President: It has been moved and seconded that the Clover Clan 4-H Club use the Recreation Center meeting room as a meeting

place. Is there any discussion?

Member 3: (stand) Mr./Madame President.

President: Heather.

Member 3: I believe it is impossible to come to a conclusion on this important motion without further investigation. I move that the motion be referred to a committee.

President: To what committee shall the motion be referred?

Member 3: (stand) Mr./Madame President.

President: Heather.

Member 3: I wish to add to my motion the words “of three to be appointed by the president.”

Member 2: I second the motion.

President: It has been moved and seconded that the motion before the club be referred to a committee of three appointed by the president. Is there any discussion? All in favor, stand. Opposed, stand. Motion carried.

Incidental Motions

Appeal from the Decision of the Chairperson

If the chairperson rules unfavorably on a point of order, an appeal may be made from the decision of the chairperson if the member still feels he or she is correct. Without waiting to be recognized by the chairperson, the member rises as soon as the decision is made, even though another member has the floor.

Member 1: Mr./Madame President, I appeal from the decision of the chairperson.

Member 2: I second the appeal.

President: (State clearly the question at issue and reasons for the decision if necessary.)

The question is, “Shall the decision of the chairperson be upheld as the judgment of the club?” Those in favor say “aye”; opposed, “no.” The “ayes” have it, and the decision of the chairperson is upheld. Or the “no’s” have it, and the decision of the chairperson is reversed.

To Withdraw a Motion

The object of withdrawing a motion is to prevent the vote and keep the motion off the records. It does not require a second, is not debatable, and cannot be amended. It

requires a majority vote.

Before a motion has been stated by the chairperson, its maker may withdraw or change it as suggested. If changed, the second may be withdrawn. The president can offer help to younger members to improve their motion before he or she restates it to present it for discussion.

After a motion has been restated by the president it belongs to the assembly. It may then be withdrawn or changed only if there is no objection or if the assembly, by a majority vote, permits it. Any motion may be withdrawn.

Member 1: (stand) Mr./Madame President.

President: Josh.

Member 1: I move the Dunes 4-H Club charge dues of 25 cents for the coming year.

Member 2: I second the motion.

President: It has been moved and seconded the dunes 4-H Club charge dues of 25 cents for the coming year.

Member 1: (stand) Mr./Madame President.

President: Josh.

Member 1: I wish to withdraw my motion.

Member 3: (stand) Mr./Madame President.

President: Greg.

Member 3: I object.

President: There is an objection to withdrawing the motion. It shall be put to the vote of the club. All in favor of granting the privilege of withdrawing the motion, stand. Opposed, stand. The majority is in favor and the privilege is granted.

Point of Order (Incidental)

The purpose of raising a point of order is to enforce the rules. It does not require a second. It is not debatable, except the chairperson may seek the advice of the club. It may not be amended. When submitted to the club, it requires a majority vote and may not be reconsidered.

Member 1: (stand) Mr./Madame President.

President: Mary.

Member 1: I move we adjourn.

Member 2: I second the motion.





President: It has been moved and seconded we adjourn.

Member 3: I cannot see the reason for adjournment at this time. Our business is only half finished.

Member 1: (stand) Mr./Madame President.

President: Mary.

Member 1: I rise to a point of order.

President: State your point.

Member 1: The motion to adjourn is not debatable and this motion before the club must be voted upon immediately.

President: The point is well taken. It has been moved and seconded the Wildcat 4-H Club adjourn. All in favor, stand. Opposed, stand. The Wildcat 4-H Club is adjourned.

Objection to the Consideration of the Question

The purpose of an objection to the consideration of the question is to avoid questions that are unprofitable and irrelevant.

It does not require a second, is not debatable, may not be amended, requires a two-thirds negative vote, and may be reconsidered.

Member 1: (stand) Mr./Madame President

President: Mar.k

Member 1: I move that the Orwell Ramblers 4-H Club invite the River Heights 4-H Club to combine into one club for the next year.

Member 2: I second the motion.

President: It has been moved and seconded the Orwell Ramblers 4-H Club invite the River Heights 4-H Club to combine into one club for the next year. Is there discussion?

Member 3: (stand) Mr./Madame President.

President: Adrienne.

Member 3: I object to consideration of the motion.

Member 1: (stand) Mr./Madame President.

President: Mark.

Member 1: I rise to a point of order.

President: State your point.

Member 1: There is a motion before the house.

