



CANADA
4-H Nova Scotia

Atlantic 4-H Parliamentary Procedure Guide

To The Reader

The purpose of this booklet is to make both the 4-H member and members of the 4-H Executive knowledgeable of Parliamentary Procedure and how it relates to their responsibilities as members in the 4-H club.

The information presented is specific in some areas to 4-H clubs and one should not assume to be able to generalize these guidelines to other types of meetings.

Where detailed information is given to outline duties and specific procedures for Executive members, members not holding a position may obtain a summarized overview of that section by referring to the subtitle "Straight Talk" immediately following the topic in question. Straight Talk will briefly outline the main points covered in the previous section.

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Part 1. Member Duties and Responsibilities

Introduction

When chosen for a position on the 4-H Executive, you must be ready and willing to do your best for the good of your club. The standard 4-H club officers are, President, Vice-President, Secretary, Treasurer, (often combined with Secretary), Club Reporter and Recreation Leader (this may be a non-elected position or a project for a Junior Leader).

Being chosen for one of these positions is a great honour, and the members of your club are counting on you to put forth your best effort to help your 4-H club be the best it can be.

President

The President is the chief representative of an organization. The President has the responsibility to serve as administrator, presiding officer and inspirational leader. Although the President is often elected by popularity, this is not enough. A good President must know parliamentary procedure, how to preside well, how to control meetings, how to make decisions promptly and how to plan and work with others.

The club President works closely with other executive members and the club leaders to plan meetings and other activities. They act as Chairperson of all club meetings and ensure meetings start and end on time.

Specific duties of the President include:

- 1) to serve as chairperson of meetings,
- 2) to supervise and run club meetings according to parliamentary procedure,
- 3) to meet with leaders and other officers to prepare the meeting agenda,
- 4) to call meetings to order,
- 5) to assign the floor to one speaker at a time (only allow one person to speak at a time),
- 6) to keep discussion on topic,
- 7) to state every motion before a vote is taken and announce the results of a vote,
- 8) to cast the deciding vote when there is a tie,
- 9) to act as spokesperson for club affairs,
- 10) to know the duties of the other club officers,
- 11) to appoint committees when necessary and ensure each has a purpose and/or terms of reference,
- 12) to approve payments of bills when passed by the club,
- 13) to co-sign for the club bank account with the club treasurer and one other club member or leader, and
- 14) to arrange for place of meeting and ensure cleanup afterwards.

If the President wishes to take part in the discussion, the Vice-president or someone else should be asked to occupy the Chair or "to assume Chairmanship of the meeting". It is not good procedure to give opinions while in the Chair.

The President should stand at the following times:

- to open the meeting,
- to put an issue to question or to announce a vote,
- to address the meeting,
- to introduce a speaker,
- to express appreciation or thanks, and
- to close a meeting or call for a motion of adjournment.

The President may vote, but usually does not, in order to appear impartial. The President usually votes when the vote is by ballot or roll call (their name is called last - when the vote will not influence others).

The President may opt to vote, or not to vote, when the decision could affect the result; for example, to break a tie or to create or destroy two-thirds vote. In such instances, the President may vote according to conscience.

The ideal President works well with people and is an effective leader. Following are some suggestions to help the President become such a leader.

- Plan carefully for all meetings, arrive early for the meeting to check on seating and equipment and to review the agenda,
- Be sure to start and end meetings on time,
- Be in control of the meeting with a tactful, firm and fair manner,
- Be sure to be impartial when dealing with all issues and recognize all members for discussion (be sure to give even the youngest a chance to take part - remember all members have equal rights),
- Be polite but remain in control - declare members out of order when necessary,
- Avoid the use of "I". Instead use "Your President" or "The Chair" when referring to yourself,
- Receive approval for payment of bills which have been incurred by the organization.
- Accept committee reports for discussion and action.

Straight Talk - President

The club President oversees all actions of the club from organization and running meetings to payments of the bills. The President acts as Chairperson of the club meetings. This role requires the President to assume specific responsibilities during the meeting and also assumes that the President remains impartial to all discussions held. In effect, as Chairperson, the President acts as umpire (or ref) of the club meetings by keeping order and ensuring the flow of meetings.

Vice-President

The Vice President helps the President as needed. The Vice- President also acts in the President's place when the President is absent or acts as Chair when called by the President. The Vice-President also assumes other duties of the President when necessary.

Duties of the Vice-President are as follows:

- 1) to learn the duties of the President and how to serve as Chairperson in the absence of the President,
- 2) to help with the preparation of each meeting agenda and assist other members in preparing their part,
- 3) to look after visitors and special guests on behalf of the club,
- 4) to conduct meetings in the absence of the President, and
- 5) to sit on committees and direct special projects when required.

In many organizations, the Vice-President automatically becomes the President if the President moves away or leaves the organization for some other reason. This should be dealt with by the executive if and when necessary.

Straight Talk - Vice-President

The Vice-President acts as an assistant to the President and must be able to assume the President's duties when required. The Vice-President has the responsibility for the care of the visitors and special guests to the club.

Secretary

The Secretary records details of each meeting in the Secretary's book.

The Secretary of an organization has many duties, including:

- 1) To assist the Chairperson in preparing meeting agendas and to discuss pending business matters with the President, so they are both aware of what needs to be implemented,
- 2) To sit at the front table, near the President,
- 3) To prepare minutes of each meeting, (the minutes should be written in the third person) and read the minutes of the previous meeting. (The Secretary has the choice to either stand or sit while reading the minutes),
- 4) To handle the Secretary's book and provide a definite place for its safekeeping, including records from year to year,

- 5) To deal with correspondence, as well as any records, committee reports and other business matters of the club. At the request of the President, the Secretary reads all pertinent letters received by the club,
- 6) To notify members of special meetings,
- 7) To prepare the club's meeting agendas and send them out to those who should receive them, or post them as necessary,
- 8) To call a meeting to order, in the absence of the President or the Vice-President, and preside until the election of a Chairperson, which should take place immediately,
- 9) To participate in discussions when appropriate,
- 10) To vote on issues with full privileges as those of other members,
- 11) To keep a list of members or a roll, and to call roll when required,
- 12) To make all papers and information available to a committee that they require,
- 13) To have a list of all standing committees, as well as any special committees,
- 14) To prepare reports for the clubs (such as an annual report to the District Council) and forwards them to whoever necessary,

Straight Talk - Secretary

As the name implies, the Secretary handles much of the club's paperwork. The Secretary keeps notes on all motions, events, votes on motions, and amendments during each meeting and must be prepared to read these at the next meeting. The Secretary also handles any committee reports, records, or any letters of correspondence. They must also be prepared to assume the position of Chairperson if both the President and Vice-President are absent.

