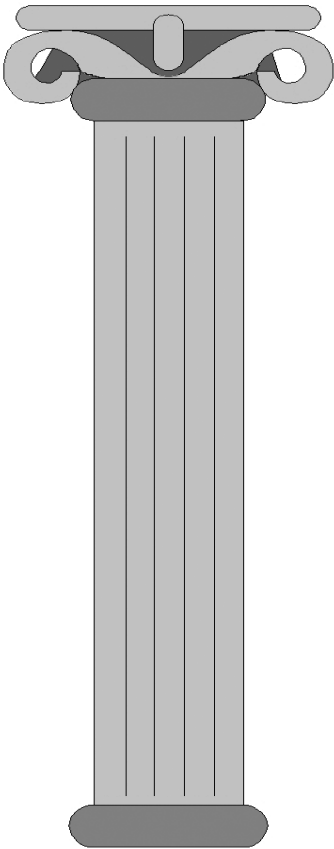


Handbook for 4-H Club Officers



Contents

Handbook for 4-H Club Officers	1
Meetings	2
My Duties as a Club Officer	
President	4
Vice-President	5
Secretary	5
Treasurer	7
Reporter	7
Health Officer	8
Song Leader	9
Recreation Leader	10
Sample 4-H Club Bylaws	11
Sample Installation of 4-H Club Officers	19
Parliamentary Procedure for Club Meetings	21
Steps in Making and Voting on a Motion	23
Privileged Motions	24
Subsidiary or Secondary Motions	25
Incidental Motions	26
Methods of Voting	26
Interruptions	27
Table of Motions	28

Handbook for 4-H Club Officers

The success of your 4-H club will depend on how well you fulfill the duties of your office. The members of your club expressed their faith and confidence in you when they elected you. You should feel honored and strive to maintain the 4-H ideals at all times.

To be a good 4-H officer, you will need to know your duties and how to carry them out. You will be a better officer and member if you also know the duties of other officers. This is necessary so that you can work together to conduct the club's business.

All good officers have certain things in common. Here are questions that will help you decide if you have these desirable traits. Answer each one **yes** or **no**. The more yes answers you have, the better officer you are likely to be. If there are some no answers, this may be an area where you need training.

Desirable Qualities for a 4-H Officer

- | YES | NO | |
|-----|-----|--|
| ___ | ___ | 1. Do I know the duties and responsibilities of my office? |
| ___ | ___ | 2. Do I show good judgment in my decisions and actions? |
| ___ | ___ | 3. Does my appearance inspire confidence? |
| ___ | ___ | 4. Is my voice strong, clear, and pleasing? |
| ___ | ___ | 5. Am I tactful and courteous? |
| ___ | ___ | 6. Am I always fair in my decisions as an officer? |
| ___ | ___ | 7. Do I use "Please" and "Thank you" when I should? |
| ___ | ___ | 8. Are the club members friendly toward me? |
| ___ | ___ | 9. Can I work well with them? Do they respond? |
| ___ | ___ | 10. Is my project work good? |
| ___ | ___ | 11. Am I willing to improve so that I can help our club do better? |

Meetings

You must have interesting, snappy meetings each month to keep members interested in your 4-H club. It is the responsibility of the officers to see that such meetings are planned and carried out. Here are five basic points for you as an officer to keep in mind about meetings.



1. Officers of a club are elected to make meetings “click.”
2. Officers cannot do good work unless all members cooperate, and good officers work hard to obtain that cooperation.
3. Good discipline is the first essential of a good meeting. This is the business of each member, but it is the duty of the president to ensure order.
4. Both officers and members should have some knowledge of how to conduct meetings.
5. The meeting procedure should be simple, practical, down-to-earth, and correct.

These five points can usually be accomplished by friendly suggestions, courteous direction, and work. Good members don’t want to waste time at a meeting nor do they want to have poor and uninteresting meetings.

All About Meetings

Order of Business Meetings

1. Call meeting to order
2. 4-H Pledge, Pledge of Allegiance, and song
3. Roll call
4. Minutes of previous meeting read and approved
5. Reports of officers
6. Committee reports
7. Unfinished business
8. New business
9. Adjournment (may be after business section or after either the subject matter or recreation section)

Additional Items to Consider

When there is no business to be discussed, the president can call the meeting to order and ask the secretary to call the roll. Then the meeting can be adjourned and the rest of the time spent on the educational part of the program, which might include:

project information, visual presentation workshops, talks, contests, stories, discussions, quizzes, skits, stunts, films, slides, music, etc.

