



# LAW

LEADERSHIP AWARENESS WEEKEND

*North Dakota 4-H*  
PARLIAMETARY PROCEDURE  
*Event*

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## Introduction

Through community forums, the citizens of North Dakota have identified a lack of civic engagement as a major concern to the state's continued growth and development. One of the ways North Dakota 4-H plans to address this concern is through the establishment of a parliamentary procedure contest. One of the basic components of civic involvement is a basic understanding of parliamentary procedure.

Thus, the North Dakota 4-H Parliamentary Procedure Event was born. The event is for sixth- seventh- and eighth-grade 4-H members. Exposure to parliamentary procedure at this grade level will allow these 4-H members to become actively involved in high school organizations. Knowledge of parliamentary procedure skills will aid them in becoming leaders in their high school organizations. Involvement in high school organizations ultimately will lead to civic engagement.

The parliamentary procedure rules in this manual are based on Roberts Rules of Order. Gen. Henry M. Robert published the first book of Robert's Rules of Order in 1876. His descendants continually have updated the book. Robert's Rules of Order has brought order to millions of meetings worldwide.

## References

Robert III, H.M., D.H. Honemann and T.J. Balch. 2013. Robert's Rules of Order Newly Revised 11 Edition. Perseus Books Group. Philadelphia, PA.

Dunbar, S.D., and J.J. Connors 2005. Parliamentary Procedure Judging Guide (second edition) Department of Human and Community Resource Development, The Ohio State University. Columbus.

Crow, L. A. 2012. Meetings: The 4-H Way – 4-H Officers Handbook. North Dakota State University Extension Service. Fargo.

## Credits

Author: Joel Lemer, NDSU Extension Agent – Foster County

Review: Amelia Doll, NDSU Extension Agent – Burleigh County  
Alicia Harstad, NDSU Extension Agent – Stutsman County  
Dena Kemmet, NDSU Extension Agent – Mercer County  
Samantha Roth, NDSU Extension Agent – Stark/Billings County  
Susan Quamme, NDSU 4-H Youth and Civic Engagement Specialist

Cover: Emily Goff, NDSU Extension Agent in Training – Eddy, Wells, Foster Counties

## 4-H Parliamentary Procedure Event Guidelines

We are not born natural leaders; we learn to be leaders. The purpose of the 4-H parliamentary procedure event is to provide 4-H members with the lifelong skills and confidence to become involved in school and community leadership activities, thus developing into future leaders.

### General Plan

- The parliamentary procedure event will be a demonstration of parliamentary procedure abilities presented in a mock meeting format.
- A written test of 20 true or false and multiple choice questions on parliamentary procedure will be included in the event.
- Only sixth- seventh- and eighth-grade 4-H members will be allowed to participate in the event. Participants must be actively enrolled in the county 4-H program that they represent.
- Counties can have more than one team participate in the event.
- Two counties (preferably bordering each other) may join to make a team, provided that neither of the counties involved has more than three members.
- The event will be held during Leadership Awareness Weekend (LAW) held in Bismarck on even numbered years when the legislature is in session and in Grand Forks on the odd numbered years when the legislature is not in session. It will be held on or near Presidents weekend.
- The event will take place over 2 days, with Saturday being a preparation/education day and Sunday morning being the contest.
- The North Dakota 4-H Parliamentary Procedure Event Guide will serve as the official reference for the event.

### Format

- Each county may enter one team consisting of five 4-H members. The five 4-H members should act as the president, vice president, secretary, treasurer and reporter for demonstration purposes.
- Ten minutes of preparation time will be allowed for each team. A team shall be allowed 10 minutes to complete their demonstration. The team will be penalized 25 points for each minute or major fraction thereof that the demonstration exceeds the 10 minutes.
- Adequate copies of the parliamentary procedure problem will be given to the team members in the preparation room. Only the abilities included with the problem are to be demonstrated. Unnecessary abilities used will penalize the team score. The team coach will not consult with the team once it begins the preparation period. Contestants will not listen to competing teams. No references will be allowed by the team in the event or during preparation.

