

Fun Ways to Teach Parliamentary Procedure

1

Order of Business

Purpose & Objectives:

- as an ice breaker activity
- to assess what your audience knows about business meetings
- as a lead in to discuss meeting agenda

Set up & Materials:

- cards/paper with large text with printed business meeting agenda items
- space to spread out the preprinted cards, such as the front of a classroom

Process:

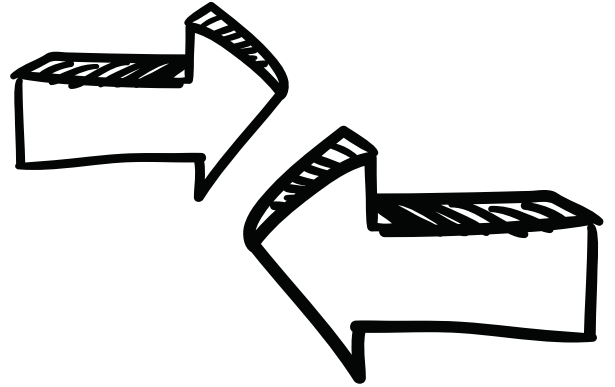
- Have 10 or more participants each take a card (make sure you do not pass them out in order).
- Ask the participants to work as a group to put the business meeting agenda together from start to finish. (Participants may talk to each other.)
- After the group believes they have the correct order, go through it and explain if any items are out of order.

Discussion Questions:

- How did the group decide the order of business?
- Was it difficult to determine the order of business?
- How does an agenda help the group conduct business?
- How might a business agenda be set-up differently in 4-H?

Meeting Agenda Items: (write on cards)

- Call to Order
- Pledges
- Roll Call
- Reading/Approval of the Minutes
- Correspondence
- Reports from Officers
- Reports from Committees
- Unfinished/Old Business
- New Business
- Announcements
- Adjournment



Fun Ways to Teach Parliamentary Procedure

2

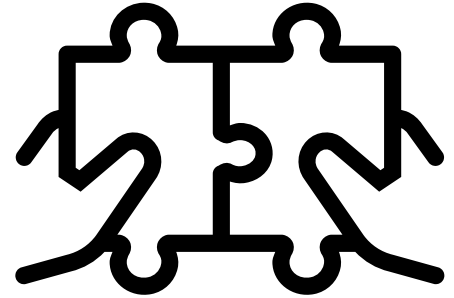
Matching Game

Purpose & Objectives:

- reinforce principles of parliamentary procedure

Set up & Materials:

- Two sets of printed cards, one group of questions and a second set of answers, each set on a different color of paper



Process:

- Divide the group into two smaller groups.
- Give one set of cards to the each group so that each person has a card.
- Ask the group to find their “match,” which is the question and answer that fit together.
- After each person has found his/her match, have each pair tell the rest of the group their question and matching answer.

Matching Ideas:

- What is the correct way to introduce a motion? - “I move that . . .”
- What is the minimum number of members who must be present to transact business? -- “a quorum”
- What is the proper way to address the chair? - “rise and say, “Madam” or “Mister President”
- What should the chair say after stating the motion? - “Is there any discussion?”
- What is the correct acclamation for a negative voice vote? - “Nay” or “No”
- What is said following a motion so that the item may be considered? - “I second the motion.”

**You can find additional ideas for this game in the electronic Parliamentary Procedure game show.*

Fun Ways to Teach Parliamentary Procedure



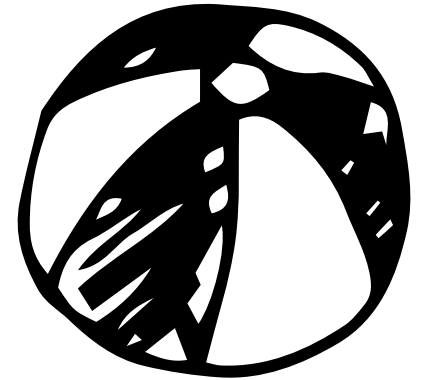
Beach Ball Review

Purpose & Objectives:

- review parliamentary procedure information in a fun manner

Set up & Materials:

- Blow-up beach ball
- Self-adhesive labels with review questions stuck on the ball



Process:

- Attach review questions to a beach ball.
- Place participants in a circle and have them bat the beach ball around until the instructor says "stop".
- The last person to catch the ball answers the question closest to his/her right hand. The ball is then batted to another person and so on.

Matching Ideas:

- What does every motion require to be discussed? - a second
- What wording do you begin each motion with? - I move . . .
- Can you ask for a vote at any time? - Yes (How is this done? - "I call for the question.")
- If you are changing the main motion, you are doing what? - amending a motion
- Name one of the ways to vote on a motion? - hand vote, ballot, secret ballot, roll call
- After a motion is seconded, what does the chairperson call for next? - discussion
- What is the person who runs the meeting called? - president or chair
- Can you speak without being recognized by the chair? - no
- Can you begin another motion if the first one has not been tabled or voted on? - no

Fun Ways to Teach Parliamentary Procedure



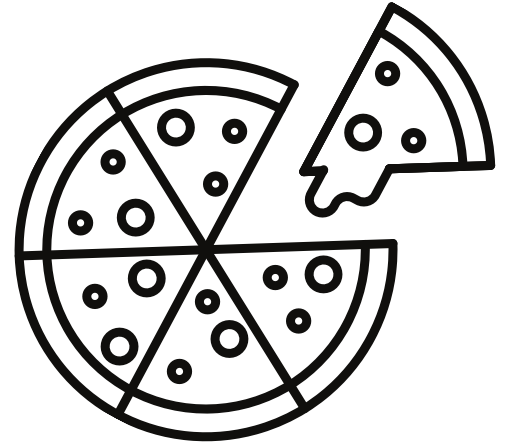
Make a Pizza Parli Pro Style

Purpose & Objectives:

- to practice making and voting on motions

Set up & Materials:

- a basic pre-made pizza crust
- sauce
- toppings, such as pepperoni, onions, tomatoes, mushrooms, peppers, cheese, etc.



