



# Making the Best 4-H Clubs Better –Version 2.0

## Intended Audience:

- 4-H club members

## Lesson Objectives:

Club members and parents will:

- Learn and practice basic parliamentary procedure to make club decisions.

**Time:** 20 minutes

## Equipment and supplies:

- Resource:
  - “Let’s Make Parliamentary Procedure Trail Mix”
  - “I MOVE” sign
- Handout:
  - “Parliamentary Procedure”
- Tape
- Mixing bowl, large spoon, measuring cups.
- Serving cups, 1 per member
- Ingredients for making trail mix, such as small pretzels, dried coconut, raisins, dried cranberries, peanuts, M & Ms (plain, peanut, etc.), cereal products, and so forth.

## Do Ahead:

- Review lesson.
- Gather equipment and supplies.
- Copy handout, one per member.
- Prep club president to lead the activity.

## Practice Makes Perfect Parliamentary Procedure

### BACKGROUND

Parliamentary procedure is a systematic and democratic way to develop policies and carry out action in a group. Parliamentary procedure has four main objectives: to discuss only one item at a time, to show courtesy to everyone, to abide by the rule of the majority, and to respect the rights of the minority.

Although many 4-H clubs are small and informal, it is a “best practice” to use basic parliamentary procedure when making club decisions. Appropriate and proper use of the basics will help meetings run more smoothly, prepare members for future roles on community or government boards and committees, and provide every member with a voice in making current club decisions.

### WHAT TO DO

#### **Activity: Let’s Make Parliamentary Procedure Trail Mix**

Use this fun activity to prepare the snack at your club meeting while providing members with opportunities to learn and practice basic parliamentary procedure.

Review the basics of parliamentary procedure with club members, using the “Parliamentary Procedure” handout, pages 3 and 4. Emphasize that members should make a motion by saying, “I move....” Tape the “I MOVE” sign up in the front of the room where everyone can see it.

Ask the president to put the members’ new parliamentary procedure knowledge to work by making a trail mix for the club snack. Follow the directions in the resource, “Let’s Make Parliamentary Procedure Trail Mix.”

Be sure to prepare the president prior to the meeting, so he/she is comfortable conducting the activity. Also, be sure to consider food allergies when gathering ingredients and/or making the trail



**Sources:**

- Colvin, Kara, Extension Educator, and Ken LaFontaine, Extension Educator (retired), Ohio State University Extension, OSU Extension. "Ohio 4-H President's Handbook," <http://www.ohio4h.org/sites/drupal-ohio4h.web/files/President2011.pdf>
- Vokac, Ruth Ann, Extension Educator, University of Illinois Extension. "Parliamentary Procedure," <http://go.osu.edu/parlipro>
- Wisconsin 4-H Southern District Leadership Team, UWEX, "Quick and Easy Guide to Parliamentary Procedure," <http://go.osu.edu/JBK>

**Additional lessons in this series can be found online at:**  
[go.osu.edu/bestbetter14](http://go.osu.edu/bestbetter14).



*Reviewed by Ohio Valley  
EERA 4-H Youth  
Development Professionals,  
March 2012.  
Revised March 2014.*

mix. Members could and should identify any allergies and engage in discussion against adding any ingredient(s) to which they are allergic, but as the advisor, you need to be aware of any potential problems before they occur.

**TALK IT OVER****Reflect:**

- How did the trail mix turn out? Did everyone enjoy the snack?
- Poll the members. Does everyone believe his/her voice was heard in the decision making process?
- How can using basic parliamentary procedure help the business meeting run more smoothly? Help make club decisions?

**Apply:**

- Work with members to use basic parliamentary procedure at all future club meetings. Continue to tape the "I MOVE" sign in the front of the room to remind members about what to say.

**ADDITIONAL LINKS**

- Ohio 4-H Club Officer Resources, <http://www.ohio4h.org/members/officers/>

**PREPARED BY**

- Carolyn L. Belczyk, Extension Educator  
4-H Youth Development  
OSU Extension Adams County  
937.544.2339  
[belczyk.1@osu.edu](mailto:belczyk.1@osu.edu)