Treasurer

The Treasurer is responsible for the funds of the organization. The Treasurer gives a report of funds and all money transactions at each meeting.

It is the duty of the Treasurer to:

- 1) collect dues as well as any special levies or other monies,
- 2) keep a record of all the financial matters of the club, including receipts, and to prepare a financial statement for each meeting,
- 3) deposit funds in a club approved bank or credit union that is easily accessible to the Treasurer,
- 4) act as a signing officer on all cheques. The Treasurer, President and one other member or leader usually act as co-signers; two signatures are usually required for all cheques, although anyone may make deposits,

- 5) pay accounts approved by the organization and keep bank statements, invoices and receipts on file,
- 6) keep a clear and complete ledger of all financial transactions,
- 7) submit an annual financial report showing receipts, payments and balance on hand.

In some organizations, one person often carries both the responsibilities of the Secretary and Treasurer, therefore their office becomes the Secretary-Treasurer. The Treasurer must keep a record of all money made and spent by the club.

Straight Talk - Treasurer

The Treasurer is the club's bookkeeper, keeping track of all the money received and/or paid out. The records must be kept up to date and a financial statement must be prepared and given at each meeting.

Club Reporter

The Club Reporter is responsible for keeping the 4-H community and the community at large up to date on activities within the club. This is done through club newsletters, local newspapers, radio, social media and maybe even television. The Club Reporter allows for the easy and accurate exchange of information between the club and other groups. It is a good idea to inform your Regional Program Coordinator of club activities that may be able to be announced on social media or in any news releases. To be a Club Reporter, you must always be on the lookout for 4-H news.

The Club Reporter's Duties are:

- 1) to take notes at the general meetings and send these highlights to the Regional Program Coordinator so they can include it in any newsletters or on social media. The reporter should only send reports that would be of interest to others such as successful activities, new fundraisers or recruiting plans.
- 2) to publicize any upcoming events within the club so the community has a chance to know what events to watch out for. This can be done by notifying local papers and radios or posting on social media. This not only informs members of the community, but it might also help recruit new members.
- 3) to organize committees to help publicize any and all 4-H events in your club in order to get new and different ideas,
- 4) to keep a scrapbook of photos and clippings of your club and its members. It's a great way to keep an interesting history that every member, and even non-members would enjoy,
- 5) to make sure that your club is aware of 4-H events and socials taking place in the community so all can take part.

Club Reporters - Don't Forget to report an event so the news is still new when it reaches the people. Try to be brief, and make sure that all details are correct.

Straight Talk - Club Reporter

The Club Reporter has the responsibility of letting the public know what activities and events are going on within the club. They do so by notifying radio and newspapers and posting on social media. The Club Reporter should only report things that would be of interest to the public such as successful activities held by the club, or great fundraisers.

Recreation Leader

When holding a club meeting, there are many types of recreational activities that can be used to add a little fun to the work. But, the whole meeting should not be games, because nothing will get done. Planning the activities before the meeting is a good idea because you know exactly what is to happen when the work is over.

Tips for A Recreation Leader

When choosing the game, be sure to take into consideration the age of the group that will be playing as well as the physical and mental skills required.

Always try to find a game that will interest and include all members. You might be able to use variations of certain games to involve different aged members.

When you are preparing, make sure you know the rules of the game you have chosen to play. Since you are the leader, everyone follows your rules although theirs may be different.

When explaining the rules try to be brief but clear, and don't begin the game until everyone understands. Answer any questions but resist lengthy answers. Remember there is a game to be played.

Leading the game with enthusiasm creates a pleasant atmosphere for the players, because if you are excited about explaining the game, it will also make the players excited about playing.

Make sure you have the attention of all members. Do so by standing somewhere where all participants can see and hear you.

The most important thing to remember is to make sure the game is carried out fairly and everyone has fun.

Straight Talk - Recreation Leader

A Recreation Leader is someone who is in charge of providing fun games and activities for club members. They choose, plan, prepare, and lead the games that should interest and involve all members of the club.

Committees

A committee is one or more persons who have been chosen by an organization to carry out a specific task. It is important that when a committee is formed it be given definite tasks and guidelines. To be part of a committee, you must work with others to get the job done.

Committees may be appointed for various reasons, as follows:

- 1) To save time at meetings. Let the committee work out the details and then report back at the next meeting with the necessary information.
- 2) So responsibility does not fall all on one person.
- 3) To act as a training school. New members learn from the older, more experienced ones.
- 4) To provide a learning experience - learn to work cooperatively, learn to plan, organize and carry out projects, learn how to accept and handle the responsibilities given.

Standing Committees

A standing committee is a permanent committee within an organization, created to deal with the constant aspect of work, such as programs, membership, finance, nominating, or constitution. The committee may be appointed by the President, and remain until the term is over for the elected officers. Usually bylaws specify the duties of these committees and how they are appointed or elected.

Standing committees in 4-H clubs generally include:

- Annual Program Committee
- Recreation or Social Committee
- Others

Special (*Ad Hoc*) Committees

Special committees are created for a specific purpose, such as organizing an event or doing a study, and cease to exist when the activity is complete. A special committee should be well organized and have a precise outline of what is to be accomplished to avoid any misunderstanding. The outline should include what is to be done, what authority the committee possesses to carry out the task, what money has been allotted to the committee, when the report is required and when the committee can be dissolved.

The Chairperson of a special committee usually acts as Secretary for that committee. Membership to a committee may be determined in several ways including appointment by the President, nomination by the President, nominations from the floor or election by ballot.

If the committee has not finished its work in the time it was expected to be finished, committee members should give a partial report and ask for an extension of time to finish the task. Special committees may include the following:

- Agriculture Awareness Committee
- Community Project Committee
- Fund Raising Committee

Committee Chairperson

The first person named to the committee is 'temporary Chairperson' and could be the full term Chairperson.

The duties of the temporary Chairperson are:

- to get a list of the members of the committee,
- to appoint time, place and make arrangements for meeting,
- to call committee meeting to order,
- to ask for nominations for the permanent Chairperson, and
- to ask for a recording Secretary.

