

**QUESTIONS & ANSWERS FOR THE NEW MEXICO 4-H STATE
PARLIAMENTARY PROCEDURE CONTEST**

BASIC PARLIAMENTARY PRACTICES:

1. List five things that members have a right to expect from their presiding officer.

Keep members informed

- **On pending business,**
- **Results of voting,**
- **Motions before the group, or**
- **Any other matter concerning the rights of members.**
- **Accept responsibility of maintaining order.**

2. What is the chair's responsibility in the discussion of a motion?

The chair is responsible for ensuring that any member who wants to discuss a motion has the opportunity as long as it pertains to the motions on the floor.

3. What two qualities does a chairman need to enforce the rules of parliamentary procedure properly?

The chairman should be courteous and tactful.

4. List the usual steps in an orderly business meeting?

- | | |
|---|--|
| 1. Call to order | 6. Committee reports |
| 2. Announcement of attendance | 7. Unfinished business |
| 3. Special program | 8. New Business |
| 4. Reading & Approval of minutes | 9. Adjournment |
| 5. Officer's reports | 10. Recreation & refreshments |

5. What is the purpose of presenting a motion?

The purpose of presenting a motion is to bring an item of business before the club for consideration.

6. State the rules for addressing the presiding officer of a meeting.

A member should address the presiding officer as

- * **“Mr. President” or “Madam President”**
- * **“Mr. Chairman” or “Madam Chairman”**

7. What steps must be completed to present a motion?

The following steps must be completed to present a motion:

1. **Rising and addressing the chair (president or chairperson).**
 2. **Recognition by the chair (president or chairperson).**
 3. **Making the motion.**
 4. **Seconding the motion.**
 5. **Statement of the question by the chair (president or chairperson).**
8. What is the proper terminology to use when putting the question?

The proper terminology to use when putting the question, or taking a vote, is:

“Those supporting the motion that...say aye. Those opposed say no.”

“Those in favor of the motion that...raise your hand. Those opposed raise your hand.”

9. When does a vote go into effect?

A vote goes into effect following the announcement of the results of the voting. A tap of the gavel should follow the announcement of the results.

10. What is the result of a tie vote, or the president’s vote to make a tie vote?

A motion receiving a tie vote is automatically lost unless the president cares to break the tie. A motion also will automatically be lost if the president votes to make a tie.

11. If two-thirds vote is required to pass an amendment or a motion, what is the president’s responsibility to the members?

The presiding officer should announce that a 2/3 vote is required before the vote is taken. The vote should be a counted vote in order to determine if 2/3 of the members are in favor of the motion.

USING THE GAVEL:

1. Assume that you are the presiding officer. How would you use to gavel to:
 - A. Open the business meeting?
One tap
 - B. Adjourn the meeting?
One tap
 - C. Announce the passage of a motion by majority vote?
One tap
 - D. Call for orderly procedure?
One tap or a series of taps
 - E. Call meeting to order?
Two taps
 - F. Signal for members to stand?
Three taps

MAIN MOTION:

1. What purpose does the main motion serve in the business proceedings?

The purpose of the main motion is to introduce new business for consideration by the club.

2. Is a main motion debatable?

A main motion is always debatable and amendable.

3. What is the purpose of a second to a motion?

A second shows that another member is in favor of presenting the proposed item of business.

4. Does the main motion require a second? Majority vote?

A main motion requires a second and a majority vote is necessary.

5. What is the proper terminology to use in starting a main motion?

The proper terminology to use in starting a main motion is: "I move that..."

LAY ON THE TABLE:

1. What is the purpose of the motion to lay on the table?

The purpose of the motion to lay on the table is to temporarily delay action on an item of business.

2. Is the motion to lay on the table debatable? Amendable?

The motion to lay on the table is undebatable and unamendable.

3. Does the motion to lay on the table require a second?

The motion to lay on the table requires a second.

4. What happens to a pending amendment if the main motion is tabled?

When a main motion is tabled, all amendments and other motion belonging to it are also tabled.

