Refer to Kansas 4-H Club Corner's Officer Resources for information about being the Parliamentarian (https://www.kansas4-h.org/resources/leader-resources/clubcorner/officer-resources/). If you submit your completed worksheet to your local Extension Office, we will review it and provide feedback. Then, it can count as a district-level officer training.

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?

_______________________________________________________________________________________________________________
_______________________________________________________________________________________________________________
_____________________________________________________________________________________________________________