Duties of the Committee Chairperson

- understand clearly what the committee is expected to accomplish, and if unsure contact executive member(s),
- discuss with the committee what the goals are of the committee,
- discuss work to be done and outline the responsibilities,
- be sure that each committee member has an assigned duty,
- check to make sure each member's duties are being carried out,
- report findings of committee back to the club membership at meetings.

Procedures of Committees

- 1) To achieve the objectives outlined in the committee's terms of reference, the elected or selected Chairperson conducts committee meetings in the same way that the President conducts meetings of the whole organization.
- 2) Committee reports should always be presented in writing,
 - (a) to the club President who presents it at a meeting or uses it appropriately, or
 - (b) at a meeting by the committee Chairperson or the Secretary of the committee. In order to discuss the report, the Chairperson of the committee, or a member of the committee should make a motion. This motion should be seconded by a member.

Disposal of the Committee Report

When the meeting deals with a committee's report, several courses may be taken:

- 1) it may be recorded and filed - no action be taken.
- 2) it may be received as information and filed.
- 3) it may be adopted. The person who presented the report makes the motion. If this motion is carried, it has the effect of endorsing the statement and making the club assume responsibility.
- 4) it may be referred to the committee for further consideration (usually by the meeting).
- 5) it may be tabled (usually by the meeting) - no action is taken unless a motion is made at a later meeting to take it off the table.

Note: Any committee report to the membership should not be lengthy or detailed, and its content should be agreed upon by the members of the committee. It may be oral, written or both, but a written copy should be given to the Secretary.

Responsibilities of all Committees

- notify the President of all meetings,
- know if they can add to their number,
- know if they can take action or if they must report to the club or executive before doing so,
- carry out its directives and report the majority decision.

Straight Talk - Committees

A committee is one or more people who work together to complete a special assignment. When a committee is picked, they should be given a set of guidelines so they know what job has to be done. Each committee has a Chairperson that acts in the same way a President would act. The Chairperson ensures each member of the committee has a duty or duties, and makes sure these duties are being done.

There are two main types of committees, standing and special;

- 1) A standing committee is a permanent, appointed committee in a club that deals with work, membership, money and nominations. Recreation or social committees are examples of standing committees.
- 2) A special (Ad Hoc) committee is a committee created to do a specific task such as organize an event or do a study. After the task has been completed the special committee no longer exists.

Responsibilities of Members

You, the 4-H Club member, have the most important position in the club. You and your fellow members form the backbone of the 4-H Club. What you say and do influences other members

of your club. A good club member is useful to the club. Speaking up at meetings and voicing ideas helps the club function. Work to keep your club moving forward.

Make a point to volunteer for a job and lead the way for others. In return for the member's involvement and support, club membership can give a person the opportunity to make new friends, the feeling of belonging, the satisfaction of achieving a goal and the gaining of leadership experience.

When people join an organization, they are expected to obey all rules and regulations.

Specific responsibilities are as follows:

- to attend all possible meetings regularly, arrive on time and stay until the end,
- to pay attention and take notes at all meetings,
- to be quiet, polite, courteous, and pay attention,
- to become familiar with parliamentary procedure,
- to select projects with the help of parents and 4-H leaders,
- to do project work outlined, including the project manual,
- to help plan the club program and join in on club activities,
- to complete community projects with other club members, and
- to take part in club, district, and provincial activities when possible.

Points for every member to remember:

- Abide by all decisions made by your club.
- Participate in committees and projects where you have an interest, and can put your skills and ideas to work.
- Get to know your own talents and to respect those of others. Use and develop these talents by participating in activities and group projects.
- What business goes on in an organization should stay within the organization. You should make it a point not to discuss what happens within their club, outside the club. You are expected to speak their opinions and criticisms within the club rather than outside.
- Promote your own leadership qualities in order to become more valuable to the members and the club.
- Notify the Chairperson in advance if you can't attend a meeting - especially a committee meeting.

In summary, be prepared, organized, professional and active in order to give and receive the most out of your organization.

Over and above all, 4-H members should follow the 4-H pledge:

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.

Part 2. Meeting Management

Introduction

Good meeting management is essential to successfully conduct a meeting. This section will help club members and members of the 4-H executive achieve the goal of completing a meeting in an organized fashion - without wasting time.

Types of Meetings

There are three types of meetings, which should follow meeting management guidelines, that may be held by 4-H groups. These are:

1) Regular Meetings

Regular meetings are those meetings that are held on a regular basis, such as the monthly business meetings of a club.

2) Special Meetings

Special meetings are held to discuss a special topic, often an urgent one. The Secretary must notify all members when a special meeting becomes necessary. Only the business for which the meeting is called is conducted during a special meeting. The minutes of the special meeting are read at the next regular meeting of the organization.

3) Annual Meetings

An annual meeting is held to wrap up the events from one year and to prepare the organization for the next. New executive and committee members are usually selected at the Annual Meeting. As well, the projected financial statement for the upcoming year is usually presented.

Note: Other types of meetings may be held by 4-H groups, such as project meetings. These, however, usually do not follow a specific agenda, as are quite informal.

Agenda (Order of Business)

Each club should adopt a standard order of business to be followed during regular meetings. Generally, the order of business is as follows:

1. Opening Exercises:
 - a) Call to Order
 - b) Reciting of Pledge
 - c) Greeting and Introduction of Visitors and Guests
2. Business:
 - a) Roll Call and Responses
 - b) Reading, and Approval of Minutes
 - c) Correspondence
 - d) Treasurer's Report and Collection
 - e) Committee Reports
 - f) Unfinished Business
 - g) New Business
 - h) Announcements
 - i) Adjournment of Business Meeting
3. Education or Program:

When you have an agenda to follow it is easy to run a meeting.

The subject for the educational portion should be taken from the yearly program and should involve all members. If this part involves a guest speaker, forum, seminar or workshop, it should be interesting, well planned and active. In some cases, this time is spent working on projects.

4. Recreation:

One reason members belong to many organizations such as 4-H is to have fun. This especially happens during the recreation or social portion of the meeting. Mixers, games, songs or skits must be planned and organized ahead of time in order to be successful.

Organizers must remember the mix of ages and have something of interest to all. If refreshments are served, members should do their share in preparing and cleaning up.

The Chairperson

The Chairperson has the responsibility during meetings to direct the order of business. Generally, the Chairperson is the President; however, it may be another member. The following is an outline to be used by the Chairperson at each stage of the order of business:

1. Opening Exercises:
 - a. Welcome and Call to Order

The Chairperson rises and welcomes everyone to the meeting then says, "The meeting will please come to order."

