

Gaveling Your Way to Better Meetings



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Western Regional Leaders Forum
Salt Lake, Utah
March 3, 2006

Fun Activities to Teach Parliamentary Procedure

Activity Name: **Order of Business**

Purpose: Ice breaker Activity
To assess what your audience knows about business meetings
As a lead in to discuss meeting agendas

Materials: Pre-printed cards/paper with possible business meeting agenda items. Print on cards/paper should be large.
Space to spread out such as the front of a classroom

Process: Have 10 or more participants each take a card (make sure you do not pass them out in order). Ask the participants to work as a group to put the business meeting agenda together from start to finish. Participants may talk to each other.

Questions: After the group believes they have the correct order, go through it and explain if any items are out of order. For further discussion, use the following questions:

How did the group decide the order of business?
What is difficult to determine the order of business?
Does your 4-H group use a meeting agenda?
How does an agenda help the group conduct business?
How might a business agenda be set-up differently in 4-H?

Meeting Agenda Items:

Call to order
Pledges
Roll Call
Reading/Approval of the Minutes
Correspondence
Reports from Officers
Reports from Committees
Unfinished/Old Business
New Business
Announcements
Adjourn



Source: Kirk Astroth, Montana 4-H Center for Youth Development

Activity Name: **Matching Game**

Purpose: Reinforce principles of Parliamentary Procedure

Materials: 2 sets of pre-printed cards. It's good to use two different colored paper. One group of cards will have a question and one group will have the answer.

Process: Divide the group into two. Give one set of cards to each group so that each person has one. Ask the group to find their "match", that is the question and answer that matches each other. After each person has found their "match", have each team tell the rest of the group their question and matching answer.

Matching Ideas:

The Correct Way to Introduce a Motion – "I Move That"

The minimum number of members who must be present to transact business – Quorum

The proper way to address the Chair – Rise and say "Madam" or "Mister President"

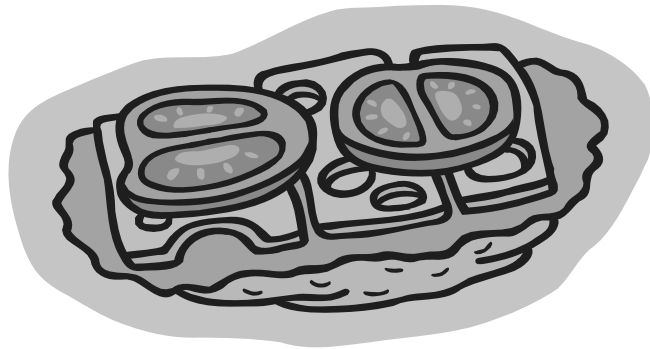
What the Chair should say after stating the motion – "Is there any discussion?"

The best form in taking a vote by acclamation – "All in favor say aye; opposed no"

This is said following all main motions so that the item may be considered – "I second the motion"



Activity Name: **The Sandwich**



Purpose: To practice skills of beginning parliamentary procedure

Materials: Bologna sandwich markings (bread bologna, mayo, mustard, lettuce, cheese, pickles), Paper plate.

Process: The chairperson stands at the front of the group. In front of him/her is a table filled with the makings for a bologna sandwich.

The Chairperson announces that the goal of the activity: to prepare a bologna sandwich. In order for an action to occur, it must be introduced as business following proper procedure.

The group makes motions and amendments to decide how and what to put on the sandwich.

After each motion is passed, the person introducing the motion performs the task. They also take over the role of chairperson. This process continues until the sandwich is finished.

Questions: Were all involved in achieving the group's goal?
How did parli-pro assist you in achieving the goal?
Did parli -pro hamper the process?
What parts of parli-pro are confusing to you?

Source: Building Leaders for Life. A high school Leadership Class Curriculum. Washington Association of Secondary School Principals Student Leadership Program.

Activity: **Beach Ball Review**

Purpose: Review Parliamentary Procedure information in a fun manner

Materials: Blow-up beach ball
Self-adhesive labels with review questions to stick on ball

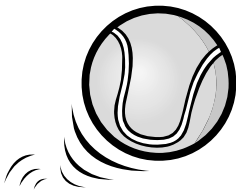
Process: Attach review question o a blown up beach ball.
Participants bat ball around until instructor says "stop".
The last person to catch ball answers the question closest to his/her right hand for the group. The ball is then batted to another person and so on.

Source: Beach ball review game developed by Suzi Busler and Nellie Oehler.

Review Questions:

What does every motion require before it can be discussed? "A second"

What wording do you begin each motion with? "I move"



Can you ask for a vote at any time? "Yes"

If you are changing the main motion, you are doing what?
"Amending the main motion"

Name one of the ways to vote on a motion?
"Hand vote, ballot, secret ballot, roll call honor system etc."



After a motion is seconded, what does the chairperson call for next? "Discussion"

What is the person who runs the meeting called? "President or Chair"

Can you speak without being recognized by the chair? "No"

Are all members required to vote when a vote is called? "No"

Can you begin another motion if the first one has not been tabled or voted on? "No"

Variation: Use review question such as these to create a "Jeopardy" or quiz bowl game.

Make a Pizza

Parli Pro Style



Goal

This interactive game allows 4-H club members to practice basic parliamentary procedure skills through a fun, engaging activity.

Materials

Begin with a basic pizza that is already prepared with crust, sauce and cheese. Voting will determine whether or not to add toppings which may include pepperoni, onions, tomatoes, mushrooms, peppers or other items large enough to be seen.

Process

The chairperson announces that the group will vote to finish making a pizza. Participants will vote on additional ingredients by making motions and amendments.

After each motion is passed, the person introducing the motion performs the task and then takes over the role of chairperson. Continue this process until pizza is complete.

Hints for success

- The chairperson will hold up the items being considered to enhance the visual effect of the activity.
- In the beginning, keep the activity simple by voting to add only one item at a time to the pizza.



Discussion Questions

Did your group reach consensus?

How did Parliamentary Procedure help your group achieve your goal of making a pizza?

How did Parliamentary Procedure hamper your efforts?