



Parliamentary Procedure

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What is it?

Parliamentary Procedure is a way to conduct business in a meeting. It is a set of rules to help large groups get things done in an orderly manner. Using Parliamentary Procedure allows everyone to be heard and to make decisions. Parliamentary Procedure has been around since 1562. Robert's Rules of Order is the standard handbook used today.

The topics addressed below have multiple resources available to you through the Missouri 4-H webpage. Refer to the index guide online to see which topics covered by which guides.

Top Skills Addressed in Resources

- What is Parliamentary Procedure?
- How to Make a Motion
- Sample Agenda
- Voting Methods and Who Votes
- 4-H Officer Training and Responsibilities

Activities

- What is Parliamentary Procedure?
- Treasurer Training
- Officer Roles
- Basic Motion
- Sample Agenda/Script
- Officer Training
- 4-H Basics
- Checking youth understanding
- Robert's Rules of Order

Interactive Learning

PowerPoints and Jeopardy type games are also available online for your use at:
www.4h.missouri.edu

Handouts

- Parliamentarian
- What is Parliamentary Procedure?
- Gavel Use
- Basic Motion
- Privileged Motions
- Incidental Motions (point of order, parliamentary inquiry, point of information, division of question, request to withdraw a motion, suspension of rules)
- Subsidiary Motions (lay on the table, refer to a committee, amendment)
- Renewal Motion
- Election Tips - Ways of Voting
- Quorum
- Sample Agenda/Script
- Simplified Robert's Rules - when to be flexible
- Officer Training Workshop
- Parts of a Meeting - tips for an effective meeting
- Officer Roles
- When to Vote
- Motion to Reconsider
- Move the Previous Question