- b. 4-H Pledge

At this time the Chairperson says, "Will everyone please stand to say the 4-H pledge."

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. "Everyone may be seated."

c. Introduction of guests

The Chairperson should, at this time, introduce and welcome any visitors, guests or parents at the meeting.

2. Business:

a. Roll call and responses

The Chairperson remains standing and says, "The secretary will please call the roll."

The Secretary remains seated and calls the names of the members. The members say "present" as their names are called. (Some clubs have special responses such as animal names or 4-H project names).

b. Reading, correction and approval of minutes

The Chairperson stands and says, "The secretary will read the minutes of the last meeting."

When the Secretary has finished, the Chairperson says, "You have heard the minutes from the last meeting. Are there any corrections or additions?"

If there are no corrections, the Chairperson says, "If there are no corrections, the minutes stand approved as read."

If there are corrections, the Secretary makes the changes and the minutes are reread as corrected. When the minutes are corrected, the Chairperson says, "The minutes stand approved as corrected."

c. Correspondence

Any correspondence is reported by the Secretary. Motions arising from the correspondence may be taken up immediately or held over for new business.

d. Treasurer's report and collection

The collection is taken, then counted. The Treasurer stands and reads their report and moves that it be accepted. The Chairperson then asks for someone to second the report. Once it is seconded, the Chairperson says, "Are there any questions about the Treasurer's report?"

If there are any questions, they are handled by the Treasurer. Once the questions are satisfactorily answered, the Chairperson says, "The Treasurer's report will be accepted as read."

e. Committee reports

The Chairperson calls upon the chair of each committee, in turn, to report on their committee's activity since the last meeting.

f. Unfinished business

Each unfinished business item to be discussed is usually listed in the agenda. The Chairperson may also ask for any other, by saying, "Is there any other unfinished business to be discussed?"

Any business that is still up for discussion from the minutes of the last meeting or any business not yet completed by a committee is now discussed.

At each meeting, try to catch up on any unfinished business.

g. New business

Each item under new business is usually listed in the agenda. As well, additional new business may be introduced at this point. New business may be introduced from a report, from correspondence or as a motion.

h. Announcements

Any announcements to be brought to the attention of the membership may be made at this point.

i. Adjournment of business meeting

At the end of the business portion of the meeting, the Chairperson says, "If there is no further business, would someone please move to adjourn this meeting."

A member states, "Chair, I move to adjourn."

Chairperson, "Is there a second to this motion?"

Another member, "I second the motion."

Chairperson, "It has been moved and seconded that we adjourn. All those in favour say yes."

"All opposed say no."

If the majority of the members are in favour, then the Chairperson says, "This meeting stands adjourned."

NOTE: The meeting is not adjourned until the Chairperson states "MEETING STANDS ADJOURNED." A motion to adjourn the meeting is not always necessary, however. If the Chairperson sees that the business has been concluded, they may simply state that the "MEETING STANDS ADJOURNED." A motion is always required to adjourn if all items on the agenda have not been covered

Straight Talk - The Chairperson

Usually the Chairperson is the President of the club, but the chair could also be held by another member. The Chairperson is the person that makes sure business follows a certain outline at each meeting. The Chairperson must be firm but fair with members, and must know the rules of parliamentary procedure so they may run a smooth meeting.

Minutes

Minutes serve as the official record of business meetings. Minutes record what is done not what is said. The reading of the minutes allows for the smooth transition from the last meeting to the current one, and is a record for the club of its past actions and decisions, thus it is very important that it is correct.

The duty of recording and reporting all proceedings of each meeting is the responsibility of the club Secretary. This is referred to as maintaining "the minutes" of club meetings. Minutes should be written in the third person and must be clear, accurate, up to date and presented in an orderly fashion.

The minutes are usually read by the Secretary after the "call to order". After the minutes are read, the Chairperson asks if there are any corrections or additions. If no one responds, the minutes are approved either by the Chairperson or a motion.

If a member wishes to suggest an addition or correction to the minutes, they must first address the Chair and get recognized. If no one objects to the correction, the Chairperson asks the Secretary to make the necessary change to the minutes. If someone objects to the correction, members must vote on the proposed change. After the corrections have been made, the Chairperson declares that the minutes are approved as corrected (see Appendix A for content of the minutes).

Straight Talk - Minutes

At each meeting the Secretary records important information known as "the minutes." Not everything that happens during the meeting must be written down, just the facts. At every meeting, the minutes of the previous meeting must be read by the Secretary to the club. Members have the choice and/or right and duty to suggest an addition or a correction to the minutes after they are read, if they don't feel they are right. Minutes must be clear, up-to-date and be presented in an orderly fashion.

Guest Speaker

Selecting a Guest Speaker

Several points should be considered when selecting a guest speaker. The speaker should be invited well in advance of the meeting date in order that they have enough time to prepare. An

organization should supply the speaker with all the information available about the objective of the program, the community, the occasion and the organization.

Advance Arrangements by the Organization or Committee

- Decide who is going to introduce and thank the speaker, considering the advantages of choosing someone who knows the speaker. Advise them to be brief.
- Make sure information on the speaker is available for the member who is going to introduce them.

Don't wait until the meeting night to check on the following:

- lighting,
- chair arrangement,
- drinking water for speaker,
- restrooms,
- P.A. system (if used),
- extension cord for A.V. equipment,
- heating and ventilation,
- film, overhead and slide projectors, and
- 4-H crest or signage, if necessary.

Welcoming and Entertaining the Speaker

The Chairperson, or another person authorized by the Chairperson, should meet the speaker prior to the meeting to discuss last minute details and any new information. This can be done at an informal get together just before the meeting to give the speaker a chance to get to know members and the organization. The speaker should be the one being entertained, not doing the entertaining.

Introducing the Speaker

The Chairperson is often the one who introduces the speaker, but there may be times when another member takes responsibility.

In the introduction of a guest speaker, these questions should be answered thoroughly, but to the point:

- Why this speaker?
- On this subject?
- At this time?
- To this audience?
- Don't get into too much detail, no longer than two minutes.

Thanking the Speaker

One member usually expresses the gratitude of the club for the guest speaker. The Thanker does not give a speech to thank the speaker, but sincerely commends the speaker on behalf of the club (not over one minute). If the speaker does not receive a fee, it is common courtesy to present them with a small gift.

Don't forget the speaker the day after they gave their speech. It is proper to send a letter of thanks to the speaker to show appreciation. This is something that must not be put off. It should be done the next day following. A summary of the speech is often kept on file so any reference can be acquired.