The president and club leader may decide ahead of time if a regular business meeting is necessary. If not, there's no use in having a long meeting when a short one will do.

My Duties as a Club Officer

President



The success of our 4-H club's meetings and special projects depends a great deal upon the leadership I give as president. It is my duty to call the meeting to order by rapping the gavel once and starting the meeting on time. It is my duty to keep the meeting moving along quickly. Once I call the meeting to order, I should follow the order of business.

As president, I have the following duties:

1. It is my duty to check on meeting arrangements, seating, lighting, and temperature.
2. I am to preside and call the meeting to order and direct the business meeting.
3. It is my duty to work very closely with the other club officers, our 4-H leader, and our county Extension agents.
4. I appoint committees, unless otherwise instructed by the club.
5. It is my responsibility to conduct an orderly meeting; to do this, I will need to know some parliamentary procedure.
6. In case of a tie vote, I am to cast the deciding vote.
7. When we have guests, it is my duty to be courteous and to have them properly introduced to the club.
8. I should set a good example by cooperating with other club members, and they will cooperate with me.
9. I am to guide the meeting and not do all the talking myself.
10. It is my duty to place before the club all questions and motions.
11. It is my duty to know and inform the other club members about county, state, and national 4-H activities.

Vice President

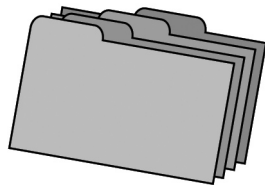
As vice president, I am the key to good meetings for the club. In addition to presiding in the absence of the president, it is my duty to see that all programs are planned in advance and ready at the time they are to be presented. When the club outlines its programs and plan of work for the year, I will work closely with the president and leader.

I have the following duties as vice president:

1. I must know the duties of the president and preside in that officer's absence.
2. As chair of the program committee, it is my duty to see that each program is ready as listed on our monthly and yearly program plan.
3. I should be responsible for arranging a meeting at the beginning of the club year to develop a yearly plan of action for the club. This plan should include all monthly and special meetings, plans for enrollment, and goals for our club.
4. I will want to work with all officers in setting up for the meeting and in conducting the meeting.
5. I should contact the county Extension office for dates of county events, and obtain program material in order to keep my club informed and have interesting meetings.
6. I must keep the club reporter informed about the programs for meetings, so publicity can be prepared.

Secretary

My job as secretary is very important because without good records, no one will know what has been accomplished by our club. I must be careful and thorough in my work.



I have these duties as secretary:

1. It is my responsibility to keep permanent records in our club's secretary record book and to see that all the information called for in the secretary's record book is entered.
2. At the request of the president, I will call the roll and record attendance.

-
3. Being seated near the president, I will pay close attention to all discussion and matters of business and take sufficient notes to write satisfactory minutes of the meeting.
 4. I will enter the minutes of each meeting on the pages provided in the secretary's record book.
 5. When called for by the president, I will read the minutes of the last meeting. If approved as read, they are then considered a part of the permanent record. If corrections are requested by members of the club, I will then correct the report.
 6. As soon as the program for the year is accepted by the club, I should copy this in the secretary's book on the pages marked "program."
 7. I am responsible for having notices for all meetings sent out; I write letters, requests, and invitations in the name of the club.
 8. In the absence of the president and vice president, I will preside over the meeting.
 9. At the close of the year, I will work with our club leader to complete records and see that the county Extension office receives our secretary's book on time.
 10. When writing minutes, I will make sure they include the necessary information and follow the form set forth in the secretary's book.

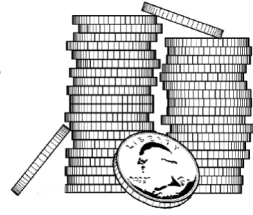
What Should Be in the Minutes?