PREVIOUS QUESTION:

1. What is the purpose of the previous question?

The purpose of the previous question is to terminate discussion on the motion or motions before the club and secure an immediate vote.

2. When the previous question is called for without qualifications, to what question does it apply?

If the previous question is called for without qualifications, only the immediately pending question is affected.

3. Is the previous question debatable? Amendable?

The previous question is undebatable and unamendable.

4. What vote is necessary to call the previous question?

A two-thirds vote is necessary to call the previous question.

5. When may a vote on the previous question be reconsidered?

It may be reconsidered before the affirmative vote is taken on the pending question or questions.

REFER TO A COMMITTEE:

1. What is the purpose of referring a motion to a committee?

The purpose of referring a motion to a committee is to place the question temporarily in a committee.

2. What kinds of motions should be referred to committees?

Items of business which cannot be disposed of immediately by the group can be sent to a committee for consideration, further investigation, or to obtain additional information.

3. Is the motion to refer debatable? Amendable?

The motion to refer is debatable and amendable.

4. Does the motion to refer require a second?

The motion to refer requires a second.

5. When a motion is referred to a committee, what happens to amendments that are pending to the main motion?

When a motion is referred to a committee, amendments that are pending to the main motion are also referred.

6. What rules of procedure should be followed by a committee appointed to act?

A special committee of this type should be small and composed of members who are in favor of the job to be done. The committee should report what was done as soon as the duty has been performed.

AMENDMENT:

1. What is the purpose of an amendment?

The purpose of an amendment is to modify the motion that is under consideration.

2. When may an amendment be offered to a motion?

A member may offer an amendment to an amendable motion after the chair states the question and recognizes the member.

3. In what three ways may a motion be amended?

- **By striking out words**
- **By inserting or adding words**
- **By striking out and inserting words or paragraphs**

4. What is the proper terminology to use in stating an amendment?

The proper terminology to use in starting an amendment is: “I move to amend the main motion by...” or “I move to amend the amendment by...”

5. Is the motion to amend debatable? Amendable?

The motion to amend is debatable when the motion to which it applies is debatable; only an amendment of first rank is amendable.

6. Does an amendment require a second? Majority vote?

An amendment requires a second and a majority vote.

7. What requirements must an amendment to a motion meet?

An amendment must be related to the subject of the main motion.

POINT OF ORDER:

1. What is the purpose of rising to a point of order?

The purpose of rising to a point of order is to enforce the rules by calling attention to a violation of the rules or a mistake in procedure.

2. Does a point of order require a second?

A point of order does not require a second.

3. Is a point of order debatable? Amendable?

A point of order is undebatable and unamendable.

4. Is it proper for the chairman to call a member out of order?

The chairman is duty bound to enforce correct rules of procedure and should call members out of order when they are in error.

APPEAL:

1. What is the purpose of an appeal?

The purpose of an appeal is to obtain a decision from the club to a question on which the president has made a decision.

2. What happens if the vote on an appeal results in a tie?

If the vote on an appeal results in a tie, the chair is sustained.

3. Does an appeal require a second? Majority vote?

An appeal requires a second and a majority vote.

4. Is an appeal debatable? Amendable?

An appeal is debatable except in cases where it relates to indecorum (improper conduct), priority of business, or deviation from the rules of speaking. An appeal is unamendable.

5. What is the correct terminology to use when appealing from the decision of the chair?

The correct terminology to use when appealing from the decision of the chair is: “Mr./Madam President, I appeal from the decision of the chair.”

SUSPEND STANDING RULES:

1. What is the purpose of suspending the rules?

The purpose of suspending the rules is to permit the club to do something that cannot be done without violating its standing rules.

2. What vote is required to suspend the rules?

A majority vote is required to suspend the rules.

3. Is the motion to suspend debatable? Amendable?

The motion to suspend is undebatable and unamendable.

DIVISION OF ASSEMBLY:

1. Under what circumstances is a division of the assembly called?

A division of assembly is called when a member believes there has been a mistake in announcing the result of a voice vote. A member can also ask for a recount of votes if the voting is close and there is reason to believe that there has been a mistake in counting.