President: Mark, your point is not well taken.

The objection to the consideration is in order. This objection may be raised before there is any debate on the main motion and may be made when another has the floor. It cannot be debated or amended and must be put to a vote immediately.

The consideration of the question has been objected to. All in favor of considering the question, stand. Opposed, stand. There being two-thirds opposed, the main motion will not be considered.

If the motion passes, the president announces, "There being less than two-thirds opposed, the objection is not sustained and the motion is before the club."

Explain it was decided by a two-thirds negative vote not to consider the main motion; therefore, the whole matter is dismissed for the present session. The same motion may be introduced at any other meeting.

The object of this motion is to avoid any item of business that may be unprofitable or cause dissention in the club. This objection cannot be applied to amendments, bylaws, or reports of committees.

To Suspend the Rules

The object of suspending rules is to allow the club to take action that is prohibited by the rules. The rules may be suspended by general consent, but if even one member objects, a motion must be made and passed by a two-thirds vote.

A motion to suspend the rules requires a second, is not debatable, cannot be amended, requires a two-thirds vote, and cannot be reconsidered.

The rules are suspended for a single purpose, as the motion states, and no other business may be transacted under the suspension.

After the motion to suspend the rules has carried, the member who made the motion has the first right to the floor to make a motion or discuss it.

The following rules may be suspended:

- *To adopt a question without debate.*
- *To take a question from the table when the motion to do so is not in order.*

- *To take up a question before the time to which it has been postponed.*
- *To make a special order.*
- *To take action contrary to standing rules.*

For example, previously, the club passed a motion to lay on the table until the next regular meeting the motion that the club initiate Tom Brown. This motion can be taken off the table before the scheduled time by suspending the rules in order for the motion to be voted on immediately.

The following cannot be suspended:

- *The constitution can never be suspended, nor can the bylaws.*
- *No rule protecting absentees can be suspended, nor can a rule requiring that a vote be taken by ballot be suspended.*
- *Nothing that requires previous notice and a two-thirds vote for its amendment can be suspended by less than a two-thirds vote.*
- *No rule can be suspended when the negative vote is as large as the minority protected by the rule.*

Privileged Motions

To Adjourn

This motion takes precedence over all other parliamentary questions. However, there are some times when a motion to adjourn is out of order:

- *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.*

The motion cannot be renewed until after some business or debate has been conducted.

Before moving to adjourn, a member must have recognition from the chairperson.

The motion must be seconded and cannot be amended or debated.

Member 1: (stand) Mr./Madame President.

President: Lisa.

Member 1: I move to adjourn the meeting.

Member 2: I second the motion.

President: It has been moved and seconded to adjourn the meeting. All in favor, say “aye”; opposed, say “nay.” Motion carried. We stand adjourned. (Tap gavel once.)

Unclassified Motions

Motion to Reconsider

The object of a motion to reconsider is to bring an item of business back before the group for discussion and another vote. It requires a second. It is debatable if the motion to be reconsidered is a candidate for debate. It may not be amended, requires majority vote, and must be introduced by a member who voted on the winning side. It may not be reconsidered.

Member 1: (stand) Mr./Madame President.

President: Tom.

Member 1: I move the Walnut Grove 4-H Club charge each member dues of 25 cents for this year.

Member 2: I second the motion.

President: It has been moved and seconded the Walnut Grove 4-H Club charge each member dues of 25 cents for this year. Is there discussion?

Member 1: (Discuss the motion.)

President: It has been moved and seconded that the Walnut Grove 4-H Club charge each member dues of 25 cents for this year. All in favor, stand. Opposed, stand. Motion carried.

Member 2: (stand) Mr./Madame President.

President: Sarah.

Member 2: I move to reconsider the vote taken on the last motion.

President: Did you cast your vote on the side receiving the most votes?

Member 2: I did.

President: Since you voted on the winning side, it is proper for you to make the motion. The motion before the house is to reconsider the motion that the Walnut Grove 4-H Club





charge each member dues of 25 cents for the club year. Is there a second?

Member 3: I second the motion.

President: It has been moved and seconded to reconsider the motion that the Walnut Grove 4-H Club charge each member dues of 25 cents for the club year. Is there any discussion?

Member 2: (Discuss reasons for reconsidering.)

President: All in favor of reconsidering the vote on the motion say “aye”; those opposed, “no.” The motion to reconsider is carried; therefore, the motion that each member pay dues of 25 cents this year is open for discussion. Will the secretary please read the motion?