The minutes of a meeting are a record of **what is done**, not of what is **said**. They should contain:

1. Name of club
2. Place, date, and officers present
3. Number of members and visitors present
4. Opening presentation and who led it
5. Approval of previous minutes
6. All reports and what was done about them
7. Motions, carried or failed, with the name of the person who made the motion
8. Program and who did what
9. Time meeting was over

Treasurer

For any club to make wise use of money it has earned, members need to know the amount of funds on hand and how much will be required for operating expenses. A proposed budget should be presented to them. As treasurer, it is my responsibility to see that our 4-H club stays “solvent.”

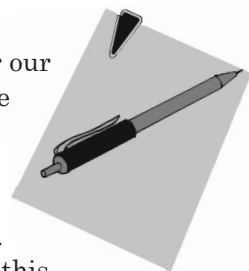


My duties as treasurer are as follows:

1. I must keep accurate account of money received and spent.
2. It is my responsibility to pay the club's bills after they have been approved.
3. At each club meeting, I will report the financial condition of the club when called on by the president.
4. I will work with other officers to outline a budget for the use of our club's money.
5. I will arrange with the 4-H/youth leader to conduct an audit at the close of the club's fiscal year.
6. I must submit one copy of the financial summary with signatures of the auditors to the county Extension office.
7. As treasurer, I will chair the finance committee, which is responsible for deciding on ways to raise money for the club.
8. In absence of president, vice president, and secretary, I will preside over meeting.
9. I will serve as acting secretary when the secretary is absent.

Reporter

As reporter, I am the public relations contact for our club. I will have the opportunity to inform people of what our 4-H club is doing. For our club to obtain the support, respect, and goodwill of the people in the community, it is very important to keep them aware of the good work of our club. To do this, my reports must be factual, and give this information— who, what, when, where, why, and how.

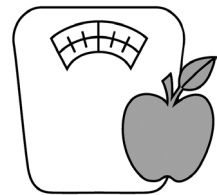


The following are my duties as reporter:

1. I should write articles about club meetings and special events for our local newspaper.
2. It is my duty to collect news items concerning our 4-H club and see that the secretary includes them as part of the permanent record.
3. If the opportunity is available, participating in radio or TV programs with our leader and county Extension agent is part of my job.
4. I will try to learn to write interesting and different articles and send them on time to the person who handles 4-H news in our newspapers.

4-H Health Officer

Education, family and peer support, and a community environment that promotes healthy behaviors may help prevent a lifetime of health problems. As 4-H health officer, my efforts can make a real difference to improve the health of West Virginians!



In this office, I provide leadership for the Health “H.” I am responsible for educating, inspiring, and leading club members in “Health for Better Living.”

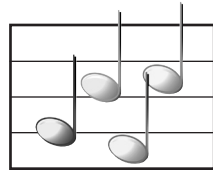
I will carry out the following duties:

1. Serve as chair of the 4-H Club Health Committee.
2. Work with other officers and leaders of my club to develop a yearly plan for including health activities in each 4-H club meeting.
3. Use the *4-H Club Health Activity Guide* to carry out one or more activity at each meeting. This may include:
 - Giving the club secretary roll call ideas related to health
 - Conducting an Instant Activity
 - Challenging club members to practice the Health H by making a plan to meet the monthly health challenge found in the *4-H Club Health Activity Guide* and the *4-H Health Planner*
 - Giving nutritious snack ideas to the person(s) responsible for club refreshments

-
- Working with my leader to have copies of the *4-H Family Handouts* ready for members to take home after each club meeting
 - Gaining support from members and leaders to do a club community service project related to health
4. Show club members ways they can use the *4-H Health Planner*.
 5. Report activities and accomplishments to the club reporter and complete reports as requested.

Song Leader

One key to a good 4-H meeting is singing. The manner and enthusiasm in which I lead the club in singing can set the tempo and mood for the activity that follows. I should be full of energy and ready to go with the right song at the right time.



I have these duties as song leader:

1. It is my duty to be in charge of music (books or handouts) and distribute and collect them at club meetings.
2. I will either lead the club in singing or get others to lead.
3. Before the meeting, I should work with the president and leader and list songs to be used.
4. As song leader, I should know several of the West Virginia 4-H songs and teach them to the other members.
5. Occasionally, I will want to provide some special music for our club.
6. If we have an accompanist on an instrument, we should go over the songs to be used before the meeting starts.
7. I will want to get the club members' attention and give a definite movement to start the song.
8. In selecting songs, I want to be careful to sing the right song at the right time. To be the best song, it should fit the occasion.

