Parliamentary Procedure and the 4-H Meeting
Part 1 – The Basics

What is Parliamentary Procedure?
Parliamentary procedure refers to rules that help maintain order and ensure fairness in business meetings. Most parliamentary procedure is based on Robert’s Rules of Order which describes procedures on how to conduct items of business. It is important because it helps make the meeting more effective.

It is:
• Fair – It is a democratic process for making decisions.
• Efficient – It keeps the group focused.
• Effective - It provides an orderly way to conduct the group’s business.

Where does a club start with Parliamentary Procedure?
4-H meetings are often the first exposure young people will have to parliamentary procedure. There are volumes of material written on the fine points of parliamentary procedure, but only the basics are necessary for 90% of the business conducted at a local 4-H club meeting. Start with the basics of parliamentary procedure.

What are the basics of Parliamentary Procedure?
To carry out a successful business meeting officers and members need to be familiar with the basic points of parliamentary procedure.

Basic parliamentary procedure topics:
• Order of business meeting
• Using motions
• Amending motions
• To lay on or take from the table
• Adjournment
• Election of officers