



MEETING 1: INTRODUCTIONS & PARLIAMENTARY PROCEDURE

“The lack of understanding about our fundamental government system is a long-term problem that is not good for the United States.” Senator Angela Monson, Oklahoma

Prior to Meeting 1

Following the county promotion of the 4-H Know Your Government program and recruiting of members, pick up a list of participants' names, phone numbers, and e-mail addresses from your County Extension Agent or Program Assistant. Meet with your Extension Agent to discuss selection process and/or expectations for attendance and participation. Arrange location, times, and dates for all four orientation meetings. Consider Internet access so delegates can look up their legislative district information and research for their bills.

- Notify members of the first meeting.
- Review all material in the Coordinator's Packet
- Review all material in the Curriculum Packet, especially Meeting 1

Materials needed:

- Writing utensils
- Internet access for TRAPPED! Video
(<http://www.teachwithtvw.org/?CFID=3755787&CFTOKEN=40924745>)
- Computer with PowerPoint and Projector
- Parliamentary Procedure PowerPoint Presentation (on disc)
- Food and snacks
- Copies of:
 - Full Value Contract (Handout section)
 - Registration materials in Coordinator's Packet (registration form, code of conduct, medical/release form)
 - Tentative Conference Agenda (Handout)
 - TRAPPED! Video Handout (Handout section)
 - Robert's Rules of Order Handout (Handout section)

Objectives of Meeting 1

- ❖ Introductions
- ❖ Overview of Conference in February
- ❖ Hand out registration materials
- ❖ Knowledge of legislative branch and how it interacts with the other branches
- ❖ Observe the legislative process by following a bill
- ❖ Practice parliamentary procedure
- ❖ Knowledge of legislative district and who represents them in Olympia

Meeting 1 Activities

Activity 1: Introductions

Life Skill Objectives: Accepting Differences

~know one's own uniqueness and specialness

~being aware of similarities and difference among people and accepting that they are OK

Have delegates make introductions and say why they are interested in participating in KYG. Take notes so you can work to meet their expectations.

~Icebreaker: **Human Scavenger Hunt** below or one of your own choosing to help youth get to know each other.

~Use the **Full Value Contract** to build community and set the foundation to work together in the coming weeks. We recommend using the **Fist of Five** activity. We will build on the Full Value Community at the Conference in February.

Human Scavenger Hunt:

Break the large group into smaller groups of about six to twelve people each. Have each group stand or sit together in a place that is separate from the other groups but of equal distance from you – the leader that stands in the middle of the room.

Read one item from the list below. The team who sends up a person or group of people to you first that fits the description you have just given earn a point. For example, you might say “two people who have the same middle name” and within each group the members must talk, find out if any two have the same middle name, and then quickly send those people up to you. The first group of people with the same middle name to reach you earns a point for their team. You may give a bonus point for different items if it applies – for instance, if a group has three people with the same middle name they may earn a point for this round even if they were not the first to get to you. The group with the most points at the end of the game wins.

Human Scavenger Hunt List:

- Two people who have the same first and last initial
- The person in your group who was born the farthest away from here
- Two people with the same middle name
- A group of people whose ages add up to 100
- A group of people whose shoe sizes add up to 40
- The person in your group who lives the closest to here
- A group of people who have attended school for a total of 38 years
- Two people with the same birthday (or birthday month)
- A group of people who can spell a word by putting together the first letters of their first names
- A group of three people who all have different colored eyes

Activity 2: Overview of the KYG Conference

Life Skill Objectives: Self Motivation

~inspiring oneself to make the necessary effort-to stimulate to action

~taking initiative

1. Discuss the mission statement of KYG found on the third page of this packet. The focus of this conference is the Legislature. Delegates will have the opportunity to meet others from around the state while participating in a mock legislative session.
2. Hand out registration forms and discuss fundraising ideas. (See supplemental material for ideas)
3. Have them use www.leg.wa.gov/DistrictFinder to find their district, representatives and senator.
4. Tell them when the forms and money need to be returned and remind them that you need them returned promptly because the county 4-H Office must sign them before they are sent to WSU. All the money for your delegation must be submitted at one time.
5. Also discuss the objectives for KYG and this specific conference (found on page 3). Discuss briefly the tentative agenda (handout) and specific session agendas (starting on page 11). Emphasize that they will be role playing and their role may require that they act in a way contrary to their beliefs about a bill or issue. **Delegates who know what to expect at the conference are able to contribute in a more meaningful way.**

Activity 3: Overview of County Orientation Meeting Schedule

Life Skill Objectives: Self Motivation

~inspiring oneself to make the necessary effort-to stimulate to action

~taking initiative

Share times, dates and locations of upcoming orientation meetings. Share with them your county's expectations about attendance. Attendance is extremely important in the preparation of the delegates for the conference. Again, delegates who are prepared are able to contribute in a more meaningful way at the conference.

Activity 4: TRAPPED! Video

Life Skill Objectives: Critical Thinking

~talking things over with oneself in one's mind, deciding what to think or do

~observe the situation carefully- decide if you agree with what is being said or done

EALRs: Communication-1.1 Use listening & observation skills & strategies to focus attention to interpret information.

1.2 Understands, analyzes, synthesizes, or evaluates information from a variety of sources.

Social Studies-1.1 Understand the purposes, organization, and function of governments, laws, and political systems.