Recreation Leader

A little fun is important at all meetings. The members' interest in our meeting depends a great deal on how much they enjoy attending. The members of my club will be counting on me, as recreation leader, to help them have a good time. I will strive to have a well balanced recreation program for our club and to help the members learn new games.



My duties as recreation leader are the following:

1. It is my duty to check meeting place and plan appropriate recreation.
2. Before the meeting I should make a list of games to be used (I should have more than I think we will need).
3. It is important that I give thought to having the right game at the right time. It is good to know active games, quiet ones, etc.
4. As chair of the recreation committee, it is my responsibility to see that parties, picnics, or special recreation are provided when needed.
5. It is my duty to plan and lead several games for the recreation period and also to see that other members lead games.
6. I will want to work closely with the refreshment and program committees so that games can be chosen to fit their plans.
7. I will want to prepare some activity which club members may begin as soon as they arrive at the social meeting, such as puzzles and get-acquainted mixers.
8. I will want to time my recreation to end when interest is high, and on time.

Sample 4-H Club Bylaws

County: _____

4-H Club: _____

Adopted: _____

(insert date here)

ARTICLE I: Name and Objectives

Section 1: The name of this organization shall be the _____ 4-H Club.

Section 2. This shall be a nonprofit organization for the purpose of promoting education through 4-H club work.

Section 3. The objectives of this organization shall be

- i. To provide learning situations for the development of leadership, responsibility, and effective citizenship.
- ii. To provide educational opportunities for young people in *<name of county>*, enabling them to become knowledgeable and skilled in their selected project areas.
- iii. To provide information and training through participation in 4-H activities as members' interests dictate.
- iv. To help each member experience personal growth and achievement, as well as be of service to others.

ARTICLE II: Membership

Section 1. This club will follow current West Virginia 4-H policy requirements that define eligibility age for membership. Members will be accepted without regard to race, color, sex, disability, religion, veteran status, political beliefs, sexual orientation, national origin, and marital or family status.

This club *<will or will not>* accept Cloverbud 4-H members. *<Optional: This club will accept a maximum number of members each year. Once capacity is met, enrollment will be closed for that 4-H program year until a vacancy occurs.>*

- Section 2. Any age-eligible youth who has completed individual enrollment (including name and address) in an organized, ongoing local 4-H unit and is aware of his/her involvement in 4-H is considered a 4-H member. New members must complete a 4-H Enrollment Form at a regular club meeting before being accepted into membership of the club. All returning members must re-enroll using a 4-H Enrollment Form each 4-H program year.
- Section 3. Members are not required to pay dues but may be expected to participate in fund-raising activities of the club.
- Section 4. All members should be engaged in at least one 4-H educational project or activity each year, and they will complete and turn in a project record form or other appropriate paperwork summarizing their educational activity.

ARTICLE III: Officers and Elections

- Section 1. The officers of the club shall be president, vice president, secretary, treasurer, *<add others according to club size and structure – for example; reporter, health officer, parliamentarian, recreation leader, historian, song leader, etc.>*.
- Section 2. Officers shall be elected annually from the membership. Officers shall serve for a term of one year beginning October 1 and shall not be eligible for the same office the following year. Any person appointed to fill an unexpired term may be eligible for the same office the following year.

Section 2a. A nominating committee shall be appointed by the president at least 30 days before the election of officers. It shall consist of three to seven members and one or two adult club leaders. This committee shall secure the consent of each nominee before placing his or her name on the proposed slate of officers.

Section 3. The officers of the club shall constitute an executive committee.

Section 4. Any officer position that becomes vacant shall be filled by a member appointed by the executive committee.

Section 5. The president, with the approval of the executive committee, may appoint up to four additional members to official leadership roles as the need arises. Those appointed become members of the executive committee.

ARTICLE IV: Duties of Officers

Section 1. Duties of the *president* shall be

- (a) To preside at all meetings of the club, enforce the bylaws, and exercise supervision over the affairs of the club.
- (b) To appoint standing and special committees.
- (c) To serve as an ex officio member of each committee, except the nominating committee.

Section 2. Duties of the *vice president* shall be

- (a) To assist the president.
- (b) To perform the duties of the president in the absence of that officer.
- (c) To serve as chairman of the program committee.
- (d) To serve as an ex officio member of each committee, except the nominating committee.

