Simplified guidelines for parliamentary procedure

Meeting

will come to order

The Kansas State University Agricultural Experiment Station

Cooperative Extension Service, Kansas State University

and Cooperative Extension Service

Kansas State University Agricultural Experiment Station

The meeting will come to order: Kansas State University, June 2005.

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Handbook

Kansas
The meeting will come to order.

Order of business

1. Introduction
2. Reports of the Officers
3. Committee reports and matters
4. Presentation of new business
5. Old business
6. Adjournment

Before the meeting

The president can help you understand your obligations as a member of the association. It does not mean to come to the meeting, but to understand your obligations better. The president can guide you in understanding your obligations as a member of the association. It does not mean to come to the meeting, but to understand your obligations better. The president can guide you in understanding your obligations as a member of the association.

Withdrawal of a motion

If a motion is withdrawn, it must be recorded. If any objection is made to the withdrawal of a motion, the president should make an announcement. If any objection is made to the withdrawal of a motion, the president should make an announcement. If any objection is made to the withdrawal of a motion, the president should make an announcement.

UNANIMOUS BALLOT — A motion carried by the secretary is made.

ELECTION BALLOT — A motion carried by the secretary is made. If a motion is passed, the president should make an announcement. If any objection is made to the withdrawal of a motion, the president should make an announcement.
No further discussion

The President

We will now hear the Treasurer's report. (You) (to John) •

The Treasurer then makes his report and the President, chair, asks the Treasurer to make a report. •

The President asks if there are any questions about the Treasurer's report. (Floyd, if not the report is usually read into the minutes and approved as is.)

The President then submits the report to the members for approval.

The President then asks if there are any questions or concerns about the report. (You) (to John) •

The President tells the members that there are no objections, and the report will be considered in the meeting.

The President then announces that the report will be read into the minutes and approved as is. •

The President then asks if there are any objections to the minutes. (John) •

The President then asks if there are any objections to the minutes. (John) •

The President thanks the Treasurer, and the meeting is adjourned.
will be received at
receipt for the committee.

Thank you, Mr. Chair.

THE MOTION — To refer the motion

The motion is referred to the committee.

The motion is referred to the committee.

Thank you, Mr. Chair.

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Thank you, Mr. Chair.
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DEFINITIONS

The article aims for consideration of the motion, but the present situation requires a change to speak. If a committee is exposed to the motion, or to the question for the purpose of keeping the house and preventing the opposition from gaining a chance to speak.

CONVENING

To call the meeting to order.

LAW:

Generally, the bylaws provide all the rules by which a stockholder, member, or participant may operate. The bylaws provide all the rules by which a stockholder, member, or participant may operate.

ARE YOU READY FOR THE QUESTION?

Yes, the question is ready to vote.

APPLAUD FROM THE DECISION OF THE CHAIRPERSON

A vote is not made by the chairperson. The chairperson announces the decision of the chairperson.

ADOPT

To pass or carry a motion to approve a committee report.
**What is included in the minutes?**

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>The motion adopted at the previous meeting</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>The wording agreed with the Hobby Park Club and approved by the GitHub community</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>The report was received from the security committee</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>The minutes of the previous meeting were read and approved.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>The executive committee approved the minutes of the meeting.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>The secretary reported the annual report had been sent to the trustees of $42.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>The report was received from the security committee</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>The minutes of the previous meeting were read and approved.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>The meeting of the executive committee was read and approved.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>The secretary presented and received the minutes of the meeting.</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

**Table of motions**

<table>
<thead>
<tr>
<th>Motion</th>
<th>Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Increase in membership fees</td>
<td>Yes</td>
</tr>
<tr>
<td>2. Approval of budget</td>
<td>Yes</td>
</tr>
<tr>
<td>3. Appointment of new members</td>
<td>Yes</td>
</tr>
<tr>
<td>4. Construction of new building</td>
<td>Yes</td>
</tr>
<tr>
<td>5. Declaration of financial statements</td>
<td>Yes</td>
</tr>
<tr>
<td>6. Adoption of new policy</td>
<td>Yes</td>
</tr>
<tr>
<td>7. Amendments to the constitution</td>
<td>Yes</td>
</tr>
<tr>
<td>8. Approval of minutes</td>
<td>Yes</td>
</tr>
<tr>
<td>9. Election of new board members</td>
<td>Yes</td>
</tr>
<tr>
<td>10. Approval of financial statements</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Provisions**

- In order to vote, second required.
- Voting for next meeting.
5. The member should never be compelled to vote, or compelled to serve
member.
6. Where a member may vote, until the motion is disposed of.
function.

5. The member should never be compelled to vote, or compelled to serve

6. Where a member may vote, until the motion is disposed of.

7. Where a member may vote, until the motion is disposed of.

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11. Where a member may vote, until the motion is disposed of.