Straight Talk - Guest Speaker

When a club wants to have a guest speaker, they should choose someone who has an interest in the club. The club should also make sure that everything is available that the guest speaker may want or need such as a P.A. system, extension cord, drinking water, or film, overhead, or slide projectors. A member of the club should be assigned to welcome as well as thank the speaker. Also a day after the presentation, a letter of thanks should be sent to the guest speaker.

Quorum

A quorum is the specified number of members of an organization that must be present, according to the organization's bylaws, in order to conduct the organization's business. It refers to the number present, not the number voting. In most cases a quorum is a simple majority (50% plus one). A meeting should not begin until a quorum is present.

A quorum prevents too few members from making decisions for the many members in an organization. It is the Chairperson's responsibility to ensure that a quorum is present before calling a meeting to order. A quorum should be maintained throughout the meeting.

Part 3. Parliamentary Procedure

Introduction

Parliamentary procedure is a set of rules used to conduct a well-organized meeting. When these quite simple rules are used correctly it gives everyone a chance to be heard and to be a part of the decision making. It is important for the Chairperson to know these rules in order to be able to conduct quick and efficient meetings. When members grow accustomed to the rules, as they should, they are then able to help in the parliamentary process.

Parliamentary Procedure is a set of rules for conducting a well-organized meeting. It allows everyone to be heard and to make decisions without confusion. Parliamentary Procedure is important because it saves time and eliminates confusion when conducting business at meetings and public gatherings.

Motions - Making, Handling, And Voting

A motion is a procedure to get a topic discussed and recorded. A meeting is carried on by the means of motions. Any member may make a motion, and can do so when they feel they want to suggest something - either an idea or plan - or want to get something done.

It is important to put ideas to motions for many reasons, including:

- All members can have their say - it is the best way to get things done at meetings.
- Motions provide a simple method of recording club decisions for easy reference in the future.
- It is a way to get the members to make a decision on an item.

Types of Motions:

1. Main motions

The point of a main motion is to bring an idea or question before the assembly for discussion followed by decision. When a main motion is introduced, any other motions are disregarded until this motion is settled. This is because only one main motion can be considered at a given time.

An example of a main motion would be: "I move that the club hold a variety concert next week."

2. Subsidiary motions

These are motions that pertain to a main motion which is pending or under consideration. Subsidiary motions may modify the main motion or help the main motion get approved. Since

they are secondary to the main motion, they would not exist without the main motion. It should be remembered that it is "in order" to make and vote on a subsidiary motion while a main motion is still before the assembly and before the main motion is voted on. There are seven subsidiary motions (see Appendix).

An amendment is a type of subsidiary motion to make a change in the motion being discussed. An amendment is considered as a separate motion, and cannot effect the general meaning of the motion but may, add words, delete words, substitute words or phrases in the motion, and divide the motion into parts.

An example of a subsidiary motion relating to the above main motion is: "I move that the motion be amended by changing next week to next month."

3. Privileged motions

Privileged motions are motions that deserve immediate attention, even though they have no link with the main motion before the assembly. These motions have the privilege of temporarily setting aside the main business before the club.

There are only five possible privileged motions (see Appendix).

An example of a privileged motion would be: "I move that we recess for ten minutes".

4. Incidental motions

Most incidental motions develop out of the business being done. Often they are secondary motions that develop out of another motion already being considered. If this is the case, the incidental motion must be decided prior to the original. They may suspend, appeal or withdraw a motion (see Appendix for examples).

An example of an incidental motion would be: "I move that the decision on holding a variety concert next month be delayed until more information is available."

Making and Handling Motions

The proper procedure to follow in making a motion is as follows:

1. A member rises and addresses the Chairperson,

Always address the presiding officer with the proper title, Chairperson. The member will then be recognized by the presiding officer, and therefore "have the floor", and is the only member who may present or discuss the motion.

2. The member presents the motion;

The motion is always stated, "President, I move that ..."

Never say, " I move you ... "

Until someone seconds the motion, it is against procedure to discuss the value of the motion, except for a brief explanation.

3. Another member seconds the motion.

Any member may second the motion by saying, "I second the motion."

This may mean they approve discussing the motion, but does not necessarily favour adopting the motion. Unless the motion is seconded, it cannot be discussed or voted upon. Also if no one does second the motion, the Chair may ask, "Is there a seconder to the motion?"

If there is none, the Chair may declare the motion lost without vote.

4. The President states the motion, and debate or discussion begins.
(See debate - next section)

After the President states the motion, discussion begins. All questions pertaining to the motion are directed to the Chair. A member should only speak to a motion once, and the amount of time a speaker has should be limited.

5. The motion is put to vote;

After a reasonable amount of time, or when everyone has had opportunity to speak, the motion is put to a vote. The Chairperson puts the motion to vote by first stating, "The motion has been made and seconded that ..."

The Chair then asks, "Are you ready for the question?"

The members reply by calling out, "Question. "

The President then says, "All in favour of this motion say 'aye" (short pause)

"All opposed say 'nay" (short pause).

If in doubt, the Chair has the ability to call another vote either by show of hands, by standing, by roll call or for certain motions by ballot. By doing this the Chair can be sure of the results of the vote.

6. The event of a tie.

In the case of a tie, the Chairperson has the authority to break the tie, casting a vote either way. If the Chairperson does not want to vote, it will result in a rejection of the motion in as much as a simple majority (one more than half those voting) is ordinarily required for passage. The Chairperson may also cast a vote to create a tie and thus defeat the motion.

7. The President finally announces the result of the vote by saying, "The motion is carried" or "The motion is lost."

Withdrawal of A Motion

Sometimes a person who has made a motion may change their mind and wish to withdraw it. This can be done any time before a vote is taken on a motion. Such a request needs no second and is not open for discussion. The person requesting to withdraw their motion says, "I would like to withdraw my motion."

More on Amendments

As previously stated, amendments are a form of subsidiary motion. Amendments may be one of the most important, and most difficult parts of parliamentary procedure. Amendments are made to assist in changing a motion in order to make it more acceptable. Main motions, when first presented are not usually made complete enough in their most essential details. Through amendments these changes make the motion more complete and desirable.

Following are examples of methods of making amendments:

a) addition

"I move that the motion be amended by adding the word(s)..."

b) deletion

"I move that the motion be amended by deleting the word(s)..."

c) substitution

"I move that the motion be amended by substituting the word(s)... for the word(s)..."

d) division

"I move that the motion be amended by dividing it into two parts..."