-
- Section 3. Duties of the **secretary** shall be
- (a) To keep a full and correct record of all proceedings of the club.
 - (b) To have charge of club correspondence.
 - (c) To keep the roll and read the minutes at each meeting.
- Section 4. Duties of the **treasurer** shall be
- (a) To help prepare a budget for approval by the club.
 - (b) To receive, hold, and pay out all monies of the club as designated by the adopted budget. Any expenditures not included in the budget must be approved by the executive committee.
 - (c) To keep an accurate record of the receipt and expenditures of all funds.
 - (d) To present a financial statement when requested to do so.
 - (e) To serve as chairman of the finance committee.
- Section 5. Duties of the **reporter** shall be
- (a) To report activities of the club to local news media.
 - (b) To report activities to the county Extension agent and/or in the county 4-H newsletter.
- Section 6. Duties of the **parliamentarian** shall be
- (a) To provide advice to the presiding officer on parliamentary procedure.
 - (b) To instruct members in correct parliamentary procedure.
- Section 7. Duties of the **health officer** shall be
- (a) To provide the club with the West Virginia 4-H health program materials.
 - (b) To provide suggested club activities that promote good health practices.

-
- Section 8. Duties of the **recreation officer** shall be
- (a) To attend training and/or collect games and activities for club meetings.
 - (b) To conduct icebreakers and recreation at each club meeting or activity.

- Section 9. Duties of the **song leader** shall be
- (a) To learn and/or collect songs to lead at 4-H clubs or activities.
 - (b) To lead appropriate songs at 4-H meetings and activities when called upon to do so by the officers or club leaders.

<Add other officers and duties as needed>

ARTICLE V: Committees and Duties

- Section 1. The standing committees of the club shall be *<Examples may include: finance, membership, program, social, community service, or others>*. These committees shall be appointed by the executive committee and the organizational club leader at the beginning of the year for a one-year term.

- Section 2. Duties of the standing committees shall be

<Select those which apply>

- (a) **Finance** – The finance committee shall have the responsibility of presenting a proposed budget to the club and arranging for an audit of the books when necessary. The committee shall also review the financial status of the club and make recommendations for fund-raising projects during the year. The committee shall assist the treasurer in completing the annual year-end reports to submit to the county Extension Office.
- (b) **Membership** – The membership committee shall encourage every eligible boy or girl in the neighborhood or community to become a 4-H member. The committee will also be responsible for securing and enrolling new members for the

club, welcoming visitors and prospective members at club meetings, and providing new members with 4-H club information.

- (c) **Program** – The program committee shall be responsible for all of the programs at the regular meetings. This includes planning the year’s programs at the beginning of the club year and being responsible for each program during the year.
- (d) **Social** – The social committee shall be responsible for providing recreation at each club meeting and all special activities during the year, and for recruiting member families to provide refreshments and be hosts and hostesses for each regular meeting.
- (e) **Community Service** – The community service committee shall be responsible for planning community service activities to involve all members of the club. Those activities should help the members develop personally as well as benefit the community and county.

Section 3. Other committees may be named as the need arises.

ARTICLE VI: Meetings

Section 1. Regular meetings of this club shall be held on the _____ of each month. *<Or, something similar to this: This club will meet a minimum of eight times per year. A calendar of meeting dates, times, and locations will be distributed to members.>*

Section 2. Special meetings may be called by the president and/or the organizational club leader.

Section 3. 4-H Club meetings will include business, social, recreation, and learning activities.

Section 4. In order to conduct official business (vote, approve reports, etc.), a quorum of at least fifty percent (50%) of the total club membership must be present.

ARTICLE VII: Procedure

Section 1: Robert's Rules of Order, Revised shall be the accepted authority in all matters pertaining to parliamentary procedure that are not specifically covered in the club's bylaws.

Section 2: The order of business for regular meetings is:

- Call to order
- Reflections or inspiration
- Roll call; determination of quorum
- Reception of new members and recognition of guests
- Reading and approval of minutes
- Reports – officers, committees, projects groups, special activities, leaders
- Unfinished business
- New business
- Educational program
- Adjournment
- Recreation

This order of business may be altered for the convenience of a speaker presenting the educational program.