2. When must one request a division?

One must request a division before another motion is stated.

3. Must a division receive a second?

A division does not require a second.

4. Is a division debatable? Amendable?

A division is undebatable and unamendable .

5. May a division be reconsidered?

A division cannot be reconsidered.

NOMINATIONS AND ELECTIONS:

1. How many nominations can be made?

Nominations may be made by a committee or from the floor by a member. Even when a nominating committee is used, nominations may be made by members when the floor is open for further nominations.

2. What function does the nomination committee serve in the election of officers?

The nominating committee's function is to select best candidates for offices.

3. State the procedure for receiving nominations after the report of the nominating committee has been heard.

Upon hearing the report from the nominating committee, the presiding officer should ask for any further nominations.

4. How may nominations be closed? Re-opened?

Nominations may be closed by a two-thirds vote on the motion to close nominations. Nominations may be reopened by a majority vote on the motion to reopen nominations.

5. Does a nomination require a second?

A second is not required to nominate.

6. In what order are candidates voted upon following their nomination?

Candidates are voted upon in the order in which they were nominated.

7. May a vote on a motion to close nominations be reconsidered?

The vote on a motion to close nominations cannot be reconsidered.

8. State the proper procedure for making a nomination for an office.

- 1. A member rises, obtains the floor from the president, and states, for example, "Mr./Madam President, I wish to nominate John Doe."**
- 2. The president announces the name of the member nominated and asks for additional nominations.**

PARLIAMENTARY INQUIRY:

1. What is the purpose of making a parliamentary inquiry?

The purpose of making a parliamentary inquiry is to permit a member to gain parliamentary information.

2. Is a second required to a parliamentary inquiry? A vote?

A parliamentary inquiry does not require a second; a vote is not required.

3. Is a parliamentary inquiry debatable? Amendable?

A parliamentary inquiry is undebatable and unamendable.

4. Must one receive recognition to make a parliamentary inquiry?

Recognition is not necessary to make a parliamentary inquiry, and the parliamentary inquiry may interrupt a speaker.

LEAVE TO WITHDRAW A MOTION:

1. When may the proposer of a motion withdraw it from the club?

The proposer of a motion may withdraw it from the club before it is stated by the chair.

2. If the proposer of a motion modifies it in any way, may the seconder withdraw his/her second?

If the proposer of a motion modifies it in any way, the seconder may withdraw his/her second.

3. Is a leave to withdraw debatable? Amendable?

A leave to withdraw is undebatable and unamendable.

4. What vote is necessary to permit one to withdraw a motion?

A motion, after having been stated by the president, may be withdrawn by a majority vote of the club.

5. May a motion be withdrawn after voting has commenced?

A motion cannot be withdrawn after voting has commenced.

ADJOURN:

1. In what manner may a meeting be adjourned?

A business meeting may be adjourned as long as another member does not have the floor, voting is not in process or when the main motion to adjourn has just failed.

2. What is the purpose of the motion to adjourn?

The purpose of the motion to adjourn is to terminate (close) the meeting.

3. When may a motion to adjourn be offered?

A motion to adjourn, when unqualified, may be offered at any time other than when the club is voting or verifying the vote unless the vote is by ballot. A motion to adjourn, when qualified, may be offered only when no other motion is before the club.

4. Is the motion to adjourn debatable? Amendable?

The motion to adjourn, when unqualified, is undebatable and unamendable.

ORDERS OF THE DAY, TO CALL FOR:

1. What is the purpose of calling for orders of the day?

The purpose of calling for orders of the day is to demand that the club conform to its order of business or program.

2. Is a second required when someone calls for orders of the day?

A call for orders of the day does not require a second.

3. Is a call for orders of the day debatable? Amendable?

A call for orders of the day is undebatable and unamendable.

4. What vote is required to not return to the regular orders?

A two-thirds negative vote is required to not return to the regular orders.

TAKE FROM THE TABLE:

1. What is the purpose of the motion to take from the table?

The purpose of the motion to take from the table is to again bring a question before the club for further considerations.

2. When may the motion to take from the table be offered?

A motion can be taken from the table if some business has been transacted since it was tabled.

