4-H Volunteer Information Series

Nebraska 4-H Youth Development

Every Member Needs to Know Activity

Parliamentary Procedure

This is a get-acquainted mixer. Members meet by matching parliamentary procedure terms and their definitions.

Directions: Cut apart terms and definitions. As members arrive give slips with terms to half the group and matching definitions to the other half of the group. Explain they must find that person with the term or definition that matches their paper, learn his name, and one other interesting point about their match. Leader halts the mixing and matching. Groups of two read their matched term and definition and introduce the other person to the group.

To adjourn	To end the meeting
The chair	The presiding officer
To address the chair	To rise and say, “Mr. President”
The house	The organization or club
To lay on the table (or to table)	To put aside a motion for further discussion at another meeting
A quorum	The number of members necessary to carry on business.
To make a motion	To suggest that a certain thing be done by the club
To amend	To change or modify; e.g. a motion
Minutes	Record or report of each meeting’s work
To ballot	To vote by casting ballots
Majority vote	The vote of more than half of the members

Extension is a Division of the Institute of Agriculture and Natural Resources at the University of Nebraska–Lincoln cooperating with the Counties and the United States Department of Agriculture.

The 4-H Youth Development program abides with the nondiscrimination policies of the University of Nebraska–Lincoln and the United States Department of Agriculture.

To obtain the floor	To receive from the president the right to speak; no one speaks unless recognized by the chair.
Pro tem “for the time being”	…acting in place of the secretary who is absent
Out of order	Not following the approved rules of procedure

LaFountain, Ken. n.d. Every member needs to know activity. In *Ohio 4-H clubs advisors handbook.* Patty House, Columbus, OH: The Ohio State University Extension, 4-H Youth Development. Http://advisorshandbook.ohio4h.org/clubmanagement/files/Every%20Member%Needs#20to%Know%20Activity.pdf