- All team members with the exception of the president will be required to demonstrate two parliamentary procedure abilities. These required abilities will be clearly marked on the practice problem. Each of these abilities will have a 16 point value. They will be scored according to the correctness in which they are demonstrated. Omitting a required motion will result in a 50-point deduction from the team score, along with a 16-point deduction from the individual score.
- All contestants will be provided a copy of the problem in the demonstration room. These copies will not leave the demonstration room and must not be written on, folded or otherwise defaced. Order of appearance will be determined randomly at registration. No reference materials will be used in the preparation room or demonstration room.
- For the purpose of the parliamentary procedure demonstration, the orders of business will simply be: call to order, Pledge of Allegiance, 4-H pledge, roll call, introduction of guests, new business and adjournment.
- A 20-question written test on general parliamentary procedure knowledge will be given to the five members of the team. The total score of the five team members (100 points possible) will be added to the team score by each judge.
- A shirt will be provided to all participants to wear during the event. “All members participating in North Dakota competitive events (except Clothing Revue) will be neatly dressed .....” Participants should wear dark jeans/slacks/skirts. Appropriate shoes should be worn.
- Participating teams will be split into two pools. Two teams from each pool will be selected to participate in the final round. A state champion will be selected from the final round.
- The state 4-H LAW Committee will select judges for the event. A minimum of three judges will be selected for the parliamentary procedure event. Judges shall be given instructions on proper procedures expected prior to the start of the event.
- Judges will be given time between team demonstrations to review the number of debates and parliamentary errors. Judges shall agree on the number of debates, along with parliamentary errors, ensuring that all members received credit for the debates. Also, all judges should make deductions for parliamentary procedure errors. This will provide all teams with an equal and fair scoring system.

## 4-H PARLIAMENTARY PROCEDURE EVENT SCORE SHEET

4-H Club/Team:					Date:
					Time:
Contestant	Opening 10 Points	*Appropriate 4-H Dress 10 Points	Required Motion 32 Points 16 Pts. Each	**Discussion Participation 48 Points Max/12 Pts. Max Per Discussion	Total Score 100 Points/Officer
Vice President					
Secretary					
Treasurer					
Reporter					
President	Opening 10 Points/Appropriate Dress 10 Points-(20 points maximum)				
	Ability to preside - handling of motions, keeping members informed, use of the gavel, distribution of discussion (70 points maximum)				
	Leadership - stage presence, poise, self-confidence, politeness and voice (10 points maximum)				
Team's General Effect	Conclusions Reached by Team-(50 points maximum)				
	Team Effect-(50 points maximum)				
	Team's voice, poise, expression and teamwork-(50 Points maximum)				
Written Test	Total of the five individual test scores-(100 points maximum)				
Subtotal					
Deductions:	Deductions for parliamentary mistakes (5-20 points per mistake as determined by judges)				
	Omitting a required motion (50 points per motion from team score)				
	Deductions for overtime (25 points for every 30 seconds over 10:30)				
<u>Comments:</u>					
<b>Total Score</b>					
<b>*Official Dress</b> Refer to parliamentary procedure event guidelines.		**Discussion should be evaluated on its quality (interesting, logical and relevancy). No more than two debates per member per motion can be scored, and only the first four debates per member will be scored.			
		Excellent Discussion: 9-12 Points Average Discussion: 3-6 Points		Good Discussion: 6-9 Points Poor Discussion: 0-3 Points	

## **Parliamentary Procedure Basics (Based on “Robert’s Rules of Order”)**

### ***Parliamentary Procedure***

Parliamentary procedure is an orderly manner of conducting a business meeting.

### ***Objectives of Parliamentary Procedure:***

- One item/topic at a time
- Courtesy to everyone
- Rule of the majority
- Rights of the minority

### ***Motions***

Motions are the main tool used in parliamentary procedure. A motion is a proposal that requires a decision by the members of the organization.

Parliamentary procedure has four types of motions. The different types of motions must be handled in specific ways. Some motions can be discussed at any time and must be handled immediately, while others cannot be considered if any other item of business is being discussed.

