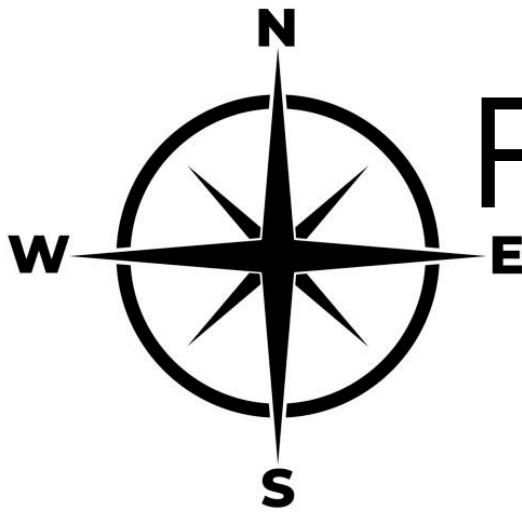


2023-2024



Parliamentarian

OFFICER TRAINING



Refer to "A Guide to Parliamentary Practice for your club..." for more information on being the Parliamentarian. You can find the Parliamentarian officer book on the River Valley 4-H website or at your local Extension office. Virtual Officer Training is due to your local Extension office by **11:59 pm on Sunday, November 5, 2023.**

Name: _____ **4-H Club:** _____

As a Parliamentarian you should understand the basic parliamentary procedure that is required to run a regular 4-H business meeting. You're responsible for assisting fellow officers and club leaders in correct parliamentary procedure at all meetings. This is a vital aspect of any business meeting, to make sure it runs smoothly, quickly, and help members follow along.

Steps in Making a Club Decision

Fill in the blank with the word that corresponds with the description at the next step in making a club decision.

1. _____ - is a request that something be done or that is the opinion or wish of the group. Only one of these should be placed before the group at a time. It is debatable and amendable.
2. _____ - someone from the group must agree to the motion.
3. _____ - all members of the group must do this, addressing the pros, cons, etc. of the original motion.
4. _____ - the president will say this before the group votes.
5. _____ - the group will do this to voice their opinion of the motion at hand.

Order of a Regular Business Meeting

Number the following events in the correct order of a business meeting.

- | | |
|--------------------------|-----------------------------|
| ___ Treasurer's Report | ___ Roll Call |
| ___ Pledge of Allegiance | ___ Announcements |
| ___ Old Business | ___ Adjournment |
| ___ Committee Reports | ___ New Business |
| ___ Call to Order | ___ Minutes of Last Meeting |

Quorum

Quorum is the minimum number of members at a meeting that must be present to make the proceedings of that meeting valid. What is the quorum of your 4-H Club?

After the secretary calls the roll, the president is notified whether a quorum is present. If a quorum is not present, what should happen?

Amending a Motion

"I amend the motion to read 'that our 4-H club have an exhibit at the county fair this July'"
Why would a 4-H member amend a motion?

Once a member has amended a motion, what three things should happen to pass the motion on the table?
