



4-H VOLUNTEER INFORMATION SERIES

N e b r a s k a 4 - H Y o u t h D e v e l o p m e n t

Parliamentary Procedure Activities **Learning Terms and Definitions**

The following educational fun activities are focused around terms and procedures for conducting democratic business meetings using parliamentary procedure. They are suggested as brief 10 to 15 minute fun activities. It is suggested they be done prior to the actual business meeting, so members can practice what they just learned. Set a time limit and stick to the time rather than getting through a set number of questions.

Game One - Select the Correct Card

Equipment - • Sets of twenty 3 x 5 cards with one of the 20 parliamentary terms printed on each card.

- You will need enough sets so that each team of 3 or 4 members will have a set.
- You could also have card sets with the definition of each term printed on them so you could play a “reverse” version.

Directions - • Divide the members into teams of 3 or 4.

- Give each team one set of cards (either the terms (OR) the definition of the terms).
- Junior leader or advisor read off either the name of the term or definition of the term.
- The teams are given from 15 - 30 seconds (you decide how long) to confer and select the correct answer to the corresponding term or definition.
- Teams reveal their cards all at the same time.
- Teams with the correct answer all get: points toward a grand prize, or M&M’s, or some other creative award.
- OPTION: The team that confers and holds up with the correct answer card first gets the points, etc. In this case you’ll need 2-3 judges to decide who was “up” first.

Game Two - Up First

Equipment - • One (2 to 3 foot long “something”) (flag, foam tube, noodle, etc.) for each team to hold up.

- A list of the terms and a list of the corresponding answers for the narrator.
- One to three people (parents, advisors, teen leaders) to act as judges to decide who had their “flag” up first.

Directions - • Divide the members into teams of 3 or 4.

- Give each team a “flag”; team members rotate their flag after each question.
- Narrator reads the 1st term (OR) 2nd definition.
- Team members confer and hold up their flag when they have decided on their answer.
- Judges note which team had their flag up first, second, third, etc. First-up flag bearer gives their team answer. If it is correct, they get the point.
- If the first-up flag team answer is incorrect, the second-up flag team gets to answer, etc.
- Teams with 5 correct - green award; 10 correct - bronze award; 15 correct - silver award; 20 correct - gold award or some other such rating with appropriate minor recognition, prizes, etc.

Game Three - Matching

Equipment - • A copy of the “Matching Parliamentary Terms and Definitions Quiz” for each team (or member.)

- Pencils for each team (or member.)
- Divide the members into teams of 3 or 4 members.

Directions - • Hand out a quiz sheet and pencil to each team (or member).

- Direct the teams to confer and compromise on an answer, matching the terms with the respective definition by placing the letter of the definition next to the correct term.
- Review the answers together letting each team score their own Sheets.
- Teams with 5 correct - green award; 10 correct - bronze award; 15 correct - silver award; 20 correct - gold award or some other such rating with appropriate minor recognition, prizes, etc.
- OPTION: Have members do the matching quiz individually.

MATCHING: PARLIAMENTARY PROCEDURE TERMS/DEFINITIONS

Match the letter of the definition in the right column with the correct term in the left column.

- | | |
|-------------------------------------|--|
| ___ 1. To adjourn | a. To receive from the president the right to speak |
| ___ 2. The chair | b. To suggest that a certain thing be done by the club |
| ___ 3. To address the chair | c. To put aside a motion for discussion at another meeting |
| ___ 4. The house | d. The number of members necessary to carry on business |
| ___ 5. To table | e. The record or report of each meeting's work |
| ___ 6. A quorum | f. The presiding officer |
| ___ 7. To make a motion | g. "For the time being." For example, to act in the place of an officer who is absent |
| ___ 8. To amend | h. Not following the approved rules of order |
| ___ 9. Minutes | i. To change or modify |
| ___ 10. To ballot | j. To vote by casting ballots |
| ___ 11. Majority vote | k. The club or organization |
| ___ 12. To obtain the floor | l. To end the meeting |
| ___ 13. Pro tem | m. To rise and say "Mr. President" |
| ___ 14. Out of order | n. The vote of more than half the members |
| ___ 15. The agenda | o. A committee appointed to do one job or complete a specific task |
| ___ 16. Special or Ad Hoc Committee | p. A methodical way of taking attendance |
| ___ 17. Parliamentary Procedure | q. A method for conducting a business meeting in an efficient, fair, and friendly manner |
| ___ 18. Roll call | r. A listing of things to be done at a meeting and the order in which they will be discussed |
| ___ 19. Vote | s. Committee that functions throughout the year |
| ___ 20. Standing committee | t. A democratic method of allowing every member to have input into the final decision |

PARLIAMENTARY PROCEDURE TERMS/DEFINITIONS (ANSWERS)

Match the letter of the definition in the right column with the correct term in the left column.

- | | |
|---|--|
| <u>l.</u> 1. To adjourn | a. To receive from the president the right to speak |
| <u>f.</u> 2. The chair | b. To suggest that a certain thing be done by the club |
| <u>m.</u> 3. To address the chair | c. To put aside a motion for discussion at another meeting |
| <u>k.</u> 4. The house | d. The number of members necessary to carry on business |
| <u>c.</u> 5. To table | e. The record or report of each meeting's work |
| <u>d.</u> 6. A quorum | f. The presiding officer |
| <u>b.</u> 7. To make a motion | g. "For the time being." For example, to act in the place of an officer who is absent |
| <u>i.</u> 8. To amend | h. Not following the approved rules of order |
| <u>e.</u> 9. Minutes | i. To change or modify |
| <u>j.</u> 10. To ballot | j. To vote by casting ballots |
| <u>n.</u> 11. Majority vote | k. The club or organization |
| <u>a.</u> 12. To obtain the floor | l. To end the meeting |
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| <u>o.</u> 16. Special or Ad Hoc Committee | p. A methodical way of taking attendance |
| <u>q.</u> 17. Parliamentary Procedure | q. A method for conducting a business meeting in an efficient, fair, and friendly manner |
| <u>p.</u> 18. Roll call | r. A listing of things to be done at a meeting and the order in which they will be discussed |
| <u>t.</u> 19. Vote | s. Committee that functions throughout the year |
| <u>s.</u> 20. Standing committee | t. A democratic method of allowing every member to have input into the final decision |