

Designed by Amy Williams, Loudon County 4-H Youth Agent

Roberts Rules of Order

Who was Robert? Union officer in the Civil War that later became a General and head of Washington DC. General Robert took on the task of codifying and simplifying the rules of procedure for the US House of Representatives.

Terms to Know (these could be matching where the definition is written on the poster and the children have the words)

1. Agenda – An outline or plan of things to discuss during a meeting
2. Chair – the person who runs the meeting
3. Secretary – the person who takes notes during the meeting and compiles them into a written report
4. Minutes – the written record of what happened during a meeting
5. Quorum – the number of members that need to be present to conduct business
6. Motion - bringing an item of business before the group.
7. Discussion – this is done after a motion is made and seconded; it allows the group to discuss the idea before voting.
8. Amend – allows the group to add and/or strike something in a motion.
9. Amendment – this is what is added to a motion that has already been made
10. Second – this is required after a motion is made; it means that someone else in the group agrees with the motion that has been made
11. Vote – decides to accept or fail the motion
12. Passed – the motion received enough votes to be accepted
13. Previous Question – ends the discussion of a motion immediately and requires the group to vote on whether or not they are ready to vote
14. Adjourn – ends the meeting
15. New Business - New ideas that are discussed at the meeting
16. Old Business – Items that were discussed at the last meeting and need to be discussed again
17. Refer to a Committee- allows the matter to be sent to a smaller group to consider and report back
18. Recess – take a short break
19. Postpone – allows the group to stop discussion on a motion and wait until later to vote
20. Reconsider - revisit a motion already voted on at the same meeting
21. Lay on the table – temporarily delays a matter when something of urgency arises
22. Point of Information – allows a member to ask a question relevant to business but not procedure
23. Parliamentary Inquiry – allows a member to ask a procedural question

24. Rescind or amend something previously adopted – strikes or changes a motion that was adopted at the last meeting.
25. Point of Order – calls attention to an error in procedure
26. Postpone indefinitely – kills a motion
27. Division of the house – demands that you raise your hand to vote after a voice vote has already been taken
28. Majority – more than half of the group votes in agreement
29. 2/3 majority – 2/3 of the group votes in agreement

Order of Business for a 4-H Meeting

Call to order

Pledges

Thought for the day

Reading of the Minutes

Approval of the Minutes

Roll Call

Committee Reports

Old Business

New Business

Program

Adjournment

Gavel Relay – each group has a series of cards with various statements on them and they must put them in order.

1. Chair calls the meeting to order.
2. Pledges
3. Reading of the Minutes
4. Approval of the Minutes
5. A motion is made that Mrs. Jones' 4-H club participate in the Relay for Life at Legion Park.
6. Main motion is seconded.
7. Chair opens the meeting up for discussion of main motion.
8. Member wants to amend the main motion by adding the words: “ by running the water station during the relay.”

9. Amendment is seconded.
10. Chair asks for discussion on amendment.
11. Chair calls for vote on the amendment.
12. Vote is taken and amendment passes.
13. Chair asks for discussion on the amended main motion.
14. Member calls for the question.
15. Chair reads amended main motion.
16. Vote is taken and amended main motion is passed.
17. Chair asks secretary to record amended main motion in the minutes.
18. Member moves to adjourn the meeting.
19. Member seconds the motion to adjourn.
20. Vote is taken and chair adjourns the meeting.

Parliamentary Motions Guide – This could be an empty chart and the kids fill it in or whatever you want!

You Want to?	You Say	Require a 2 nd ?	Debatable?	Amendable?	Vote?
End the Meeting	I move to adjourn	Yes	No	No	Majority
Take a break	I move to recess for	Yes	No	Yes	Majority
Register a Complaint	I rise to a question of privilege	No	No	No	None
Lay aside a motion temporarily	I move to lay the question on the table	Yes	No	No	Majority
Stop Discussion on the motion	I move the previous question	Yes	No	No	Majority
Postpone discussion to a certain time	I move to postpone the motion to	Yes	Yes	Yes	2/3
Refer to a committee	I move to refer the motion to	Yes	Yes	Yes	Majority
Change the wording of a motion	I move to amend the motion by	Yes	Yes	Yes	Majority
Kill a main motion	I move that the motion be postponed indefinitely	Yes	Yes	No	Majority
Bring business before the group	I move that	Yes	Yes	Yes	Majority
Enforce the Rules	Point of Order	No	No	No	None
Reconsider a motion	I move to reconsider the vote	Yes	Varies	No	Majority

This probably does not need to go on the board but it is an activity that can go with all of this. Each child has a word and they have to figure out if their word completes the sentence in the following meeting scenario.

Words

Agenda

Motion

Discussion

Amend

Amendment

Second/Seconded

Vote

Passed

Call for previous question

Secretary

Minutes

Adjourn/Adjourned

Moves

The chair calls the meeting to order. The secretary reads the minutes of the last meeting. Chair asks for approval of the minutes. Minutes are approved as read. The first item on the agenda is the 4-H service project. 4-H member moves that the club work with Habitat for Humanity as their service project. Chair asks for a second to the motion. Motion is seconded. Chair calls for discussion on the motion. A 4-H member wants to amend the motion by adding that they should work in the Habitat Home Store on the second Saturday of each month. Chair asks for a second to the amendment. Chair calls for discussion on the amendment. Member calls for previous question. Vote is taken and amendment is added to the motion. Chair opens the floor up for discussion of the amended motion. Several members discuss the motion and seeing that time is running short, a member calls for previous question. Chair reads the amended motion and vote is taken. Amended motion is passed and chair asks secretary to include that in her minutes. The chair asks for a motion to adjourn. Motion is made and seconded. Vote is taken and meeting is adjourned.