A simple majority is required to reconsider a motion, regardless of the vote necessary to adopt the motion to be reconsidered. After discussion, the vote is taken again. It may be either a majority vote or two-thirds, depending on the type of motion being reconsidered.

To Take From the Table

To take from the table is to bring the question before the club again. It requires a second, is not debatable, requires a majority vote, cannot be amended, and cannot be reconsidered.

If the motion to take from the table is lost, it can be put before the same meeting after some other business has been transacted. A question laid on the table must be taken up and disposed of during the meeting following that during which it was tabled; otherwise the motion dies.

If the motion to take from the table carries, the original motion comes back to the club in the form in which it was tabled. The original motion may be debated and then put before the house in the regular motion procedure and either passed or voted down.

Member 1: (stand) Mr./Madame President.

President: Callie.

Member 1: I move to take from the table the motion that the Ponderosa 4-H Club buy a dog for a mascot.

Member 2: I second the motion.

President: The motion before the club is that we take from the table the motion that the Ponderosa 4-H Club buy a dog for a mascot. All in favor, stand. Opposed, stand. Motion passed. Since the motion to take from the table is carried, the motion before the club now is the Ponderosa 4-H Club buy a dog for a mascot. Is there any discussion?

(Discuss the motion. Vote.)

To Reconsider and Have Entered on the Minutes

The procedure to reconsider and have entered on the minutes is used when it is desired to prevent the action on the main motion from becoming final until another meeting or another day. It is to prevent a temporary and unrepresentative majority from carrying out an action it is believed the majority will not approve.

As the motion to reconsider and have entered on the minutes may be made only by one who voted on the winning side, a member desiring to make the motion should vote with the majority even though opposed to its action.

Having the motion placed on the minutes gives opponents of the motion a chance to get their supporters to attend the next meeting. It requires only a majority vote.

Member 1: (stand) Mr./Madame President.

President: Erin.

Member 1: I move the Wildcat 4-H Club have a picnic on May 3.

Member 2: I second the motion.

President: It has been moved and seconded the Wildcat 4-H Club have a picnic on May 3.

Member 3: (stand) Mr./Madame President.

President: Adam.

Member 3: It is too early to have picnics. The weather in early May is usually unfavorable and could prevent having a program or business meeting.

Member 2: (stand) Mr./Madame President.

President: Keith.

Member 2: There is just a small number present today, and I feel an activity such as a picnic should not be decided this evening.

Member 1: (stand) Mr./Madame President.

President: Erin.

Member 1: Those members who do not find it necessary to attend meetings should not count.

President: Is there more discussion? Those in favor, stand. Opposed, stand. Motion carried.

Member 2: (stand) Mr./Madame President.

President: Keith.

Member 2: I move to reconsider the motion and have it entered on the minutes.

Member 3: I second the motion.

President: The question is to reconsider and have entered on the minutes the motion the Wildcat 4-H club have a picnic on May 3. Is there any discussion? All in favor, stand. Opposed, stand. Motion carried. The question will be entered on the minutes to be reconsidered at the next meeting.

To Rescind a Motion

The purpose of the motion to rescind or repeal is not to reconsider the vote upon a motion, but to cancel the action formerly taken upon it.

A motion previously made and voted on may be reconsidered the day it was voted on or the following meeting day. After that, the motion to rescind is in order, but a motion to reconsider is out of order.

The motion to rescind may be applied to the vote on all main motions, questions of privileges, and appeals. A motion to rescind is not in order if, as a result of a vote, something has been done that cannot be undone, a resignation has been acted upon, or a member has been elected to or expelled from membership or office and has been notified of the fact.

If a motion is to be rescinded, notice must be given at a preceding meeting or in the call for the meeting; or if such notice has not been given, a two-thirds vote of those voting or a majority vote of the entire membership is necessary. If notice is given, a regular majority vote is required.

Member 1: (stand) Mr./Madame President.

President: Jon.

Member 1: I move to rescind the motion passed at our December meeting by which this organization went on record as being opposed to helping furnish a community meeting hall.

Member 2: I second the motion.

President: It has been moved and seconded the club rescind the motion passed at our December meeting by which this organization went on record as being opposed to helping furnish a community meeting hall. Will the secretary please read the motion referred to?

Secretary: (Find and read the motion.)

President: Is there any discussion?

Member 1: (stand) Mr./Madame President.

President: Jon.

