

## Parliamentarian Job Description

- ✿ Keep order at the club meetings by following Parliamentary Procedure.
  
- ✿ Assist in training the other officers in parliamentary procedure.
  
- ✿ Make parliamentary rulings during the business portion of the meetings.
  
- ✿ Present monthly parliamentary procedure topics at your 4-H Club meeting using the following resources:
  - True/False Quiz
  - Eight Steps in Making and Carrying a Motion
  - Parliamentarian Trail Mix
  - Create skits using “A Guide to Parliamentary Practice for your Club”.
  - Parliamentary Procedure handouts – Beginning, Intermediate, and Advanced
  - The Meeting Will Come to Order