What is it?
Parliamentary Procedure is a way to conduct business in a meeting. It is a set of rules to help large groups get things done in an orderly manner. Using Parliamentary Procedure allows everyone to be heard and to make decisions. Parliamentary Procedure has been around since 1562. Robert’s Rules of Order is the standard handbook used today.

The topics addressed below have multiple resources available to you through the Missouri 4-H webpage. Refer to the index guide online to see which topics covered by which guides.

Top Skills Addressed in Resources
What is Parliamentary Procedure?
How to Make a Motion
Sample Agenda
Voting Methods and Who Votes
4-H Officer Training and Responsibilities

Activities
What is Parliamentary Procedure?
Treasurer Training
Officer Roles
Basic Motion
Sample Agenda/Script
Officer Training
4-H Basics
Checking youth understanding
Robert’s Rules of Order

Interactive Learning
PowerPoints and Jeopardy type games are also available online for your use at:
www.4h.missouri.edu

Handouts
Parliamentarian
What is Parliamentary Procedure?
Gavel Use
Basic Motion
Privileged Motions
Incidental Motions (point of order, parliamentary inquiry, point of information, division of question, request to withdraw a motion, suspension of rules)
Subsidiary Motions (lay on the table, refer to a committee, amendment)
Renewal Motion
Election Tips - Ways of Voting
Quorum
Sample Agenda/Script
Simplified Robert’s Rules - when to be flexible
Officer Training Workshop
Parts of a Meeting - tips for an effective meeting
Officer Roles
When to Vote
Motion to Reconsider
Move the Previous Question