Here are the four types of motions:

- Privileged – concerned with the rights of members; take precedence over all other motions.
- Incidental – arise out of the business being conducted.
- Subsidiary – help dispose of a main motion.
- Unclassified – bring a question before the membership again.

### ***Seconds***

A second shows the members of a meeting that more than one member thinks the motion deserves discussion. A member seconding the motion does not have to agree with the motion; the person only agrees that it should be discussed. A member who seconds a motion is not required to vote in favor of the motion that he/she seconded.

### ***Addressing the Chair***

In a large group setting, a person wishing to speak should stand and address the chair by saying: “Mister/Madam President” or “Mister/Madam Chairman,” etc.

In a small group setting, standing to address the chair is not necessary, but it is encouraged to allow the presiding officer to recognize the speaker.

### ***Chair Recognizing Speaker***

“The chair recognizes (usually first name or by title/office).”

### ***The Gavel***

The gavel is the symbol of authority. It’s to be used in support of self-government and an orderly meeting.

***Taps of the Gavel***

- 1 tap – signal for members to be seated, if standing
- 1 tap – follows the announcement of the result of a vote on a motion
- 1 tap – follows the announcement that the meeting is adjourned
- 2 taps – call a meeting to order
- 3 taps – signal all members to stand
- Series of taps – used to restore order to the meeting

***Rules Governing Debate***

- All debate must relate to the subject (must be germane).
- The member who makes the motion has the first right to debate the motion.
- A member may not speak against his/her own motion but may vote against it.
- A member who seconds a motion, does not need to debate in favor of the motion.
- No member can debate more than twice on the same motion.
- Avoid using “Question” or “I call for the question.”
- The president should call for discussion three times before taking a vote on a debatable motion to ensure that every member has an opportunity to discuss the motion before voting.

***Debate Format***

- Beginning statement = A clear statement of your position.  
Examples: “I am in favor of adopting the motion.” or “I am against this project.”  
“I wish to speak in favor of the motion.” or “I am opposed to the motion.”
- Middle statement (body) = Present sound, logical evidence to back up your opening statement.
- Ending statement (conclusion) = reinforce your position  
Examples: “Therefore I hope the motion passes.” or “For these reasons, I hope the motion fails.”  
“Let’s all get behind the motion and pass it.” or “Let’s defeat this motion.”

***Types of Votes***

- Voice vote – by saying “aye” or “no”
- Rising vote – by standing
- Secret ballot – a written vote (used mostly for elections)
- Roll call – each member speaks his/her vote when called upon by the secretary

***Quorum***

A quorum is the minimum number of members that must be present at a meeting to make valid decisions for the organization. The number needed for a quorum usually is indicated in the by-laws of the organizations. For most organizations, 50 percent or more of the total members constitutes a quorum.

***Simple Majority vs. Two-thirds Vote***

Most motions require a simple majority (more than half) to pass. However, some motions require a two-thirds vote to pass. A two-thirds vote is required when a motion will limit the rights of a member or members.



***Nominations***

A nomination during elections of officers or other types of elections is a motion. A member stands, addresses the chair, is recognized and says, "I nominate Sam." Nominations do not require a second.

Nominations may be closed by the president after calling for nominations at least three times. The president also can accept a motion to close nominations from a member. A motion to close nominations requires a second and a majority vote.

## PARLIAMENTARY PROCEDURE: COMMON MOTIONS

### Take from the table:

Brings back a motion to the floor that has been laid on the table.

Example (member, after rising, addressing the chair and being recognized): **I move to take from the table the motion relating to ...** (states topic), (member resumes his/her seat).

Another member (seated, and without being recognized or raising a hand): **I second the motion.**

Chair (standing): **A motion has been made and seconded to take from the table the motion relating to ...** (state topic). **This motion is undebatable and unamendable.**

**This motion requires a majority vote. All those in favor to taking from the table the motion relating to ...** (state topic) **say aye. Those opposed say no.**

**The ayes have it. The motion to take from the table is adopted (passed),** (the gavel is tapped once). **Is there further discussion on the motion to ...** (state the motion taken from the table)?

or

**The noes have it, and the motion is lost (failed). We will not take the motion from the table.** (the gavel is tapped once). **Is there any further new business?**

**Main Motion:** Introduces new business or a new topic for discussion.

Example: (member, after rising, addressing the chair and being recognized): **I move that ...** (state motion, resumes his/her seat).

