SARASOTA COUNTY
Parliamentarian Officer Record Book

NAME__________________________________________________________
ADDRESS__________________________________________________________________________
PHONE NUMBER________________________________AGE_____
NAME OF 4-H CLUB_____________________________________________________________________
YEARS IN 4-H______ YEARS AS SAFETY OFFICER__________
PARENT SIGNATURE________________________________DATE_________
LEADER SIGNATURE________________________________DATE_________
Parliamentary Procedure In Conducting Meetings

When your club or group comes to a meeting they will need someone to be in charge of it. The person who presides at a meeting is referred to as the president, chairman, chairperson, chairwoman, or simply as “the chair.” In this publication, we will use the term, the chair; responsibilities of the chair are as follow:

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/her group in making decisions. To do this, he/she leads the group in orderly discussion, to reach conclusions that the majority agree upon.

A good chair is faithful to the duties of that position, understands the problems the group is discussing, and has the leadership ability 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 help groups to conduct business. It is important that the chair understand 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 decisions.

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

The size of the group usually will 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 need to use only the basic rules for making motions, seconding motions, and amending motions.

C. Making Motions

A motion is a formal way of getting an idea, proposal, or plan of action before a group. Motions are part of the orderly way of conducting a meeting. Motions call for discussion and action by the group.

1. How a Motion Is Made and Handled by the Group

a. 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 say, “Mr. President,” or “Mr. Chair,” or “Madame President,” or “Madame Chair,” or use a special title if the presiding officer has one, but must never use a personal name.

b. The Chair Recognizes Speaker

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

c. Motion Is Made

The person 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 in presenting a motion or item of business.
d. 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 needs to say, "I second the motion," or "I second it." In large, formal meetings it is proper to stand and say "Mr. Chair (or, Madame Chair), I second the motion."

e. Motion Is Restated

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

f. Motion Is Discussed

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/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. An example of each step in the proper way to present a motion is as follows:

*Tom Rushing:* (rising) "Mr. Chairman"

*Chairman:* "Mr. Rushing"

*Mr. Rushing:* "I move that our club set the last Saturday in this month as Community Cleanup Day."

*Miss Young:* (without rising) "I second that motion."

*Chairman:* "It has been moved and seconded that our club set the last Saturday in this month as Community Cleanup Day. Is there any discussion?"

g. Motion Is Voted On

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

h. Results Are Announced

After the vote has been taken, the chair will then announce the results. The chair may say, "The 'ayes' have it, and the motion is carried," or "The 'nos' 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.
A WELL-PLANNED MEETING

A well-planned meeting consists of three main parts: business, program and recreation. Every officer should know the accepted procedure.

BUSINESS

Generally, the meeting follows this order of business:
* Call to order
* Pledges to the flags
* Group singing (if held)
* Roll call
* Reading and approval of minutes
* Reading of communications
* Reports of officers, executive committee, or leaders
* Reports of standing committees
* Reports of special committees
* Unfinished business (old business)
* Initiation or installation (if held)
* New business
* Announcements
* Adjournment

RESPONSIBILITIES OF ALL OFFICERS

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

* **SECURE** new members and organize the club or council
* **PLAN** the program for the year
* **ARRANGE** for a meeting place and for the proper care of it
* **CONDUCT** and take part in the meetings
* **KEEP** the club records and give them to the leaders or advisor as required
* **MAINTAIN** a good spirit and interest in the club or council
* **HELP** every 4-H'er find a place in the club or council and an opportunity to contribute
* **MAINTAIN** a good relationship with all individuals and groups
* **MAINTAIN** contact with the Extension Office
* **ATTEND** the 4-H officers' training session
1. My objectives or goals - tell things you want to do & to achieve (why you took this office?)

2. Did I achieve my goals? How?

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

<table>
<thead>
<tr>
<th>DATE</th>
<th>TYPE OF ACTIVITY/PROMOTION</th>
<th>PURPOSE OF ACTIVITY</th>
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<tr>
<td>9/26/96</td>
<td>Back To 4-H Night Booth</td>
<td>To get new club members</td>
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4. List awards, trips, medals and other recognition received as Parliamentarian

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<th>DATE</th>
<th>RECOGNITION</th>
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5. List workshops and/or training sessions you attended or helped to arrange as Parliamentarian

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<th>ACTIVITIES</th>
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6. List your citizenship & community service experiences as Parliamentarian

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<th>EVENTS/ACTIVITIES</th>
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7. Number of business meetings your club held during this year. _____
   Number of meetings you were present for. _____
8. Your 4-H Project Story. On this sheet write a story. In your story include as many of the following as possible:
*What 4-H work has meant to you
*How you managed your project
*What you have learned
*What you can do to improve your project next year
*What you did to “Make the Best Better”
*About any other 4-H experience
Photo's