ARTICLE VIII: Club Disbandment

Should the club disband, all real property – including money, equipment and land – shall, within 30 days, become the property of the <name of county> County 4-H Program for care and disposition. The real property will be transferred to <insert the name of the organization in here – usually will be a County 4-H Leaders' Association or a County 4-H Foundation>. The last official duty of the club's organizational leader shall be to effect the transfer of club property and to turn over all club records to the county Extension agent.

ARTICLE IX: Amendments

Section 1: These bylaws may be amended at any regular or special meeting of the club by a two-thirds vote of the members present, provided that the proposed amendments have been presented to the club in writing and filed with the secretary at the previous meeting of the club. A quorum must be present for the vote. Amendments must not conflict with 4-H philosophy, rules, or policy.

Sample Installation for Newly Elected 4-H Club Officers

The retiring president and the leader sit at a table in the front of the room. The table could have 4-H and United States flags or other appropriate decorations.

Retiring President:

We will now install the new officers of the _____
4-H Club. Will the guide please bring the newly elected 4-H officers
forward. (The guide leads the new 4-H officers to stand in front of
the table.)

Guide:

May I present the newly elected 4-H officers of the
_____ 4-H Club:

- President –
- Vice President –
- Secretary –
- Treasurer –
- Reporter –
- Health Officer –
- Song Leader –
- Recreation Leader –

Retiring President:

4-H club members, you have been selected to serve as officers of your 4-H club. This is both an honor and a responsibility. You will at once learn the duties for your office. The way you carry out these duties will help determine the success of your club. Each officer, along with each club member, will strive toward the same goal set forth in our 4-H motto, "To Make the Best Better." Will the new 4-H officers repeat after me, giving your names: "I _____
_____ do pledge myself to perform faithfully the duties of the office I am about to assume."

Leader:

It is the responsibility of each of us – leader, officers, and members – to work together. By working together, a group is made strong. Let us all stand and say the 4-H Pledge – as we accept the challenges and opportunities ahead.

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.

(audience and officers sit)

Retiring President:

Fellow 4-H'ers, I present the officers you have chosen. Congratulations to you for making good choices. To the new officers, I extend congratulations from the club and wish you well as you assume your duties. As we close our installation, let us sing a 4-H song together.

Parliamentary Procedure for Club Meetings

Parliamentary procedure is the etiquette of organization. It is a uniform, businesslike procedure organizations use to ensure that all members have a chance to participate and yet reach conclusions. Parliamentary procedure is merely the application of good manners.

You must know some of the basic principles of parliamentary procedure in order to conduct a good meeting.

Here are some points you need to know:

1. How to call the meeting to order.
2. How to call for reading of minutes, approval, or corrections.
3. How to be recognized or to get the floor.
4. How to make a motion.
5. How to amend a motion.
6. How to table a motion.
7. How to postpone a motion.
8. How to call for questions.
9. How to call for committee reports.
10. How to call for various types of votes.
11. How to reconsider a motion.
12. How to adjourn the meeting.



PARLIAMENTARY PROCEDURE

By observing a few rules, your 4-H club meeting will move like clockwork. Here are a few things that will help you with parliamentary procedure in your club.

To call the meeting to order

The president stands, raps once on the table, and then says, "The meeting will please come to order."

To call the roll

The president, still standing, says, "Will the secretary please call the roll." Then the president is seated. The secretary may or may not rise as the roll is called.

Reading and approving the minutes

The president, standing, says, "Will the secretary please read the minutes of the preceding meeting." The president is seated and the secretary stands while reading the minutes. After the minutes are read, the president will say, "Are there any corrections to the minutes?" After a pause, he/she then continues, "If not, the minutes stand approved as read." Any corrections, are made before the minutes are approved.

Reports of officers and committees

It is not expected that every officer and committee will have a report, nor is it always necessary to call the names of all committees. To get these reports, the president should say, "We will now have the reports of officers (or committees)." Then the president calls the names of the officers first, followed by the committees.

Unfinished business

Unfinished business is any item not completed at the last meeting and pending in the secretary's minutes. The president will call for these motions by saying, "Mr. (or Madam) Secretary, is there any unfinished business?"

New business

After all postponed business has been taken care of, the president calls for new business by saying, "Is there any new business?"