Another member (seated, and without being recognized or raising a hand): **I second the motion.**

Chair (standing): **A motion has been made and seconded that ...** (state motion). **This motion is debatable and amendable. Is there any discussion?**

(after discussion is completed) **All those in favor of the motion that ...** (state motion) **say aye. Those opposed say no.**

**The ayes have it. The motion is adopted (passed). We will ...** (state motion). (the gavel is tapped once) **Is there any further new business?**

or

**The noes have it, and the motion is lost (failed). We will not ...** (state motion). (the gavel is tapped once) **Is there any further new business?**

**Amend:** Modifies the wording of a pending motion before action is taken (offered during discussion of the main motion)

Example: (member, after rising, addressing the chair and being recognized): **I move to amend the the main motion by (inserting the words ..., adding the words ..., striking out the words ..., striking out the words ... and inserting the words ...).** States amendment, (resumes his/her seat).

Another member (seated, and without being recognized or raising a hand): **I second the amendment.**

Chair (standing): **A motion has been made and seconded to amend the main motion by ...** (state amendment). **This amendment is debatable and amendable. Is there any discussion?**

(after discussion is completed) **All those in favor of the amendment that ...** (state amendment) **say aye. Those opposed say no.**

**The ayes have it. The amendment to ...** (state amendment) **is adopted (passes).** (the gavel is tapped once) **We now will reopen discussion on the amended main motion that states ...** (repeat main motion as amended).

or

**The noes have it, and the amendment is lost (fails).** (the gavel is tapped once) **We now will reopen discussion on the main motion, which states ...** (restate original main motion)

Proceed to dispose of the main motion.

**Refer to a Committee:**

Places business in the hands of a committee (special committee, standing committee, executive committee; offered during discussion of the main motion)

Example: (member, after rising, addressing the chair and being recognized): **I move that the motion be referred to a special committee of three to be appointed by the chair and to report back at the next regular scheduled meeting** (or given the power to act). (resumes his/her seat)

Another member (seated, and without being recognized or raising a hand): **I second the motion.**

Chair (standing): **A motion has been made and seconded to refer the main motion to a special committee of three to be appointed by the chair and report back at the next regular meeting. This motion is debatable and amendable. Is there any discussion?**

(after discussion is completed) **All those in favor of the refer to a committee motion say aye. Those opposed say no.**

**The ayes have it. The motion will be referred to a special committee of three to be appointed by the chair and report back at the next regular meeting.** (the gavel is tapped once) (The chair appoints the three-member committee.)

or

**The noes have it, and the refer to a committee motion is lost (fails).** (the gavel is tapped once) **We now will reopen discussion on the main motion, which states ...** (restate main motion)

<b>Previous Question:</b>	<p>Proceed to dispose of the main motion.</p> <p>Closes debate</p> <p>Example: (member, after rising, addressing the chair and being recognized): <b>I move the previous question.</b> (resumes his/her seat).</p> <p>Another member (seated, and without being recognized or raising a hand): <b>I second the motion.</b></p> <p>Chair (standing): <b>The previous question is moved. All those in favor of the previous question, please rise. Be seated. Those opposed, please rise. Be seated.</b></p> <p><b>Two thirds are in the affirmative and the previous question carries (passes).</b> (the gavel is tapped once; discussion is closed; proceed to dispose of the main motion)</p> <p>or</p> <p><b>Less than two thirds are in the affirmative and the previous question is lost (fails). Is there any additional debate on the motion that states ...</b> (state the motion)?</p> <p>Proceed to dispose of the main motion.</p>
<b>Lay on the Table:</b>	<p>Sets a motion aside for more urgent business</p> <p>Example: (member, after rising, addressing the chair and being recognized): <b>I move that the motion be laid on the table.</b> (member resumes his/her seat)</p> <p>Another member (seated, and without being recognized or raising a hand): <b>I second the motion.</b></p> <p>Chair (standing): <b>A motion has been made and seconded to lay the motion on the table. This motion is undebatable and unamendable.</b></p> <p><b>This motion requires a majority vote. All those in favor of laying the motion on the table, say aye. Those opposed say no.</b></p> <p><b>The ayes have it. The motion is laid on the table</b> (the gavel is tapped once). <b>Is there further new business?</b></p> <p>or</p> <p><b>The noes have it, and the motion is lost (failed). The motion will not be laid on the table</b> (the gavel is tapped once). <b>Is there more debate on the motion to ...</b> (state the motion)?</p>
<b>Point of Order:</b>	<p>Enforces the parliamentary procedure rules of the organization</p> <p>Example: (member, after rising, without being recognized): <b>I rise to a point of order.</b></p> <p>Chair (standing): <b>State your point.</b></p> <p>(member, standing): <b>I make the point of order that ...</b> (state reasons for point of order)</p> <p>Chair: <b>The point of order is well taken ...</b> (states reasons and returns to pending business).</p>