Member 1: I think people generally are favorable to a community meeting place and we should be too. We may need to use this facility in the future and it would be best to support the furnishing of it.

Member 2: (stand) Mr./Madame President.

President: Hannah.

Member 2: I believe since this has become a community-wide project we should help.

President: If there is no further discussion, all in favor of the motion to rescind this motion, stand. Opposed, stand. The motion is rescinded.



Advanced Parliamentary Practice Problems

A number of conventional points such as addressing the chairperson and being recognized will not be written out in problems two, three, and four. Do not omit these important aspects of parliamentary procedure when practicing with your club, but know that club members should not have to be reminded of the bare essentials of parliamentary procedure by this point.

Problem 1

This problem includes use of the previous question, point of information, and a call for a division of the house.

Haley: (stand) Madame President.

President: Haley.

Haley: I move all 4-H club members wear matching T-shirts once a week.

Brent: I second the motion.

Note: Amend this motion by inserting “and wristbands” after T-shirts; amend the amendment by adding “and leaders” after members.

Grace: (stand) Madame President.

President: Grace.

Grace: I am not in favor of wearing matching shirts.

President: The member is out of order. Remarks should be on the amendment to the amendment limiting the discussion on whether or not leaders should also wear matching shirts.

Peter: (stand) Madame President, I rise to a point of information.

President: State your point.

Peter: Is it not impossible to speak on the amendment without also including the original motion?

President: While amendments are pending, debate may relate only to the amendment, or it may include the amendment and the motion only so far as a discussion of the amendment involves discussion of the amendment and motion.

Grace: I move the previous question on the amendments.

Haley: I second the motion.

President: The previous question has been moved and seconded. All in favor, say ‘aye’. Opposed, say ‘nay’. Motion failed.

Peter: I call for a division of the house.

President: A division of the house has been called. All in favor of the previous question, stand. Opposed, stand. Motion carried.

Vote on an amendment to the amendment, then the amendment. If the amendment to the amendment carries, but the amendment fails, both are lost.

Problem 2

This problem includes use of taking a motion from the table, withdrawal of a motion, and adjournment.

Doug: I move to take from the table the motion that club members wear shorts on all hikes and at all outdoor activities.

Kara: I second the motion.

President: It has been moved and seconded to take from the table the motion that club members wear shorts on all hikes and at all outdoor activities. This motion cannot be discussed, so we will now vote. All in favor, stand. Opposed, stand. Motion carried. We can now discuss the motion that club members wear shorts on all hikes and to all outdoor activities.

Katie: I move to amend the motion by adding the words “matching 4-H” in front of the word “shorts.”

Derek: I second the motion.

President: It has been moved and seconded to amend the motion by adding the words ‘matching 4-H’ in front of the word “shorts.” Is there any discussion?

Katie: I would like to withdraw my motion.

President: Are there any objections to the withdrawal of the motion to amend? Seeing none, we will now discuss the original motion, which is that club members wear shorts on all hikes and at all outdoor activities.

Andrea: I am very allergic to mosquito bites. If I wear shorts, I am more likely to get bitten. Also, if the weather turns bad, we should be wearing appropriate clothing, which may be long pants.

Derek: This is a motion that cannot be enforced and is an infringement on the rights of each club member to choose their wardrobe.

President: Is there any more discussion? We will now vote. All in favor, stand. Opposed, stand. Motion failed.

Jessica: I move to adjourn.

Pam: I second the motion.

President: It has been moved and seconded to adjourn. All in favor, stand. Opposed, stand. The meeting now stands adjourned.

Problem 3

This problem includes practice in reconsideration of a motion, a point of order, and previous question.

Example: *The club has just passed the following motion: "All members are required to use the bus to get to the meetings."*

Monica: I move to reconsider the motion.

Brandon: I second the motion.

President: Monica, did you vote on the affirmative side of the motion?

Monica: No, I voted on the negative side.

President: The motion is out of order.

Brandon: I voted on the affirmative side, but since there seems to be dissatisfaction, I move to reconsider the motion.

Monica: I second the motion.

President: The motion to reconsider has been moved and seconded. Is there any discussion?

Jamie: (Discuss the motion.)

Chris: I rise to a point of order.

President: State your point.

Chris: Has a member the right to debate the main motion while the motion to reconsider is before the assembly?

President: Yes, since the motion itself is debatable. The motion to reconsider the motion just passed is before the club. Is there any more discussion? All in favor, say "aye." Opposed, say "no." The motion carried. Is there any discussion on the motion that all members are required to use the bus to get to the meetings.