The amendment to a motion must be seconded before it can be voted upon. The proposed amendment should be discussed and must be voted upon before the main motion. If the amendment carries, the President says, "The motion to amend is carried and the question is now on the motion."

Voting on Motions

There are several methods of voting at a 4-H meeting as follows:

1. Show of Hands or Standing - most common method of voting at 4-H Club meetings. The Chairperson calls for those in favour and those against. Both the Chairperson and Secretary should take the count and the Chairperson announce the result.

2. Written Ballot - secret vote with ballot distributed, collected and counted by appointed scrutineers.
3. Word of Mouth - used as a matter of routine and where it is unlikely to cause dissent.
4. Division - vote by division is rare. Those in favour assemble to the side of the room to the Chairperson's right and those against to the left.
5. Roll Call - Another form of division. Each club member votes as their name is called.

Straight Talk - Motions

Motions are proposals that something be done. Any member of a club may make a motion when they would like something done or would like to suggest something. There are four types of motions;

1. Main Motions
 - a main motion is brought before a club to make a decision on an issue. When someone makes a main motion, all other motions are put off until this main motion is settled.
2. Subsidiary Motions
 - a subsidiary motion is linked to a main motion. They are made to help the main motion get approved.
3. Privileged Motions
 - privileged motions get immediate attention. Even though they have nothing to do with a main motion before the club, they have the ability to push whatever business is going on out of the way, and move into place so they get attended to.
4. Incidental Motions
 - an incidental motion is a motion that is created out of a motion already before the club. These motions must be attended to and decided on before the original motion is debated.

Out of Order

Sometimes during a meeting, a person, motion, or remark does not follow the proper procedure and is considered "out of order". At this moment the Chairperson must put the proceedings on hold and direct the assembly back on track.

An effective Chairperson does so by making three separate statements, "Stop!," "This is not right", and then carry on and explain why it is "out of order" and what is "in order".

- A motion is "out of order" when it is moved while a motion of higher precedence is pending.

- A person is "out of order" when they begin to speak without recognition of the Chair or when they are not a bonafide member of the club.
- A remark is "out of order" when it violates some ruling of the club.

Debate

Debate is the discussion on a motion that is before the assembly. Debate may also take the form of a discussion, in some cases. A debate would not be constructive if there were no rules to follow. Because everyone is different, how each person deals with certain topics will also differ. This is why there is a set of rules necessary to carry on a debate.

Generally, a debate will occur once a motion is stated to the chair. Once the motion is seconded and the Chairperson recognizes it, the debate has begun. After a motion is formally stated, any member has the right to discuss it.

Certain principles should determine the process for the debate:

The first person to speak in the debate:

- is the person who made the motion to the Chair,
- is unable to speak against the motion because they are the one who stated it to the Chair,
- may vote against the motion.

Notes for the Chairperson

- 1) The Chairperson should show first preference to the person that proposed the motion.
- 2) A member who has not yet spoken in the debate should have priority over one who has already discussed the question.
- 3) If the opinions of members wishing to speak on the issue are known, the Chairperson should alternate between each side of the debate.
- 4) Members who seldom speak should be given preference over those who frequently address the membership.
- 5) Don't lose sight of the topic of debate.
- 6) If the Chairperson has anything to say or add to the discussion, they must leave the Chair, and ask the Vice-President or another qualified member to attend the Chair as long as they have not yet spoken in the debate.
- 7) Discussion **MUST** be confined to the issue that is before the house.

Things to Remember for a Smooth Debate

- 1) No member may speak a second time, unless everyone who wished to speak has already done so.
- 2) Speakers should avoid all personalities during a debate.

- 3) If possible, never refer to another member by their personal names such as Jim or Susan; use "the previous speaker" or "the last speaker".
- 4) Members should not talk with one another during the debate.
- 5) When the Chairperson is speaking, no member may disturb the debate by whispering, walking across the floor, or in any other way.
- 6) Both sides should be given equal time to voice and discuss their opinions.
- 7) Remarks should be in good taste, not made to offend any other member in the club.
- 8) During the debate, if anyone wants to ask the speaker a question, they must do it through the Chairperson.

The person should rise and say, "Chairperson, I would like to ask the speaker a question."

The Chairperson then asks the speaker and their reply is directed to the Chair.

Straight Talk - Debate

A debate is the discussion of a motion by the members of a club. A debate has a strict set of rules that should be followed to have a smooth debate. The Chairperson is in total control of the debate. They hold the responsibility to be fair with all members and to be sure that everyone has a chance to speak. The members in turn should show respect to one another as well as to the Chairperson.

Nominations and Elections

One duty of all 4-H members is to help choose the officers for their club. This is done by means of nominating and electing officers in an annual event held in each 4-H club. This event should be conducted in an efficient, parliamentary manner with only members in good standing having the right to vote.

Nominations

A nomination is the formal presentation of a name of a candidate to an assembly or club, for a position which is to be filled. This candidate is referred to as the nominee. The Chairperson must call for nominations by saying, "Nominations are now open for the position of ... ". After this, one of three methods of nominating can be used:

1. Nominations from the floor

The Chair first asks for any nominations. A member then addresses the Chair, and after being recognized, states the name of the nominee and the position. This nomination does not need to be seconded. The name is repeated by the Chairperson, and they ask for further nominations (with every nomination the Secretary should be recording all the names). If there are no more nominations the Chairperson may close the nominations or a member may move that nominations cease. This motion must be voted upon as well as recorded.

2. Nominations by a Nominating Committee

A committee may be appointed to compile a list of names of one or more members as nominations for each office. All members are able to see this list, so it can be posted and treated as if the nominations had come from the floor. Once the list is presented to the club, further nominations may be made from the floor.

It is an advantage for the club to have a nominating committee as it enables the committee to let the nominee know beforehand so they will accept the nomination when it is made. Also, they have the ability to select members who will work well together if all become elected.

3. Nominations by Written Ballot

Scrutineers are appointed to pass out ballots for the votes. Each member honestly chooses the candidate they think will best fit the job, writes the name on the ballot, folds it and passes it back to the scrutineers. The scrutineers count and check the vote and the result is read by the Chairperson.

Note: If a person is nominated for a position, this person may decline being further considered for the position if they wish.

Elections

After the nominations are closed, the assembly may proceed to vote upon the names by ballot or by show of hands. The Chairperson should read the names of all those nominated. Members usually vote for each office separately.

