Parliamentary Procedure

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Leipsic 4-H Club ~ 2015
Instructions

• Divide players into two to four groups, and have them form an order in which to answer.
• For the first question, have the participants play rock, paper, scissors in order to determine who chooses the question. In future rounds have the team who answered the previous question choose.
• Click on the number, and you will be taken to the page. Have the participants answer and whoever comes up with the correct answer first wins the points. To reveal the correct answer, just click on the screen anywhere except for on the green clover.
• Continue to play the game in this manner until a winning team is determined.
• To return back to the categories screen after a question, click on the green clover located in the lower right-hand corner.
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What to Say 100

• This is the first thing the president says when they call the meeting to order.

• I call this meeting to order.
What to Say 200

• This is how to start a motion.

• I move...
What to Say 300

• How do you express a positive vote?

• Aye
What to Say 400

• How do you express a negative vote?

• No
What to Say 500

• This is what a member should say to get the floor if he/she wants to make a motion.

• Madame/Mister President
Officers 100

- Which officer takes notes at the meeting?

- Secretary
Officers 200

• Which officer leads the meeting?

• President
Officers 300

• Which officer handles the money?

• Treasurer
Officers 400

• This officer fills in for the president.

• Vice-president
Officers 500

• This officer submits information to the newspaper

• Reporter
Parts of a Meeting 100

• This portion of the agenda is made up of business that has never been discussed.

• New business
Parts of a Meeting 200

• This part of the agenda is for business that has been discussed but not decided on.

• Unfinished business
Parts of a Meeting 300

• Part of the meeting in which the amount of money in the bank account is discussed.

• Treasurer/financial report
Parts of a Meeting 400

• The very first part of the meeting that is handled by the president. It consists of two taps of the gavel and a narration

• Call to order
Parts of a Meeting 500

• This part of the meeting is where future dates of activities are stated.

• Announcements
Terms 100

• What is a member?

• A person who belongs to a specific organization.
Terms 200

• What is a motion?

• A formal proposal
Terms 300

- What is a Gavel?

- Mallet that is used to pass motions, restore order, and open/close meetings.
Terms 400

• What is a majority?

• Over half of the vote received.
Terms 500

• What is a quorum?

• Number of people who must be present in order to conduct business.