Member

12. Where a member may vote, until the motion is disposed of.

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Nomination for office may be made in three ways:

3. Nomination by nominating committee
2. Nomination by petition
1. Nomination from floor

Nominations and elections

The following are types of votes that are used in meetings:

- Roll-call vote (members respond when name is called)
- Secret call for a show of hands
- Secret ballot (used for elections)
- Show of hands
- Accidental vote
- Yeas
- Nays

The following are the methods of voting:

- CENTRAL CONSENT — A show of hands in voting. If a quorum is present, the vote is taken either by aye or nay. A two-thirds vote of those present is required to pass. If no quorum is present, the vote is taken by aye or nay, with a majority of the members present required to pass.

Two-thirds of the votes cast with motions only:

- Minority — When a motion is defeated, the minority vote is taken. If a quorum is present, the vote is taken either by aye or nay. A two-thirds vote of those present is required to pass. If no quorum is present, the vote is taken by aye or nay, with a majority of the members present required to pass.

Vote as you please — but please vote!
right-of-way over the motion on of which they arise.

[Further text not legible]

\[ \text{Person 2:} \]

Right-of-way over the motion on of which they arise.

[Further text not legible]

\[ \text{Person 3:} \]

right-of-way over the motion on of which they arise.

[Further text not legible]
motion is carried (or lost). Our last practice was "clear" and you have the floor. You are our right hand, the conversational force in our right hand. This is a direct order to send two delegates to the district convention in front of the motion to send two delegates to district meetings.

Question: "What is the motion as far as I read for the floor?"

Amendment: "The amendment allows the floor to be cleared.

Discussion: "What is the motion as far as I read for the floor?"

The following categories are meant by "parliamentary":

1. Regular motions are not allowed to be made motions since they cannot

Do we have any business to consider?

The amendment is carried (or lost). Our last practice was "clear" and you have the floor. You are our right hand, the conversational force in our right hand.

Motion to adjourn the meeting.
Let's talk it over right now.

Someone else, "I mean we discussed this problem informally by discussing it.

(Continued)

(6) Extension of discussion: add 6 minutes of preliminary number and

Stereocell — defined as a cell, system, or known as "discussio 6.6"

formal presentation of Stereocell — which we have yet to discuss or

discuss how participation of all members in discussing a problem. Don't push

expressions above is unique in dealing with groups greater than 15 in number. To

informal discussion is not new in participation but the method

"Let's talk it over right now."

Another amendment — insert "and before table

Example: A motion to refer

Sample

To the Primary and not speak to the main motion. Note the following:

A motion may be made by any member in succession before any two

would be the same as a negative vote.

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Model Meeting

Model Meeting
The 4-H model meeting has been used successfully as a device for teaching 4-H’ers proper meeting procedures. Competition between clubs and counties has been used to encourage 4-H youth in their efforts to add zest to the activity.

Model Meeting
Suggested Guidelines

1. The group may be composed of any number of 4-H’ers and adult leaders. Each county may enter one model meeting in regional club day.

2. Thirty-five (35) minutes are allowed for a model meeting. Roll call is part of the meeting. Special parliamentary problems may be used in the 4-H day; the decision may be made locally or by the Regional 4-H Day planning committee.

3. Recreation may be at any time during the meeting. Some clubs prefer to have their recreation at the start of the meeting rather than the end.

4. The group will be required to complete the following five (5) parliamentary practices. A ten (10) point deduction will be made from the group’s score for each practice not successfully completed.
   a. Make a Main Motion
   b. Motion to Recess
   c. Motion to Adjourn
   d. Point of Order
   e. Amend

5. The group will also conduct business using two (2) of the Permissible Motions (assigned by year). This will be the same assignment for County and Regional 4-H Day. A ten (10) point deduction will be made from the group’s score for each practice not successfully completed.

Model Meeting
Resource

“Parliamentary Practice for 4-H Club” County Extension Office

“The Meeting Will Come To Order” County Extension Office

Score Card Explanation

Note the five main divisions of the model meeting scorecard and the relative importance given to each division. Thirty-five minutes will be allowed for a model meeting.