Voting may be conducted in several ways, as follows:

- a) Show of Hands or Standing - both the Chairperson and Secretary should take the count and the Chairperson announces the result. This method is divisive - it encourages a vote by popularity and not ability.
- b) Written Ballot - secret vote with ballot distributed, collected and counted by appointed scrutineers.
- c) Word of Mouth - used as a matter of routine and when it is unlikely to cause dissent.
- d) Division - vote by division is rare. Those in favour assemble to the side of the room to the Chairperson's right and those against to the left.
- e) Roll Call - Another form of division. Each club member votes as their name is called.

A person should not be elected because they are popular; they should be the best person for the job.

Notes for the Chairperson

1. If one person only is nominated for an office, that person is declared elected by acclamation.

2. When an election is necessary, members usually vote for each office separately by ballot.
3. When an election consists of a show of hands, the nominees are presented in the order to which they were nominated.
4. An election becomes effective immediately if the candidate is present and does not decline.

Straight Talk - Nominations and Elections

A nomination occurs when someone is chosen to run against others for a position in the club office. It is the responsibility of the members to choose someone they think will do their best for the club. There are three main ways to nominate a member, nominations from the floor, nominations by a nominating committee, and nominations by written ballot. When the nominations are finished or closed, the members vote for one nominee for a certain position in the club. This can be done by show of hands or standing, written ballot, word of mouth, division or roll call.

Resolutions

A resolution is not a command, but rather an expression of a group's opinion or purposes.

Resolutions are often used to:

- change bylaws,
- commend action by individuals, groups or agencies,
- endorse ideas of other groups,
- bring opinions of an organization to the attention of other organizations and/or agencies for action.

Appendices

Appendix A: Contents of Minutes

The minutes for each meeting should include the following:

Opening of Minutes

- kind of meeting (regular, executive, board or special),
- name of organization,
- date, time and place of meeting,
- state whether the President and Secretary were present, or name the substitutes,
- number of members and names of special guests,
- notes whether a quorum was present,
- response to roll call.

Proceedings of Meeting

- statement that the minutes of the last meeting were or were not read and approved,
- all business transacted, including motions made, names of members who moved and seconded each motion and whether the motion was carried or defeated,
- committees appointed - names of members and terms of reference,
- committee reports and their disposal - accepted, tabled, referred, etc.,
- statement on correspondence handled by the meeting,
- any special features of the meeting such as the program.

Closing of Minutes

- time of adjournment,
- time and place of the next meeting,
- at the end the Secretary must sign the minutes, as well as the President if so desired.

Note: Not everything that is said and done at the meeting must be written down. The minutes can be brief and include only all decisions and all motions.

Appendix B: Sample Agenda

Your 4-H club
Location
Date and Time

1. Welcome and Call to Order
4-H Pledge
2. Roll Call
3. Minutes of Last Meeting
4. Correspondence
5. Collection and Treasurer's Report
6. Committee Reports

Each committee chairperson may be asked to report on the items that concern their committee.

7. Unfinished Business
8. New Business
9. Announcements

10. Adjournment of Business Meeting
11. Club Program
12. Recreation and/or Lunch

Appendix C: Examples and Forms of Making Motions

The following examples and forms of making motions are taken from Robert's Rules of Order.
For more information, see Robert's Rules of Order.

1. Main Motions

The purpose of a motion is to bring an idea or concern before the membership for discussion. Motions may be made in one of the following manners:

I move ... (state motion)

I move the adoption of this report.

I wish to present the following resolution (state motion). I move its adoption.

I move the adoption of the proposition in the letter read.

2. Privileged Motions

Privileged motions are allowed to interrupt the consideration of any other motions or questions and take precedence over them. There are only five privileged motions, as follows, arranged in order of precedence:

a) Fix time at which to adjourn

This motion takes precedence over all others. If made when another question is before the assembly, it is undebatable; it can be amended by altering the time. If made when no other question is before the assembly, it is debatable. The form of this motion is, "I move that when this assembly adjourns, it adjourns to meet at (state time)".

b) Adjourn

This motion takes precedence of all others, except to "fix the time to which to adjourn". It is not debatable; it cannot be amended or have any other subsidiary motion applied to it; nor can a vote on it be considered. It must be seconded. This motion is made by stating, "I move that we adjourn".

c) Recess

This motion is an adjournment of the assembly for a limited time during its session. A motion for recess would be made as follows:

I move the meeting recess for (state length of time), or I move a recess until (state time.)

d) Question of Privilege

Questions that are related to the rights and privileges of the assembly or members take precedence of all other questions except for to fix time at which to adjourn, and to adjourn. If the question needs immediate attention, it can interrupt a member's speech. A member would state "I rise to a question of personal privileges" address their concern.

e) Orders of the Day

When one or more items or subjects have been assigned to a particular day or hour, they become the Orders of the Day. When the proper time arrives the form of this question is "Shall the Orders of the Day be taken up?" or "Will the assembly now proceed to the Orders of the Day?" A call for the Orders of the Day is not debatable, nor can it be amended. It does not require a second, and it is in order even when another member has the floor.

3. Incidental Motions

An incidental motion is a motion that is created out of a motion already before the club. These motions must be attended to and decided on before the original motion is debated. The incidental motions are as follows (all of equal rank):

a) Point of order

If a member notices a breach of a rule or order during a meeting, the member may interrupt the speaker, rise and say "Chairperson, I rise to a point of order". The person speaking should immediately be seated. The chairperson should then request the member to state the point of order. The chairperson then decides the point. If no appeal is taken the speaker is permitted to resume. If the speaker's remarks are considered to be improper, then they cannot continue without a vote of assembly to that effect.

b) Appeal from decision of the Chair

A Question of Order is decided by the presiding officer without debate. If a member objects to the chairperson's decision on a question of order, they say "I appeal from the decision of the Chair." If the appeal is seconded, the Chairperson immediately states the question as follows, "Shall the decision of the Chair stand as the judgement of the assembly?" After the vote is taken, the chairperson states that the decision of the chair is reversed, or sustained, as the case may be.

c) Objection to Consideration of Question

Sometimes a motion is made that the assembly does not wish to consider for some reason. An objection can be made to the consideration of any motion, before the motion has been debated. It can be made while another member has the floor, and does not require a second. It cannot be debated or amended, or have any other subsidiary motion applied to it. When a motion is made and any member "objects to its consideration" the Chairperson puts the

question, "Will the assembly consider it?" or "Shall the question be considered?". If decided in the negative by a two-thirds vote, the whole matter is dismissed for that session.