**Division of**

**the Assembly:** Verifies the accuracy of a vote by having members stand for a revote

Example: (member, from his/her seat, without being recognized): **I call for a division of the assembly.**

Chair (standing): **A division is called for. All those in favor of ... (state motion) rise. Be seated. Those opposed, rise. Be seated.**

**There are ... (state number of votes) in the affirmative and ... (state number of votes) in the negative. The affirmative has it and the motion is adopted (passed). We will ... (state motion)** (tap the gavel once)

or

**There are ... (state number of votes) in the affirmative and ... (state number of votes) in the negative. The negative has it and the motion is lost (failed). We will not ... (state motion).** (tap the gavel once)

**Raise a****Question of****Privilege:**

Permits urgent requests related to rights and privileges of members

Example: (member, after rising and not waiting to be recognized by the chair): **I rise to a question of privilege affecting the assembly, or I rise to a question of personal privilege.**

Chair (standing): **The member will state his/her question.**

Member (standing): **Mr./Madam President,** ... (states request and resumes his/her chair)

Example of requests: ask the speaker to speak louder, ask to close the door/windows to eliminate outside distractions, personal request to use the bathroom)

Chair (standing): The chair makes a ruling: **Your request is granted or your request is denied.** (Action is taken to meet the request if granted. Return to pending business)

**Adjourn:**

Ends the meeting.

Example: (member, after rising, addressing the chair and being recognized): **I move to adjourn the meeting.** (resumes his/her seat).

Another member (seated, and without being recognized or raising a hand): **I second the motion.**

Chair (standing): **A motion has been moved and seconded to adjourn the meeting. All those in favor, say aye. Those opposed say no.**

**The ayes have it and the motion to adjourn carries (passes).** (tap the gavel once) **The meeting is adjourned.** (tap the gavel once)

or

**The noes have it and the motion to adjourn is lost (fails). The meeting is not adjourned.** (tap the gavel once; the chair returns to pending business)

# North Dakota 4-H Parliamentary Procedure Event

## 4-H Parliamentary Procedure Motions

*Types of motions are listed in order of precedence from highest to lowest. A second motion cannot be accepted unless it has a higher precedence than the motion already before the group.					
Motions	Second?	Debatable?	Amendable?	Vote Required?	Recognized?
<b>PRIVILEGED MOTIONS</b>					
Adjourn	Yes	No	No	Majority	Yes
Raise a Question of Privilege	No	No	No	Chair Grants	No
<b>INCIDENTAL MOTIONS</b>					
Division of the Assembly	No	No	No	No Vote	No
Point of Order	No	No	No	Chair Rules	No
<b>SUBSIDIARY MOTIONS</b>					
Lay on the Table	Yes	No	No	Majority	Yes
Previous Question	Yes	No	No	2/3	Yes
Refer to a Committee	Yes	Yes	Yes	Majority	Yes
Amend	Yes	Yes	Yes	Majority	Yes
<b>MAIN MOTION</b>					
Main Motion	Yes	Yes	Yes	Majority	Yes
<b>MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY</b>					
Take from the Table	Yes	No	No	Majority	Yes