Minutes and Agenda do not need to be turned in to the judge before or after the meeting.
## Chart of Permissible Motions

<table>
<thead>
<tr>
<th>Motion / Year Used</th>
<th>Second Required</th>
<th>Debatable</th>
<th>Amendable</th>
<th>Vote Required</th>
<th>Reconsider</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Privileged Motions</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ex Post Factum to Which an Adjournment - 2014</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Majority</td>
<td>Yes</td>
</tr>
<tr>
<td>Adjourn - Required</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
<td>No</td>
</tr>
<tr>
<td>Recess - Required</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Majority</td>
<td>No</td>
</tr>
<tr>
<td>Raise a Question of Privileges - 2015</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Chair Grants</td>
<td>No</td>
</tr>
<tr>
<td>Call for the Orders of the Day - 2017</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No vote, demand</td>
<td>No</td>
</tr>
<tr>
<td><strong>Subsidiary Motions</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lay on the Table - 2009</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
<td>Neg. only (3)</td>
</tr>
<tr>
<td>Previous Question - 2011</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
<td>Yes</td>
</tr>
<tr>
<td>Limit or Extend Limits of Debate - 2017</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>2/3</td>
<td>Yes</td>
</tr>
<tr>
<td>Postpone to a Certain Time (or Definitely) - 2016</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
<td>Yes</td>
</tr>
<tr>
<td>Commit or Refer - 2012</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
<td>Yes</td>
</tr>
<tr>
<td>Amend - Required</td>
<td>Yes</td>
<td>Yes (1)</td>
<td>Yes</td>
<td>Majority</td>
<td>Yes</td>
</tr>
<tr>
<td>Postpone Indefinitely - 2013</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
<td>Affirm. Only</td>
</tr>
<tr>
<td>Main Motion - Required</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
<td>Yes</td>
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<tr>
<td><strong>Incidental Motions</strong></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>Appeal - 2015</td>
<td>Yes</td>
<td>Yes (1)</td>
<td>No</td>
<td>Majority</td>
<td>Yes</td>
</tr>
<tr>
<td>Division of the Assembly - 2009</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No vote, demand</td>
<td>No</td>
</tr>
<tr>
<td>Division of a Question - 2010</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Majority</td>
<td>No</td>
</tr>
<tr>
<td>Objection to the Consideration of a Question - 2018</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
<td>Neg. Only</td>
</tr>
<tr>
<td>Parliamentary Inquiry - 2016</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Chair answers</td>
<td>No</td>
</tr>
<tr>
<td>Point of Order - Required</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Normally no vote</td>
<td>No</td>
</tr>
<tr>
<td>Suspend the Rules - 2011</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>(2)</td>
<td>No</td>
</tr>
<tr>
<td>Withdraw a Motion - 2010</td>
<td>No (3)</td>
<td>No</td>
<td>No</td>
<td>Majority (3)</td>
<td>Neg. Only</td>
</tr>
<tr>
<td><strong>Motions That Bring a Question Again Before the Assembly</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reconsider - 2012</td>
<td>Yes</td>
<td>Yes (1)</td>
<td>No</td>
<td>Majority</td>
<td>No</td>
</tr>
<tr>
<td>Resolved - 2014</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Maj. with notice, or Maj. of membership</td>
<td>Neg. only</td>
</tr>
<tr>
<td>Take from the Table - 2013</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
<td>No</td>
</tr>
</tbody>
</table>

(1) If applied to a debatable motion
(2) Rules of Order - 2/3 vote, standing rules 2/3 majority vote
(3) Refer to Robert's Rules of Order Newly Revised (10th edition) for rule(s)
# SCORE CARD FOR MODEL MEETING

**Club**

**County**

**Number in Group**

**Time**

**Finish:**  
- **Start:**  
- **Total:**  
- *Not to exceed 35 minutes*

<table>
<thead>
<tr>
<th>Division</th>
<th>Points</th>
<th>Judges Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ceremonies - Opening and Closing, use of 4-H Pledge, flag salute, motto, creed, initiation or installation ceremony, attaching seal to charter, leaders’ recognition, citizenship ceremony, celebration of individual or group accomplishments, other suitable ceremonies or celebrations.</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Business</td>
<td>35</td>
<td>- Made one motion from each of the following 5 categories: Main, Subsidiary, Incidental, Privileged, and Unclassified - Turned in agenda, order of business, making and carrying through of motions, reports of committees and correct handling of parliamentary problems. - Leader’s Report (5) - Secretary Notes &amp; Book Complete (5)</td>
</tr>
<tr>
<td>Program - May include group singing, talks, demonstrations, recreation, talent, or any other area which is meaningful to the membership.</td>
<td>30</td>
<td>- Introduction given (5) - Educational ideas/skills presented (10) - Balance and arrangement (5) - Participation and involvement of the group (10)</td>
</tr>
<tr>
<td>Recreation</td>
<td>10</td>
<td>- Preparedness of Recreation &amp; Song Leaders - Group Participation - Sportsmanship and enjoyment exhibited</td>
</tr>
<tr>
<td>Attitude - Naturalness of meeting, not staged. Response, enthusiasm, dispatch, attentiveness, and involvement of the group throughout the entire meeting</td>
<td>15</td>
<td></td>
</tr>
</tbody>
</table>

**FINAL RATING**

Top Blue _____  Alt. Top Blue _____  Blue_____  Red_____  White_____  

**JUDGES INITIALS**

Revised 4/2010