Monica: This requirement does not make sense because we have several members who live close enough to walk to the meetings or too far away to ride a bus. It is also impossible to monitor and enforce and may lead to members dropping out to join other clubs that do not have such a requirement.

Jamie: I agree that this is an odd requirement to have for all club members since everyone has a different situation.

Ryan: If we all ride a bus to the meetings then no one can be late and interrupt, and it will be easier to get all members to attend.

Carolyn: My brother and I will leave the club if this is passed.

Jamie: I call for the previous question.

Ryan: I second the motion.

President: Previous question has been moved and seconded. All in favor, stand. Opposed, stand. Motion carried. We will now vote on the main motion. (Vote)

Problem 4

This problem includes practice in division of the question, suspending the rules, point of order, and referring a matter to a committee.

Example: *A member has just presented the following motion: "I move the club hosts an exchange student for a week, and we vote on the motion previously postponed until next meeting to have a picnic."*

Carrie: I call for a division of the question.

President: The secretary will divide the question into independent motions for action.

Secretary: The motion before the house is the club hosts an exchange student for a week.

Grant: I second the motion.

President: It has been moved and seconded the club hosts an exchange student for a week. Is there any discussion?

Carrie: Without more information, I feel it is impossible to come to a conclusion about this matter.

Sharon: I move the matter be referred to a committee of three members and an adult chosen by the president.

Carrie: I second the motion.

President: It has been moved and seconded that the motion before the club be referred to a committee of three members and an adult appointed by the president. Is there any discussion? All in favor, stand. Opposed, stand. The motion carries.

The motion before the club is to vote on the motion previously postponed until the next meeting to have a picnic.

Aaron: I rise to a point of order.

President: State your point.

Aaron: It is not in order to vote on this motion until the time it was postponed to.

Carrie: I move to suspend the rules in order to vote on the postponed motion at this time.

Jill: I second the motion.

President: It has been moved and seconded to suspend the rules in order to vote on the postponed motion at this time. Is there any discussion? All in favor, stand. Opposed, stand. Motion carries.

The motion now before the club is to vote on the motion previously postponed until the next meeting to have a picnic. Is there a second?

Grant: I second the motion.

President: It has been moved and seconded to vote on the motion previously postponed until the next meeting to have a picnic. Is there any discussion? (Vote.)

Parliamentary Practice Activity

Make a copy of this sheet and cut the topics and motions out and place them in separate bowls. Have five members select topics. Have all other members select from the motions. You may need to make copies depending on the number of members in your club; just be sure everyone has one topic or motion. To practice, the members who have chosen topics make a motion regarding the topic. Then, members discuss the topic and use the motions to alter the main motion. This is a fun activity because the motions can be outrageous. For example, a member may draw the club picnic topic and propose a picnic with a private concert by a famous musician paid for out of the president's pocket. Encourage members to use their imaginations when proposing topics and amendments. Ask your club leaders and parents to monitor the correct parliamentary procedure so everyone can learn how easy it really is!

Topic	Motions	
Bake Sale	Amendment	Amendment
Club Picnic	Postpone Indefinitely	Refer to a Committee
Fair Booth	Postpone to a Certain Time	Previous Question
Club T-Shirts	Point of Order	Point of Information
New Officers	Lay on the Table	Suspend the Rules
New Members	Close Nominations	Withdraw a Motion
Leader Appreciation Activity	Previous Question	Adjournment
Community Service Project	Amendment to an Amendment	Take a Motion from the Table
4-H Camp	Reconsider a Motion	Rescind a Motion

This publication is adapted by:

Katherine Kramer
4-H Youth Development Intern

James P. Adams
Associate Professor,
4-H Youth Development

Reviewed by:

Diane Mack
Extension Specialist,
4-H Youth Development

Beth Hinshaw
Extension Specialist,
4-H Youth Development

Rod Buchele
Extension Specialist,
4-H Youth Development

from a set of officer training materials produced by the Cooperative Extension Service, Iowa State University, Ames, Iowa.

Publications from Kansas State University are available on the World Wide Web at: www.oznet.ksu.edu

Contents of this publication may be freely reproduced for educational purposes. All other rights reserved. In each case, credit James P. Adams, *A Guide to Parliamentary Practice for Your Club*, Kansas State University, June 2005.

Kansas State University Agricultural Experiment Station and Cooperative Extension Service