# North Dakota 4-H Parliamentary Procedure Event Demonstration Problem

## ***TOPIC 1 – COMMUNITY SERVICE PROJECT***

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***Motion: “Mr./Madam President, I move that our club sponsor a food drive and donate all of the food to the local food pantry.”***

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<u>Assigned Motion</u>	<u>To Be Demonstrated By</u>
Main Motion	Vice President
Amend	Secretary
Raise a Question of Privilege	Treasurer
Division of the Assembly	Reporter

## ***TOPIC 2 – LIVESTOCK EDUCATIONAL PROGRAM***

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***Motion: “Mr./Madam President, I move that our club host a livestock showmanship clinic.”***

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<u>Assigned Motion</u>	<u>To Be Demonstrated By</u>
Adjourn	Vice President
Point of Order	Secretary
Refer to a Committee	Treasurer
Main Motion	Reporter

## North Dakota 4-H Parliamentary Procedure Event Sample Demonstration

- President: (two taps of the gavel) The meeting of the Pleasant Valley 4-H Club will come to order.
- President: The reporter will lead us in the Pledge of Allegiance. The treasurer will lead us in the 4-H pledge. Please stand. (three taps of the gavel)
- Reporter: I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.
- Treasurer: I pledge my head to clearer thinking, my heart to greater loyalty, my hands to larger service, and my health to better living for my club, my community, my country, and my world.
- President: Thank you. Please be seated. (one tap of the gavel)
- President: The secretary will call roll.
- Secretary: As I call your name, please respond with "present." The reporter (name), the treasurer (name), the secretary (name), the vice president (name) and the president (name). Five members are present, Mr./Madam President.
- President: Thank you. The vice president will introduce any guests or new members.
- Vice Pres.: We have three special guests, who are serving as judges for today's parliamentary procedure demonstrations. They are: (insert names). Welcome to our meeting.

- 
- President: Thank you. Do we have any new business that should be presented at this time?
- Vice Pres.: (rising) Mr./Madam President. (remains standing)
- President: The chair recognizes the vice president.
- Vice Pres.: I move that our club sponsor a food drive and donate all of the food to the local food pantry. (is seated)
- Secretary: (seated, and without being recognized or raising a hand) Mr./Madam President, I second the motion.



- President: A motion has been made and seconded that our club sponsor a food drive and donate all of the food to the local food pantry. This motion is debatable and amendable. Is there any debate?
- Vice Pres.: (rising) Mr./Madam President. (remains standing)
- President: The chair recognizes the vice president.
- Vice Pres.: I am in favor of this motion. Sponsoring a food drive is a great community service project. We all know that many members of our community rely on the local food pantry for food security. Therefore, I urge all of you to vote in favor of this motion. (is seated)
- Treasurer: (rising, and not waiting to be recognized by the chair) I rise to a question of privilege affecting the assembly. (remains standing)
- President: The member will state his/her question.
- Treasurer: Mr./Madam President, I would like to close the window in the back of the meeting room to eliminate outside noise. (is seated)
- President: Your request is granted. You may close the window in the back of the meeting room.
- Treasurer: (rising) Mr./Madam President. (remains standing)
- President: The chair recognizes the treasurer.
- Treasurer: I am in favor of this community service project. In the 4-H pledge we pledge, our hands to larger service and our health to better living for our communities. This food drive will be a great example of fulfilling the 4-H pledge. Please vote yes for this motion. (is seated)
- Reporter: (rising) Mr./Madam President. (remains standing)
- President: The chair recognizes the reporter.
- Reporter: I am against this motion. I don't feel we will have good participation by all of our 4-H club members. We have found with past community service projects we have done, just a few club members actually participate. Let's vote against this motion. (is seated)
- Secretary: (rising) Mr./Madam President. (remains standing)
- President: The chair recognizes the secretary.

