



Parliamentarian

OFFICER WORKSHEET

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?