d) Request to Read papers

When written information is put before an assembly, every member has a right to read them once before voting on them. When someone asks for information to be read, the Chairperson should direct it to be read, if no one objects. A member does not have the right to have anything read without getting permission from the assembly.

e) Division of a Question

This is really an amendment to divide the motion into two or more questions as the mover specifies, in order to get a separate vote on any particular point or points.

f) To withdraw a motion

When a question is before the assembly and the mover wishes to withdraw, modify, or substitute a different one in its place, the presiding officer grants permission, if no one objects. If there is an objection it is necessary to obtain leave to withdraw on a motion for that purpose. This motion cannot be debated or amended, and when it is withdrawn, it is like the motion had never had been made.

g) To suspend the rules

This motion is not debatable, and cannot be amended, nor can any subsidiary motion be applied to it. A vote on it cannot be reconsidered nor a motion to suspend the rule for the same purpose be renewed at the same meeting. The rules shall not be suspended except for a definite purpose and by a two-thirds vote, and unless there is a unanimous consent that gives any right to a minority as small as one-third, no rules shall be suspended. The Form of this motion is, "I move that we suspend the rules which interfere with...", specifying the object of the suspension.

h) Methods of voting

I. Division of Assembly

When a vote is taken the Chairperson announces the results. If, when the results are announced, any member rises and states that they doubt the vote, or calls for a division, the Chairperson will say, "A division is called for; those in favour of the motion will rise." After counting these and announcing the number, they state, "Those opposed will rise." After counting these and announcing the numbers, they declare whether the motion is carried or lost.

II. Close nominations or polls

III. Reopen nominations or polls

IV. Consideration by paragraph or seriatim

This is a motion to consider the main motion line by line and paragraph by paragraph.

- V. Request for information
- VI. Parliamentary inquiry
- VII. Filling blanks

Filling blanks is an informal motion that enables amendments to be made differently. This method is not limited to two amendments, but allows any number of suggestions to be made and each being voted upon until a majority vote is secured. It saves time in making formal amendments as it requires no second, and allows members to call out numbers, dates, nominations, etc.

- VIII. Question of quorum present

4. Subsidiary Motions

Subsidiary motions are made to help the main motion get approved. There are only seven subsidiary motions, and they rank in the following order:

a) Lay on the Table

The purpose of this motion is to postpone the subject in such a way that it may be taken up at any time. The form of this motion is "I move to lay the question on the table," or, "that it be laid on the table," or, "that the question lie on the table." When it is desired to take the question up again, a motion is made, either to take the question from the table or "to now consider such a question".

b) Previous question - close debate

This motion cuts off debate and brings the assembly to a vote on the pending question only.

c) Limit or extend debate

This motion limits the time allowed for each speaker or the number of speeches on each side, or to appoint a time at which debate shall be closed and the question put to vote.

d) Postpone to a certain time

The effect of this motion is to postpone the entire subject to the time specified, and it can't be taken up until this time unless by a two-thirds vote. This motion can be amended by altering the time, and the previous question can be applied to it without affecting any other motions pending.

e) Commit or Refer

If a question before an assembly needs more work than can be done by an assembly, it is usual to move "to refer it to a committee". This motion can be amended by altering the committee, or giving it instructions. It is also debatable.

f) Amend

This motion takes precedence over nothing but the question it is supposed to amend. It can be applied to all motions except the ones below which cannot be amended. It can be amended itself, but this "amendment of an amendment" cannot be further amended.

Motions which cannot be amended:

- To adjourn
- For the Orders of the Day All Incidental Questions to Lay on the Table
- For the Previous Question
- An Amendment of an Amendment to Postpone Indefinitely
- To Reconsider

Forms of Amendments

- I move to amend the motion by inserting _____ between _____ and _____.
- I move to amend the motion by adding _____ after _____.
- I move to amend the motion by substituting _____ instead of _____.
- I move to amend the motion by striking out _____ and _____ inserting _____.
- I move to amend the motion by striking out _____.
- I move to amend by striking out the motion and substituting this motion (*read or state substitute motion*).

g) Postpone indefinitely

This motion can only be applied to a Principal Question and a Question of Privilege. It cannot be amended; it opens to debate the question which it is proposed to postpone. Its effect is to entirely remove the question from before the assembly for that session.

Glossary

Acclamation - the unopposed election of a candidate for office.

Adjourn - to suspend proceedings to another time and/or place.

Agenda - literally, things to be done. A list of the items to be dealt with at a meeting, usually arranged in an agreed order.

Amend - to change a motion either by adding to it, taking from it, or by altering it in some other way.

Business, Order of - the regular program of procedure of a society.

Chair - the presiding officer. "Addressing the chair" means speaking to the presiding officer. This is done by rising to one's feet (or raising a hand) when no one else is speaking (with some exceptions). Being "recognized by the chair" means being given permission to speak further.

Debate - discussion or argument over a motion.

Division - "division" in parliamentary laws means simply a vote whereby all who are in favour and all who are opposed to a motion stand separately in groups as the chair calls for "ayes" and "nays".

Floor - the privilege of speaking before the assembly. Thus when one "obtains the floor", the opportunity to speak is granted.

Minutes - the minutes of a meeting (taken by the Secretary) serve as the official record of the events and business that took place.

Motion - a formal proposal to a meeting that it take certain action.

Motion, Incidental - an incidental motion is one growing out of another already under consideration. This motion must be disposed of before the original motion may be proceeded with.

Motion, Main - a main motion is one that independently presents an idea for consideration.

Motion, Privileged - a privileged motion is such an important motion, that it takes precedence over all others.

Motion, Subsidiary - a subsidiary motion is one growing out of and applied to another motion already under consideration, but does not need to be decided before the question out of which it has arisen.

Out of Order - when a person, motion, or remark does not follow the proper procedure of the club and is found "out of order".

Quorum - a specified number of members required, according to the bylaws to hold a legal meeting.

Question - the motion is- referred to as the "question" after it has been placed before the meeting for action by the chair.

Question, Division of - to separate a motion so that different parts of it may be considered individually.

Refer - to refer to a committee.

Resolution - the act of an assembly to declare facts or express opinions or purposes. Not a command.

Rules, Suspension of - when a club wants to do something that interferes with its own laws, it suspends the rules that are in the way of accomplishing the proposed action.

Second - in order for a motion to be considered at a meeting it must have a "second", a second member who supports the motion by saying, "I second the motion".

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