- Secretary: I support this motion. The food drive is a great idea. We should conduct the food drive during National 4-H Week in early October. We simply have to split up the community and go door to door. Therefore, I encourage you to pass this motion. (is seated)
- President: Is there any further debate?
- Secretary: (rising) Mr./Madam President. (remains standing)
- President: The chair recognizes the secretary.
- Secretary: I move to amend the main motion by inserting the words "during National 4-H Week" between the words "drive" and "and." (is seated)
- Vice-Pres.: (seated, and without being recognized or raising a hand) Mr./Madam President, I second the amendment.
- President: A motion has been made and seconded to amend the main motion by inserting the words "during National 4-H Week" between the words "drive" and "and." If amended, the main motion would read that our club sponsor a food drive during National 4-H Week and donate all of the food to the local food pantry. This amendment is debatable and amendable. Is there any discussion?
- Secretary: (rising) Mr./Madam President. (remains standing)
- President: The chair recognizes the secretary.
- Secretary: I fully support this amendment. National 4-H Week would be the best time to sponsor the food drive. The food drive can be one of the major events that our club does during 4-H Week. Support this amendment by voting yes.
- Reporter: (rising) Mr./Madam President. (remains standing)
- President: The chair recognizes the reporter.
- Reporter: I am against this amendment. As I stated earlier, our club does not normally have good participation when we do community service projects. I don't feel that having the food drive during National 4-H Week will improve participation in the project. Let's defeat this amendment.
- Treasurer: (rising) Mr./Madam President. (remains standing)
- President: The chair recognizes the treasurer.

- Treasurer: I fully support this amendment. The food drive is a great activity to sponsor during National 4-H Week. The activities that we conduct during National 4-H Week will make everyone aware of 4-H and will make them more willing to support the food drive. Vote yes on this amendment. (is seated)
- President: Is there any further discussion? (asks three times) All those in favor of the amendment that the words “during National 4-H Week” be inserted between the words “drive” and “and” say aye. Those opposed to the amendment say no. The ayes have it. The amendment passes. (tap gavel once)
- We will reopen discussion on the amended main motion, which states that our club sponsor a food drive during National 4-H Week and donate all of the food to the local food pantry. Is there any discussion?
- Vice Pres.: (rising) Mr./Madam President. (remains standing)
- President: The chair recognizes the vice president.
- Vice Pres.: I am in favor of adopting this motion. Our community has a lot of citizens who use the services of the local food pantry. Making sure that 4-H does its part in helping stock the food pantry is extremely important. This is a great idea. I hope you vote in favor of this motion. (is seated)
- President: Is there any additional debate? (asks three times) All those in favor of the motion that our club sponsor a food drive during National 4-H Week and donate all of the food to the local food pantry say aye. Those opposed to the motion say no. The ayes have it. The motion passes.
- Reporter: (standing, and without being recognized) Mr./Madam President, I call for a division of the assembly. (is seated)
- President: A division is called for. All those in favor of the motion that our club sponsor a food drive during National 4-H Week and donate all of the food to the local food pantry please rise. (three members rise) Be seated. Those opposed, please rise. (one member rises) Be seated. We have three votes in the affirmative and one vote in the negative. The affirmative has it and the motion passes. We will sponsor a food drive during National 4-H Week and donate all of the food to the local food pantry. (tap the gavel once)

- Reporter: (rising) Mr./Madam President. (remains standing)
- President: The chair recognizes the reporter.