Process:

- The chairperson announces that the group will vote to finish making a pizza.
- Participants vote on additional ingredients by making motions and amendments.
- After each motion is passed, the person introducing the motion performs the task of adding the ingredient and then takes over the chairmanship.
- Continue the process until the pizza is complete.

Hints for Success:

- The chairperson will hold up the items being considered to enhance the visual effect of the activity.
- At the start, keep the activity simple by voting to add one item at a time

Discussion Questions:

- Did our group reach consensus?
- How did parliamentary procedure help us achieve our goal of making a pizza?
- How did parliamentary procedure hamper our efforts?
- How does parliamentary procedure help a group making other types of decisions?

Fun Ways to Teach Parliamentary Procedure

5

Ball Power for Conducting a Meeting

Purpose & Objectives:

- to practice one person speaking at a time

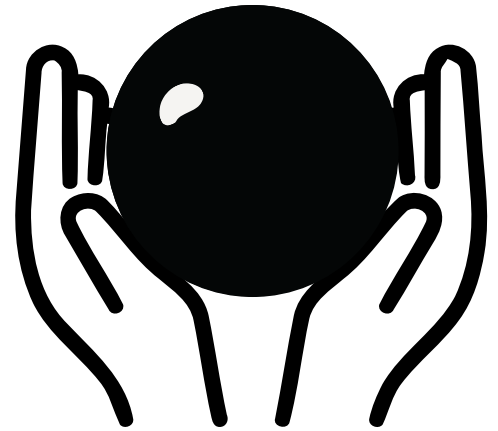
Set up & Materials:

- copies of the script for actors

Process: Act it out!

Assign parts. A script outline is on the next page.

The important part of this activity is to show that only one person speaks at a time at a meeting. A person may speak in the skit only when they are holding the ball.



Parts:

President

Member #1

Secretary

Treasurer

Member #2

Member #3

All Actors

Script Outline:

- All Actors: *Come in rowdy and loudly discussing tonight's training. Keep up the noise and chatter.*
- President: *Try to call the meeting to order but no one listens to you. Beat on the table until the members are quiet.*
- President: *Start to talk but members become very noisy again.*
- Member #1: *Throw the ball to the president.*
- All Actors: *When the president catches the ball, everyone become quiet and remains quiet unless the ball is thrown to them.*
- President: *"I feel this ball gives me power. From now on the individual who holds the ball is the only one who can speak. Now as President I am going to call this meeting to order."*
- President: *Call on Member #1 to lead pledges and throw the ball to him/her.*
- All Actors: *Stand and say pledges.*
- Member #1: *Throw the ball back to the president.*
- President: *Call on the secretary to read the roll call and throw the ball to the secretary.*
- Secretary: *Read member name and throw the ball to that member who then responds and throws the ball back to the secretary. Repeat for all members. Throw ball to president.*
- President: *Ask for any corrections or additions. State that the minutes stand approved as read.*
- President: *Ask for the treasurer's report and throw the ball to the treasurer*
- Treasurer: *Give a fictional report. Present one outstanding bill. Return ball to the president.*
- President: *Ask for a motion to pay the bill. Throw ball to member #2 who stands.*
- Member #2: *Make motion. Return ball to the president*
- President: *Ask for second. Throw ball to Member #3.*
- Member #3: *Second motion. Return ball to president*
- President: *Ask for discussion. Throw ball to any members who want to comment. Take the vote. State whether the motion carries or fails.*

Sources

1. Source: Kirk Astroth, University of Arizona Cooperative Extension 4-H
2. Source: Amy Davis Derby, Dana Martin, and Robin VanWinkle, Oregon State University Extension, 4-H Youth Development. Original source unknown - presented at a workshop "Gaveling Your Way to Better Meetings - 2005 NAE4HA Annual Conference, Seattle, WA.
3. Source: Beach Ball Review created by Susan Busler and Nellie Oehler, Oregon State University Extension, 4-H Youth Development. Used in a workshop "Gaveling Your Way to Better Meetings - 2005 NAE4HA Annual Conference, Seattle, WA.
4. Source: Amy Davis Derby, Dana Martin, and Robin VanWinkle, Oregon State University Extension, 4-H Youth Development. Original source unknown - presented at a workshop "Gaveling Your Way to Better Meetings - 2005 NAE4HA Annual Conference, Seattle, WA.
5. Source: Strengthening Your 4-H Club Through Planning. Minnesota 4-H: Building Effective Leadership Level 1. Kathy Sperry and Juanita J. Reed-Boniface. 4-H-MI-6047-S. 1992. Level 1 Lesson 4 Page A-11.