

Fun Activities to Teach Parliamentary Procedure

Activity Name: **Order of Business**

Purpose:

- as an ice breaker activity
- to assess what your audience knows about business meetings
- as a lead in to discuss meeting agenda

Set up & materials:

- cards/paper with large text preprinted of possible business meeting agenda items
- space to spread out the preprinted cards, such as the front of a classroom

Process:

Have 10 or more participants each take a card (make sure you do not pass them out in order). Ask the participants to work as a group to put the business meeting agenda together from start to finish. Participant may talk to each other.

After the group believes they have the correct order, go through it and explain if any items are out of order.

Discussion Questions:

- How did the group decide the order of business?
- Was it difficult to determine the order of business?
- How does an agenda help the group conduct business?
- How might a business agenda be set-up differently in 4-H?

Meeting Agenda Items:

Call to Order

Pledges

Roll Call

Reading/Approval of the Minutes

Correspondence

Reports from Officers

Reports from Committees

Unfinished/Old Business

New Business

Announcements

Adjournment

Source: Kirk Astroth, University of Arizona Cooperative Extension 4-H



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Fun Activities to Teach Parliamentary Procedure

Activity Name: **Matching Game**

Purpose: reinforce principles of parliamentary procedure

Materials: two sets of printed cards, one group of questions and a second set of answers, each set on a different color of paper

Process: Divide the group into two smaller groups.
Give one set of cards to the each group so that each person as a card.
Ask the group to find their “match,” that is the question and answer that fit together.
After each person has found his/her match, have each pair tell the rest of the group their question and matching answer.

Matching Ideas:

- What is the correct way to introduce a motion? – “I move that . . .”
- What is the minimum number of members who must be present to transact business? -- “a quorum”
- What is the proper way to address the chair? – “rise and say, “Madam” or “Mister President”
- What should the chair say after stating the motion? – “Is there any discussion?”
- What is the correct acclamation for a negative voice vote? – “Nay” or “No”
- What is said following a motion so that the item may be considered? – “I second the motion.”
- *(You will find additional ideas for this game in the electronic Parliamentary Procedure game show.)*

Source: Amy Davis Derby, Dana Martin, and Robin VanWinkle, Oregon State University Extension, 4-H Youth Development. Original source unknown - presented at a workshop “Gaveling Your Way to Better Meetings - 2005 NAE4HA Annual Conference, Seattle, WA.



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Fun Activities to Teach Parliamentary Procedure

Activity Name: **Beach Ball Review**

Purpose: review parliamentary procedure information in a fun manner

Materials: blow-up beach ball
self-adhesive labels with review questions stuck on the ball

Process: Attach review questions to a beach ball.
Place participants in a circle and have them bat the beach ball around until the instructor says “stop”.
The last person to catch the ball answers the question closest to his/her right hand.
The ball is then batted to another person and so on.

Possible Questions:

- What does every motion require to be discussed? – a second
- What wording do you begin each motion with? – I move . . .
- Can you ask for a vote at any time? – Yes (How is this done? – “I call for the question.”
- If you are changing the main motion, you are doing what? – amending a motion
- Name one of the ways to vote on a motion? – hand vote, ballot, secret ballot, roll call
- After a motion is seconded, what does the chairperson call for next? – discussion
- What is the person who runs the meeting called? – president or chair
- Can you speak without being recognized by the chair? – no
- Can you begin another motion if the first one has not been tabled or voted on? – no

Variation: Use review questions such as these to create a “Jeopardy” or quiz bowl game.

Source: Beach Ball Review created by Susan Busler and Nellie Oehler, Oregon State University Extension, 4-H Youth Development. Used in a workshop “Gaveling Your Way to Better Meetings - 2005 NAE4HA Annual Conference, Seattle, WA.



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Fun Activities to Teach Parliamentary Procedure

Activity Name: **Make a Pizza Parli Pro Style**

Purpose: to practice making and voting on motions

Materials: a basic pizza with crust and sauce toppings, such as pepperoni, onions, tomatoes, mushrooms, peppers, cheese, etc.

Process: The chairperson announces that the group will vote to finish making a pizza. Participants will vote on additional ingredients by making motions and amendments.

After each motion is passed, the person introducing the motion performs the task of adding the ingredient and then takes over the chairmanship. Continue the process until the pizza is complete.

Hints for success:

- The chairperson will hold up the items being considered to enhance the visual effect of the activity.
- In the beginning, keep the activity simple by voting to add one item at a time.

Discussion questions:

- Did our group reach consensus?
- How did parliamentary procedure help us achieve our goal of making a pizza?
- How did parliamentary procedure hamper our efforts?
- How does parliamentary procedure help a group making other types of decisions?

Source: Amy Davis Derby, Dana Martin, and Robin VanWinkle, Oregon State University Extension, 4-H Youth Development. Original source unknown - presented at a workshop "Gaveling Your Way to Better Meetings - 2005 NAE4HA Annual Conference, Seattle, WA.



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Ball Power for Conducting a Meeting

Thanks for agreeing to act out a 4-H club meeting. It's important that you really out your part by adding comments.

A script outline is given below. The important part of this activity is to show that only one person speaks at a time at a meeting. A person may speak in the skit only when they are holding the ball.

Script Outline:

All Actors: Come in rowdy and loudly discussing tonight's training. Keep up the noise and chatter.

President: Try to call the meeting to order but no one listens to you. Beat on the table until the members are quiet.

President: Start to talk but members become very noisy again.

Member #1: Throw the ball to the president.

All Actors: When the president catches the ball, everyone become quiet and remains quiet unless the ball is thrown to them.

President: "I feel this ball gives me power. From now on the individual who holds the ball is the only one who can speak. Now as President I am going to call this meeting to order."

President: Call on Member #1 to lead pledges and throw the ball to him/her.

All Actors: Stand and say pledges.

Member #1: Throw the ball back to the president.

President: Call on the secretary to read the roll call and throw the ball to the secretary.

Secretary: Read member name and throw the ball to that member who then responds and throws the ball back to the secretary. Repeat for all members. Throw ball to president.

President: Call on secretary to read the minutes and throw ball to the secretary.

Secretary: Make up some brief minutes to read and return ball to the president.

President: Ask for any corrections or additions. State that the minutes stand approved as read.

President: Ask for the treasurer's report and throw the ball to the treasurer.

Treasurer: Give a fictional report. Present one outstanding bill. Return ball to the president.

President: Ask for a motion to pay the bill. Throw ball to member #2 who stands.

Member #2: Make motion. Return ball to the president.

President: Ask for second. Throw ball to Member #3.

Member #3: Second motion. Return ball to president.

President: Ask for discussion. Throw ball to any members who want to comment. Take the vote. State whether the motion carries or fails.

End

Source: Strengthening Your 4-H Club Through Planning. **Minnesota 4-H: Building Effective Leadership Level 1**. Kathy Sperry and Juanita J. Reed-Boniface. 4-H-MI-6047-S. 1992. Level 1 Lesson 4 Page A-11.



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