- Reporter: I move that our club host a livestock showmanship clinic. (is seated)
- Vice Pres.: (seated, and without being recognized or raising a hand) Mr./Madam President, I second the motion.
- President: A motion has been made and seconded that our club host a livestock showmanship clinic. This motion is debatable and amendable. Is there any debate?
- Reporter: (rising) Mr./Madam President. (remains standing)
- President: The chair recognizes the reporter.
- Reporter: I fully support this motion. I show sheep and goats at the county fair and the State Fair. I could use some additional training in livestock showmanship. Many of our county 4-H members would benefit from a livestock showmanship clinic. Therefore, I urge all of you to vote in favor of this motion. (is seated)
- Secretary: (rising) Mr./Madam President. (remains standing)
- President: The chair recognizes the secretary.
- Secretary: I am in favor of the livestock showmanship clinic. More and more of our county 4-H members are showing livestock. Many are showing in several livestock shows outside the county as well. Improved showmanship skills will make them better livestock exhibitors. I encourage you to vote in favor of this motion. (is seated)
- Treasurer: (rising) Mr./Madam President. (remains standing)
- President: The chair recognizes the treasurer.
- Treasurer: I am excited about this livestock showmanship clinic. This is a great idea. I do have several questions. Where will we host the clinic? When will we host the clinic? What species of livestock will be included in the clinic? Who will be instructing the clinic? These are questions we need to answer. But I do urge everyone to vote for this motion. (is seated)
- Vice Pres.: (rising) Mr./Madam President. (remains standing)
- President: The chair recognizes the vice president.
- Vice-Pres.: I am in favor of this motion. The livestock showmanship clinic is a great idea. We may even be able to invite 4-H members from neighboring counties. But I agree with the treasurer; we have a lot of questions to be answered and a lot of planning to do. Let's get behind this motion and pass it. (is seated)

- Treasurer: (rising) Mr./Madam President. (remains standing)
- President: The chair recognizes the treasurer.
- Treasurer: I move that the motion be referred to the education committee and it report back at our next regularly scheduled meeting. (is seated)
- Vice-Pres.: (seated, and without being recognized or raising a hand) Mr./Madam President, I second the motion.
- President: A motion has been moved and seconded to refer the main motion to the education committee and it report back at our next regularly scheduled meeting. This motion is debatable and amendable. Is there any discussion?
- Treasurer: (rising) Mr./Madam President. (remains standing)
- President: The chair recognizes the treasurer.
- Treasurer: I am in favor of adopting this motion. The livestock showmanship clinic will require a lot of planning. The education committee can start to plan the event and report back to the club at the next regular meeting to share its progress and get input from the entire club. I urge you to vote in favor of this motion. (is seated)
- Reporter: (rising) Mr./Madam President. (remains standing)
- President: The chair recognizes the reporter.
- Reporter: I am in favor of the refer to a committee motion. Our county fair is not until the latter part of June. If we were to have the livestock showmanship clinic in early June, that would allow the education committee nearly six months to plan the event. Please support this refer to a committee motion. (is seated)
- Vice Pres.: (rising) Mr./Madam President. (remains standing)
- President: The chair recognizes the vice president.
- Vice Pres.: I fully support this motion. With a six-month planning period, we can contact neighboring counties to determine if they would like to participate in the clinic. We want to make this an outstanding livestock showmanship clinic for as many 4-H members as we can. I hope you will vote for this motion. (is seated)

- Secretary: (rising) Mr./Madam President. (remains standing)
- President: The chair recognizes the secretary.
- Secretary: I am in favor of this motion. The education committee will do a great job in planning this clinic. Several livestock exhibitors are on the education committee, so they have a good idea of what a good livestock showmanship clinic should be. I ask for your support in passing this motion. (is seated)
- President: Is there any additional debate? (asks three times) All those in favor of the refer to a committee motion say aye. Those opposed to the motion say no. The ayes have it. The motion passes. The motion will be referred to the education committee and it will report back at the next meeting. (tap the gavel once)
- Vice Pres.: (rising, and without being recognized) Mr./Madam President, I move to adjourn the meeting.
- Secretary: (rising, and without being recognized) I rise to a point of order.
- President: State your point.
- Secretary: I make the point that the vice president was not recognized before introducing His/her motion.
- President: The point of order is well taken. Mr./Madam Vice President, please be recognized before introducing your motion.
- Vice Pres.: (rising) Mr./Madam President. (remains standing)
- President: The chair recognizes the vice president.
- Vice Pres.: I move to adjourn the meeting. (is seated)
- Treasurer: (seated, and without being recognized or raising a hand) I second the motion.
- President: A motion has been made and seconded to adjourn the meeting. This motion is undebatable and unamendable. All those in favor say aye. Those opposed say no. The ayes have it and the motion to adjourn carries. (tap the gavel once) The meeting is adjourned. (tap the gavel once)

# North Dakota 4-H Parliamentary Procedure Event

Formerly known as:



18 U.S.C. 707