After new business is completed, the president will present the program chairman who will introduce the program. At the end of the program, the program chair turns the meeting back to the president. The president then will entertain a motion to adjourn. (NOTE: The meeting may be adjourned before the program, with the president then presenting the program chair.)

Steps in Making and Voting on a Motion

The member addresses the chair (president)

A member who wishes to speak in a meeting should rise and address the chair as “Mr. President” or “Madam President.”

The chair (president) recognizes him/her

The president will do this by saying, “Bill” or “Jane.” The use of first names for recognition is permitted.

Once recognized, that person “has the floor.” Only that person is allowed to speak and **should not be interrupted**. All remarks are directed to the president. There should be no talking between members.

The member makes the motion

Having been recognized, the member states the motion as follows: “I move that _____” not, “I make a motion that” or “I move you.”

The motion is seconded

All ordinary motions must be seconded. This should be done promptly. To second a motion, it is not necessary to be recognized by the chair or to rise. Any member may say, “I second the motion.” If there is no second, the president might call for a second by saying, “Is there a second to the motion?” If there is no second to the motion after a pause, the president will then say, “The motion is lost for want of a second.” Then this motion cannot be considered for further discussion.

The chair (president) states the motion

After the motion has been seconded, the president repeats it clearly so that all members will know what the motion is. The president says, “It has been moved and seconded that _____. Is there any discussion?” This discussion is necessary so that all members have a chance to express their opinion or help clarify the question.

The chair (president) puts the motion

When it seems that all who wish to speak on the motion have done so, the president may say, “Are you ready for the question?” If they are ready to vote, the members say, “Question.” The president then asks for a vote on the motion. A motion can be brought to vote by any member who calls out “Question.” (It is not considered good

manners to call for question unless all members have had a chance to discuss the motion.) The president always asks for both a “yes” and “no” vote.

The chair (president) announces the results

After the vote is taken, the president must announce the results. The usual form is, “The ayes have it and the motion is carried,” or “The no’s have it and the motion is lost.”

PRIVILEGED MOTIONS

Privileged motions relate to order and the rights and welfare of the members. They rank higher than subsidiary motions or main motions. Thus, they must be dealt with as soon as they are made. Three of the motions refer to actions of the entire club. They include taking recess, setting the time to adjourn, and adjourning. The motions are not debatable and require a majority vote to pass.

Recess

This is a request to take a short intermission. This request may not be made when debating on an amendment or bylaws, but can be requested at other times.

Fix time to adjourn

Sometimes an ending to a meeting has not been specified. A member may wish to fix a definite time for adjournment and to set the time, and sometimes the place, of another meeting to continue the business of the group.

Adjourn

The correct way to adjourn the meeting is for a member to rise, be recognized, and say, “I move to adjourn,” or “I move that the meeting be adjourned.” This must be seconded and a vote taken. Sometimes the president, after all business has been transacted, might call for a motion to adjourn by saying, “Do I hear a motion for adjournment?”

Two other privileged motions are “calling for the orders of the day” and “raising a question of privilege.”

Call for the orders of the day

This motion does not need a second and is a way of requiring the group to conform to its agenda. No vote is taken and the group must stick to the agenda.

Raise a question of privilege

A question of privilege may be made by anyone. It often is used to allow a request or main motion relating to the rights and privileges of members, which is of immediate urgency, to be dealt with while other business is pending. The member stands, addresses the president, and says, "I raise a question of privilege." This motion does not require a second. The president says, "State your question."

SUBSIDIARY OR SECONDARY MOTIONS

Sometimes in order to properly deal with a main motion, it is necessary to make a subsidiary motion. That motion must be voted on before the main motion can be discussed further. The most common subsidiary motions are the following:

Making an amendment

Amendments to the motion change the meaning of the original motion, usually by adding to or striking out a phrase or phrases included in the motion. An amendment must be seconded and voted on before the motion, as amended, can be voted on. If there is more than one amendment to a motion, the president should try to obtain a new motion. The proper way for a member to propose an amendment is to be recognized by the president, rise, and say, "I move to amend the motion by striking out _____," or "I move to amend the motion by adding _____," or "I move to amend the motion by striking out _____ and adding _____."

The president then handles the amendment as a main motion. If the amendment passes, the president says "The amended motion now reads _____," placing the amendment in the proper place as the motion is read.

