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## EC2016 Parliamentary Procedure for Rural Youth Meetings

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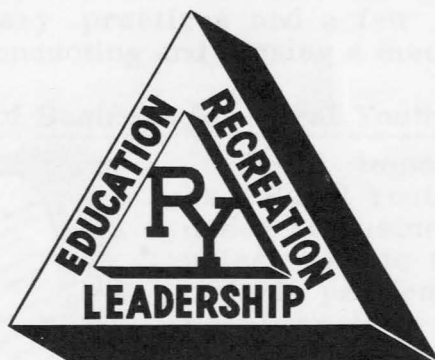
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PARLIAMENTARY PROCEDURE FOR

# Rural Youth Meetings



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## PARLIAMENTARY PROCEDURE FOR

# Rural Youth Meetings

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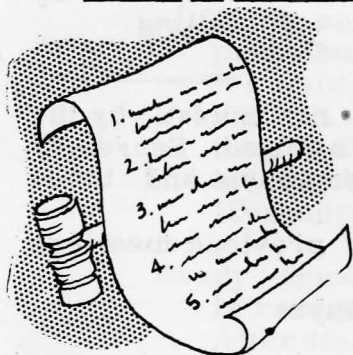
It is very important that Rural Youth officers and members have an understanding of parliamentary rules.

Now is the time for you as an individual to gain a workable knowledge of not only parliamentary rules but also of techniques in conducting and moving meetings along.

You are in a group which will not criticize you if you make mistakes for they know that you are learning. The day is coming, however, when you will be expected to know the procedure used in conducting meetings and you will be called on many times to do so.

This circular contains a short study in the common parliamentary practices and a few suggestions on opening, conducting and closing a meeting.

### Order of Business for Rural Youth Meetings



It is important that you as a Rural Youth group use an order of business. This enables you to follow a clear, orderly pattern in conducting your meeting. An order of business also enables you to keep track of your meeting. You will know where you are at all times and also it will help you not to forget important items.

Here is a suggested order of business for Rural Youth groups:

1. The president calls the meeting to order.

2. The secretary calls the roll.
3. The secretary reads the minutes of previous meetings and the minutes are approved by the group.
4. The president calls for committee reports.
5. The president calls for unfinished business.
6. The president calls for new business.
7. The meeting is adjourned.

### Suggestions on Parliamentary Practices for Rural Youth Organizations:

1. Meeting called to order by President.

President rises and says:

"The meeting will come to order."



2. Roll Call

President remains standing and says:

"The Secretary will call the roll and members will respond by telling \_\_\_\_\_."

Secretary rises, is recognized by the President, then both are seated. Secretary calls roll, records those absent and those present.

3. Reading of minutes of previous meetings or those not approved.

President stands and says:

"The Secretary will read the minutes of the last (or previous) meeting (or meetings)."

Secretary rises and says, "Madam (or Mr.) Chairman and members," reads minutes, is seated.

President: "Are there any additions or corrections to these minutes?" (Waits a moment.)

"If not, they stand approved as read."

If there are any corrections, the President informally tells Secretary to make the change. He then announces that the minutes stand approved as corrected.

If minutes are approved and a mistake is found later, a vote is required for their amendment.

#### 4. Report of committees.

President: "Will the chairman of the \_\_\_\_\_ committee please report?"

Member: "Mr. President". President recognizes member by name, then chairman gives report.

President: "What shall we do with this report?"

Member: "Mr. Chairman, I move that this report be accepted."

Second Member: "I second the motion."

Secretary records motion with name of the one proposing and seconding it. If there is no second, no record is made and the president declares the motion "lost" for want of a second.

President: "It has been moved and seconded that this report be accepted. Is there any discussion?"

(Discussion usually follows.)

Every speaker addresses the Chair, and is recognized before talking on a motion. After discussion is finished the President says, "Is there further discussion?" If not, he says, "All in favor (repeat the motion) say 'Aye'; opposed 'No.'" If

motion is carried, the report is accepted. If motion fails the president says, "The motion is lost."

5. Unfinished business-

Anything left over from last meeting.

6. New business:

Member rises, addresses presiding officers, "Mr. President." Chairman recognizes member with first name, Mr. \_\_\_\_\_ or Miss \_\_\_\_\_

Member says, "I move that \_\_\_\_\_", never "I make a motion" or "I move you." Motion may be seconded without rising or addressing chair. Chairman repeats the motion and calls for discussion. Any member can make remarks for or against, after being recognized.

After discussion, chairman states, "Are you ready to vote on the motion?"

A member from audience may call "question."

Chairman puts motion by restating it and, "All in favor say 'aye,' - opposed, 'no'."

Chairman states whether motion is "carried" or "lost."

A motion introducing a new subject may not be made while there is another motion before the meeting. Only motions that affect the original motion may be made at that time, such as: to amend, to lay it on the table, to postpone, or to adjourn.

To receive and dispose of a motion and its amendment:

Motion may be amended by:

- a. Adding or striking out words
- b. Substituting a different motion
- c. Dividing the question.

An amendment requires a second.

An amendment is debatable and can be amended.

Vote on amendment first, then the original motion.

If a motion is not seconded, it is declared lost by the president without a vote. Most motions are debatable except a motion to adjourn, which is in order at any time unless a member holds the floor. It must be considered immediately. The only way to delay a vote on it is by substituting a motion to adjourn to a specified time or place. A motion to adjourn may not be reconsidered if it carries. Only regular members in good standing are eligible to vote.

7. Announcement:

President: "We will now hear the announcements."

(Announcements are made)

The time for the business meeting having expired, the chair announces that a short recess will be taken, after which time the Program Committee will be in charge of the meeting.

8. Adjournment of meetings

President: "Is there any further business to come before the meeting?" The chairman may then say, "If not, the meeting is adjourned," or he may call for a motion to adjourn.

Things to Remember:



How Does a Member Obtain the Right to Speak?

1. Address the chair (presiding officer)
2. Give name (if presiding officer does not know speaker).
3. Wait for the chair to recognize speaker by repeating his name.

When is a Question Open for Discussion?

Only after a motion has been made by a member who has the floor, seconded by another member, and stated by the presiding officer is a subject open to debate.

How May a Motion be Amended?

When a motion has been made and seconded and a member wishes to "add" or "strike out" words, he moves that the motion be amended (stating how the motion is to be changed or modified.)

When the amendment has been moved and seconded, the chairman states the question, thus opening the amendment to debate. The amendment must be voted on before the main motion. There can be only two amendments to a motion. Thus only one amendment can be amended.

How May a Motion be Withdrawn?

When a motion is made, seconded and stated by the chair, it belongs to the house. Suppose, however, the member making the motion wishes to withdraw it and so states to the chair.

President: "If there are no objections, the motion will be withdrawn."

If no objections are voiced, the motion is withdrawn and no record of the motion is made in the minutes.

Rules of Order to Remember

1. Always rise to make a motion.
2. Always address and be recognized by the chair before stating a motion.
3. Do not rise to second a motion.
4. You do not need recognition from the chair in order to second a motion.



5. If there is a motion before the house, no motion can be made other than an amendment to the motion, a motion to table the question, or a motion to adjourn.

#### Nominations and Elections

Nominating committees are usually appointed by the president at the meeting preceding the annual meeting. This committee should nominate two candidates for each office and give their report at the annual meeting. The president should then call for nominations from the group. Voting is usually carried on by written ballot and the candidate receiving the majority of votes is declared elected.

#### Other References

For further parliamentary suggestions see:

Extension Circular 5-151- Your Club Meeting

Roberts Rules of Order

Gregg's Rules of Order

The Main Motion by Awana Slaker