3. Is the motion to take from the table debatable? Amendable?

The motion to take from the table is undebatable and unamendable.

4. Does the motion to take from the table require a second?

The motion to take from the table requires a second.

RECONSIDER:

1. What is the purpose of the motion to reconsider?

The purpose of the motion to reconsider is to permit the reconsidering of a vote previously taken on a motion and to again reconsider the question.

2. Which members are eligible to offer the motion to reconsider?

The motion to reconsider must be made by a member who voted on the prevailing side, unless the vote was a ballot.

3. Is the motion to reconsider debatable? Amendable?

The motion to reconsider is debatable if the question to be reconsidered is debatable. The motion to reconsider is unamendable.

4. Does the motion to reconsider require a second? Majority vote?

The motion to reconsider requires a second and a majority vote

5. What is the correct terminology to use in asking that a motion be reconsidered?

The correct terminology to use in asking that a motion be reconsidered is: "I move to reconsider the vote on the motion that...I voted on the prevailing side."

RESCIND:

1. What is the purpose of the motion to rescind?

The purpose of the motion to rescind is to cancel action taken by the club.

2. What vote is required to rescind an item of business?

A majority vote is required to rescind an item of business if previous notice of the proposed action was given; otherwise, a two-thirds vote is required.

3. Under what condition is it not permissible to rescind an item of business?

It is not permissible to rescind action that cannot be reversed.

COMMITTEES:

1. What are the two classes of committees most frequently used in 4-H clubs?

“Standing Committees” or “Special Committees” are the two classes of committees most frequently used in 4-H clubs.

2. How do parliamentary rules differ in small committee meetings from those in regular club meetings?

Parliamentary rules differ in small committee meetings from those in regular club meetings in the following ways:

- A. It is not necessary for one to rise and address the chair prior to presenting a motion or speaking.
- B. The chairperson does not rise to put the question or leave the chair to speak or present motions.
- C. It is not necessary for one to second motions.

COMMITTEE REPORTS:

1. When a committee report contains recommendations, what deposition should be made of the report?

When a committee report contains recommendations, a motion to “accept the report” should be offered. If the motion passes, the club assumes responsibility for the report.

2. Is a motion to adopt a report necessary when a committee report contains information only?

If a committee report contains information only, it is not necessary to offer a motion to adopt the report.

3. After a committee report has been given should a copy of the report be filed? With whom?

A copy of each committee report should be filed with the secretary.

TREASURER’S REPORT:

1. Is the treasurer’s report acted upon by the club? Why?

A financial report from the treasurer is not acted upon by the club. Such a report is for information only since it will later be checked by an audit committee, which will make a report upon which the club will act.

2. After a treasurer's report has been given, should a copy of the report be filed?
With whom?

After a treasurer's report has been given, copies of the report should be filed with the auditing committee and with the secretary.

3. What major item should be contained in a treasurer's report?

A treasurer's report should contain the following major items:

- 1) **Date of report**
- 2) **Balance on hand at date of last report**
- 3) **Receipts since last report**
- 4) **Disbursements since last report**
- 5) **Present balance**
- 6) **Signature of treasurer**

MINUTES OF THE MEETING:

1. How is the reading of the minutes requested?

The reading of the minutes is usually requested by the president saying: "We will now have the minutes of the previous meeting."

2. Is it necessary for the president to sign the minutes after they have been approved by the 4-H club?

Following the approval of the minutes, they should be signed by the president.

3. What information should be recorded in the minutes of a meeting?

The minutes should show:

- a. **Kind of meeting**
- b. **Date of meeting**
- c. **Place of meeting**
- d. **Who presided**
- e. **Whether the minutes were read and approved**
- f. **The names of members who introduced motions**
- g. **Counted votes should also be recorded**
- h. **What was done at the meeting**
- i. **Time the meeting adjourned**

4. What purpose do the minutes of a meeting serve?

The purpose of the minutes is to report what was done, not what was said at the previous meeting.

5. When a counted voted is called for, what should the minutes show?

The minutes should show the number voting on each side.