To postpone a motion

A member who feels that a motion should not be voted upon until more members are present or additional information is available may move that it be "postponed until _____ (a certain time)" or "postponed indefinitely."

To refer a motion to a committee

At times it is necessary that a question receive more thorough study that can be done in the open meeting. A member may wish

a committee to study the question. This can be done by saying, "I move that the question be referred to a committee of three appointed by the president." Sometimes the question can be referred to a standing committee; however, if a committee is to be appointed, the motion to refer to a committee should also contain the number of members to be on the committee and how the committee should be selected.

Tabling a motion

A member who feels that discussion of a motion is taking up time needed for more urgent business, may move that it be tabled. To do this, she/he says, "I move to table the motion." This must be seconded and it cannot be debated or amended. A vote must be taken on a motion to table as soon as it is seconded. At any time during the meeting this motion may be taken from the table by a motion to do so. If a motion is not taken from the table during the meeting at which it was tabled or in the next three months following, it is considered to have been killed.

INCIDENTAL MOTIONS

Some motions are incidental to the business being transacted and are in order when needed. The most common of these is reconsidering a motion.

To reconsider a motion

If a member feels that the club acted too quickly on a question, she/he may move to reconsider the question.

METHODS OF VOTING

Acclamation or voice – "Yes" or "No"

Show of hands

Rising

Secret ballot (used most for elections)

Roll call (members answer when name is called)

Whenever a voice vote is taken and a member feels that it was not clear, she/he might call for a "division of the house," which means that another vote must be taken by either a show of hands or members rising.

The president should not vote. He or she may vote in case of a tie vote, but does not have to. If the vote is a tie, the motion loses.

INTERRUPTIONS

Two main types of interruptions are allowed. They are point of order and a question of information.



Point of order

This is used to correct any errors in parliamentary rules. To rise to a point of order, the member rises and says, “Mr. (or Madam) President, I rise to a point or order.” The president responds by saying, “State your point of order.” The member then states his point and the president rules on it.

A question of information

Any member may interrupt the speaker to ask a question to gain information on subject under discussion. To do this, the member rises and says, “Mr. (or Madam) President, I rise to a question of information. The president says, “State your question.” The member states the question and the speaker answers it.

Table of Motions

Type of Motions	In Order When Another Speaker Has The Floor	Requires A Second	Debatable	Amendable	Vote Required
Privileged					
Fix time for next meeting	No	Yes	No	Yes	Majority
Adjourn	No	Yes	No	No	Majority
Take a recess	No	Yes	No	Yes	Majority
Point of privilege	Yes	No	No	No	None
Call for orders of the day	Yes	No	No	No	None
Subsidiary					
Lay on the table	No	Yes	No	No	Majority
Refer to a committee	No	Yes	Yes	Yes	Majority
Amend the main motion	No	Yes	Yes	Yes	Majority
Postpone to a definite time	No	Yes	Yes	Yes	Majority
Postpone indefinitely	No	Yes	Yes	No	Majority

continued

Table of Motions

Type of Motions	In Order When Another Speaker Has The Floor	Requires A Second	Debatable	Amendable	Vote Required
Incidental					
Point of order	Yes	No	No	No	None
Point of information	Yes	No	No	No	None
Division of assembly	Yes	No	No	No	None
Close nominations	No	Yes	No	Yes	2/3
Reopen nominations	No	Yes	No	Yes	Majority
Method of voting	No	Yes	No	Yes	Majority
Request to withdraw a motion	No	No	No	No	Majority
Renewal					
Reconsider	Yes	Yes	Yes	No	Majority
Take from table	No	Yes	No	No	Majority
Repeal	No	Yes	Yes	Yes	2/3
Discharge a committee	No	Yes	Yes	Yes	2/3
Main Motion					
	No	Yes	Yes	Yes	Majority

Robert's Rules of Order Newly Revised, 9th Edition 1990.



Notes

Programs and activities offered by the West Virginia University Extension Service are available to all persons without regard to race, color, sex, disability, religion, age, veteran status, political beliefs, sexual orientation, national origin, and marital or family status. Issued in furtherance of Cooperative Extension work, Acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture. David E. Miller, Director, Cooperative Extension Service, West Virginia University.

West Virginia University is governed by the West Virginia Higher Education Policy Commission and the WVU Board of Governors.