

# Break It Down!

4-H

## Parliamentary Procedure Steps

Medina County 4-H



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# Step 1: To Make A Motion

1) You Must 1<sup>st</sup> Address the President of the 4-H Club.

**Stand Up & Say...**

**"Madam/ Mr. President."**

2) Once You Have Been Acknowledged By the President,  
You Can Make a Motion.

**Say...** "Madam/ Mr. President I Move that..."

# Step 2: To Second A Motion

Every Motion Made Must Be Seconded Before any Discussion, Amendments and/or Voting Can Occur.

\*\*Everyone that AGREES with the Motion Made\*\*

**Say... "I Second The Motion"**

# Step 3: Discussion

This is to Tell Others Why You Agree or Disagree.

1) Raise Your Hand -  
Wait For the President To Call On You!

2) When Called On - Say...

Madam/Mr. President I agree because...

Madam/ Mr. President I disagree because...

# Step 4: To Amend The Main Motion

This Motion is to Change the Outcome of a Motion  
Before it is Voted On By Club Members.

## To Amend A Motion Say...

"Madam/ Mr. President. I Move to Amend the  
Main Motion by...

- 1) Deleting the Word(s) ...
- 2) Adding the Word(s) ...
- 3) Inserting the Word(s) ...

... After the Word..."

# Step 5- Table/Tabled Motions

Table A Motion- This Motion is to Temporarily Postpone a Motion Until the Next Meeting.

**Say...** "Madam/ Mr. President. I Move to Lay On The Table The Motion That..."

- - - OR - - -

To Take From The Table- Motion to Re-Address a Motion that was Temporarily Postponed.

**Say...** "Madam/ Mr. President. I Move to Take From The Table The Motion That..."

# Step 6: To Vote!

Motions Must Be Voted On By The Club Members Before They Can Be Approved!

If You Agree...

Say "I"

If You Disagree...

Say "No"

## NOTE:

This Should Be Done After - Discussion and/or Amendments.

# Step 7: Adjourn The Meeting

1) A Motion Must Be Made to Adjourn The Club Meeting.

Say... "Madam/ Mr. President.

I Move To Adjourn The Meeting."

2) Members Must Second The Motion.

Everyone That Agrees Say... "I Second The Motion"

3) This Motion Has To Be Voted On!

If You Agree Say... "I"

If You Disagree Say... "No"

Now You Can Leave... See You At The Next Meeting!