



**The 4-H Meeting: Quick Reference Guide**

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**Parliamentary Rules Protect**

- The right of the majority to decide
- The right of the minority to be heard
- The rights of individual members
- The rights of absentees

**Duties of a Presiding Officer**

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| <ul style="list-style-type: none"> <li>• Be on time and start on time           <ul style="list-style-type: none"> <li>○ Arrive early &amp; prepare meeting room</li> </ul> </li> <li>• Be organized           <ul style="list-style-type: none"> <li>○ Prepared agenda</li> </ul> </li> <li>• Be a teacher           <ul style="list-style-type: none"> <li>○ Explain procedures clearly</li> </ul> </li> <li>• Be in control of the floor           <ul style="list-style-type: none"> <li>○ Maintain order</li> </ul> </li> <li>• Be impartial           <ul style="list-style-type: none"> <li>○ Give members on both sides of an issue an opportunity to speak</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Be composed           <ul style="list-style-type: none"> <li>○ Remain calm &amp; objective</li> </ul> </li> <li>• Be precise           <ul style="list-style-type: none"> <li>○ Always restate the motion before taking a voting and announce the results of voting</li> </ul> </li> <li>• Be focused           <ul style="list-style-type: none"> <li>○ Limit side discussions</li> </ul> </li> <li>• Be temperate           <ul style="list-style-type: none"> <li>○ Require courtesy</li> </ul> </li> </ul> |
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**Preparing an Agenda**

**Preparing the Minutes (Secretary Notes)**

ORGANIZATION Date, Location Agenda	ORGANIZATION Date, Location Minutes
I. Call to Order II. Opening Ceremonies a. Flag salute b. Welcome and Introductions III. Approval of Previous Minutes IV. Officer Reports a. President b. Treasurer c. Other V. Committee Reports a. Standing b. Open c. Other VI. Special Event or Presentation VII. Unfinished Business VIII. New Business Next Meeting: Date, Time, Location Adjournment:	I. Call to Order II. Opening Ceremonies a. Flag salute b. Welcome and Introductions III. Approval of Previous Minutes IV. Officer Reports a. President b. Treasurer c. Other V. Committee Reports a. Standing b. Open c. Other VI. Special Event or Presentation VII. Unfinished Business VIII. New Business Next Meeting: Date, Time, Location Adjournment: Respectfully Submitted, Signature Print Name



### **Handling Motions**

1. A member seeks recognition from the Chair for the floor (i.e., raises hand or stands)
2. Chair recognizes the member (member obtains the floor)
3. Member makes a motion
4. Another member seconds the motion
5. Chair states the motion (formally becomes the question before the assembly)
6. Debate on the question
7. Chair puts the question to a vote
8. Chair announces the result of the vote

### **Stating the Motion**

1. A member seeks recognition from the Chair for the floor (i.e., raises hands or stands)
2. Chair recognizes the member
3. Member states their 4-H Club and name
4. Member states their motion (i.e., I move ...)

### **How to Debate**

1. A member seeks recognition from the Chair for the floor (i.e., raises hands or stands)
2. Chair recognizes the member
3. Member states their 4-H Club and name
4. Member states their position
  - a. "I rise in favor (opposition) to the motion ..."
5. Member states their reasons in favor (opposition) to the motion
6. Member encourages other to vote in favor (opposition) to the motion



**ROBERT’S RULES OF ORDER**

**Summary of Motions**

<b>Kind</b>	<b>Second Required</b>	<b>Debatable</b>	<b>Amendable</b>	<b>Vote Required</b>	<b>Reconsider</b>
<u>Privileged</u>					
Fix the Time to which to Adjourn	Yes	Yes	Yes	Majority	No
Adjourn	Yes	No	No	Majority	No
Recess	Yes	No	Yes	Majority	No
Question of Privilege	No	No	No	None	No
Call for the Orders of the Day	No	No	No	None	No
<u>Incidental</u>					
Point of Order	No	No	No	None	No
Appeal	No (Yes)	Yes	No	None (Maj)	Yes
Point of Information	No	No	No	None	No
Parliamentary Inquiry	No	No	No	None	No
Division of the House	No	No	No	No	No
Division of a Question	Yes	No	No	Majority	No
Object to Consideration of a Question	No	No	No	2/3	No
Withdraw a Motion	No	No	No	Majority	Yes
<u>Subsidiary</u>					
Lay on the Table	Yes	No	No	Majority	No
Previous Question	Yes	No	No	2/3	Yes
Limit Debate	Yes	No	Yes	2/3	Yes
Postpone Definitely	Yes	Yes	Yes	Majority	Yes
Refer to Committee	Yes	Yes	Yes	Majority	Yes
Amend	Yes	Yes	Yes	Majority	Yes
Postpone Indefinitely	Yes	Yes	No	Majority	Yes
<u>Main</u>					
Main Motion	Yes	Yes	Yes	Majority	Yes
<u>Other</u>					
Take from the Table	Yes	No	No	Majority	No
Reconsider	Yes	Yes	No	Majority	No
Rescind, Repeal, Annul	Yes	Yes	Yes	2/3 (maj)	No
Ratify					
Dilatory, Absurd, Frivolous					

**Source:** Robert, H. M., Evans, W. J. (Ed), Honemann, D. H. (Ed), Balch, T. J.(Ed), Robert, S.C., Robert III, H. M. (2000, 10th Edition) *Robert's Rules of Order Newly Revised* ISBN: 0-7382-0307-6