4-H VOLUNTEER INFORMATION SERIES

Nebraska 4-H Youth Development

Parliamentary Procedure and the 4-H Meeting

Part 4 – Amendments

There are times when members of the group will want to change the motion while it is in the discussion phase. This is called an amendment. It is recommended that only one amendment be permitted per motion.

Amendments can be made in 5 ways:

- **Adding Words**
  "I move to amend the motion by adding the date "May 15th after cookout."
- **Striking Words**
  "I move to amend the motion by striking the word 'new' in front of tractor.
- **Striking and Inserting Words**
  "I move to amend the motion by striking the number '5' and inserting the number '10'."
- **Substituting or Replacing**
  This is to substitute by paragraph.
- **Dividing the Motion into Two or More Separate Motions**
  "I move to amend the motion by dividing the motion into 'we hold a fundraiser' and we 'landscape the part as a service project'."

Common Mistake: Voting on the amendment to the motion and if it passes, forgetting to vote on the original motion as amended.

Example of amending a motion that has been moved and seconded and is being discussed.

1. A group member is recognized by the president to speak, then says, "I move to amend the motion by buy a 4-H flag by adding the words 3 ft. X 5 ft."
2. A second to this amendment is required.
3. Discussion follows and is for only the amendment, NOT the original motion. In the example, members may discuss the merits of a 3 ft.x5ft. size 4-H flag, NOT if they are to purchase a flag (original motion).
4. When it is time to vote, the president conducts a vote to determine if the amendment passes. A majority is needed.
5. If the amendment passed, discussion follows on the motion as amended. In this example, "I move that we buy a 3ft.x5ft.4-H flag."
6. After discussion, vote it taken on the motion as amended. A majority is needed.
7. If the amendment did not pass, discussion on the original motion continues, which in the example is "to buy a 4-H flag."
8. After discussion, a vote is taken on the motion. A majority vote is needed.

Adapted from: Archer, T. M., Dill, D., Weber, E. Parliamentary procedure fact sheet. Columbus, OH; The Ohio State University Extension, 4-H Youth Development. http://ohioline.osu.edu/4h-fact/0011.html
http://srpln.msstate.edu/seal/03curriculum/organizing/pp/lesson.htm

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