1.4 Understand civic involvement.

5.1 Use critical reasoning skills to analyze and evaluate positions.

TVW has produced a video about the animal trapping initiative and how other branches of government have been affected. You will use this video to introduce/review three main topics:

1. Three branches of government,
2. The legislative process, and
3. Roles in the legislative process.

To play the video, go to www.tvw.org and click on "Learn" up top and then "Teach with TVW" right under the top banner. A list of videos will be under "Civic Education Videos" and "Trapped" should be one of them. Watch the video and have the delegates listen for the issue and the two sides of the issue.

After watching the video, pass out the TRAPPED! Video handout. Divide the questions among the delegates or groups of delegates so they can listen for the answers.

While watching the video again, pause it at these intervals and point out the following things:

00:03:05-Signing up to speak at a committee hearing

00:03:27-Meeting with governor's staff and legislators to discuss issue

00:04:00-Five citizens providing anecdotal evidence, these citizens could easily share this information during testimony at a committee hearing

00:14:00-Description of the problem with I-713

00:15:09-Examples of senators making floor speeches

00:15:46-Examples of professional lobbyists testifying at a committee hearing (lobbyists and citizens routinely use written notes while testifying so they can be concise)

00:17:38-Examples of representatives making floor speeches

Reflect: (So What?)

Why is it important to know how the branches of government relate to each other?

Do you think the process has worked in this situation? Why or why not?

What did you notice about the people testifying in committee or the legislators speaking on the floor? Similarities or differences?

Apply: (Now What?)

Why do we have this system of checks and balances?

Do you think you will be able to testify in front of a committee or on the floor? What are your

fears?

Activity 5: Parliamentary Procedure

Life Skill Objectives: Learning to Learn

~understanding the meaning of the information

~being open minded; willing to think about and try new things

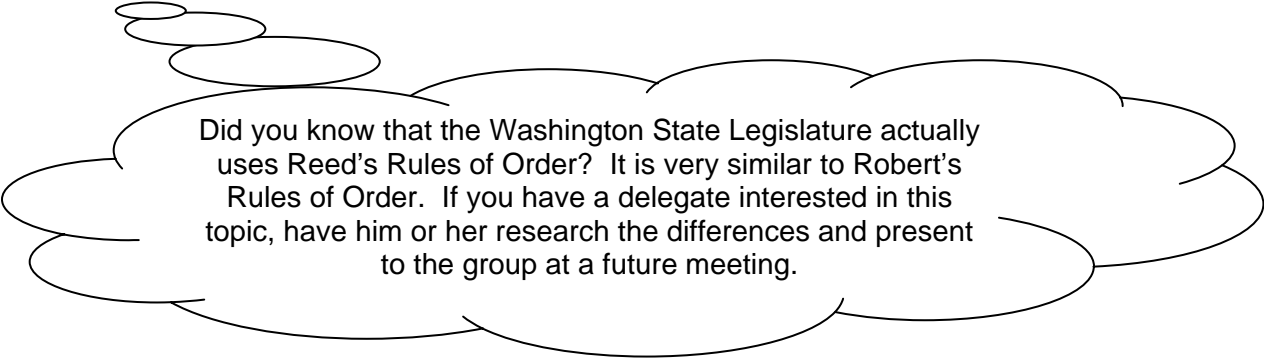
EALRs: Communication-2.1 Use language to interact effectively and responsibly in a multicultural context.

2.2 Use interpersonal skills and strategies in a multicultural context to work collaboratively, solve problems, and perform tasks.

2.3 Use skills and strategies to communicate interculturally.

Hand out the **Robert's Rules of Order** packet to each delegate. Review the packet as a group and then watch the **Parliamentary Procedure PowerPoint video presentation** on the CD provided. The presentation is a series of videos created by the University of Florida. Because it is a PowerPoint presentation, you will need to advance the slide after each video segment and, then, to begin the next segment. If the video does not start up after you insert the CD, open the file using "My Computer." If needed, have a delegate assist you in opening the presentation.

After the video, divide the group into teams and have them answer the questions beginning on page 6 of the packet. Review and encourage the delegates to use the Easy Reference Guide on page 8 during the next activity. As the coordinator, you also have the publication, *Parliamentary Procedure Made Easy (EM4875)*, to use as a reference.



Did you know that the Washington State Legislature actually uses Reed's Rules of Order? It is very similar to Robert's Rules of Order. If you have a delegate interested in this topic, have him or her research the differences and present to the group at a future meeting.

Reflect: (So What?)

Discuss what you like about the parliamentary system. What things would you change and why?

Apply: (Now What?)

Why do you think the Legislature uses parliamentary procedure to run their meetings?

At the end of Meeting 1

- Remind everyone of next meeting
- Remind everyone about fundraising
- Remind delegates to complete their registration forms; have them look up their district, representatives, and senator using the library or www.leg.wa.gov/DistrictFinder/Default.aspx

"The only title in our democracy superior to that of President is the title of citizen."

Justice Louis D. Brandei

Handouts for Meeting 1

Full Value Contract

Building a Full Value Community is a goal of the 4-H Challenge program. A tool to achieve this goal is the “Full Value Contract” where by each group member is valued fully. All contracts have two nonnegotiable points in them:

- “We agree to be emotionally and physically safe,” and
- We agree to respect challenge by choice.

You can present a contract for discussion and acceptance by the group or initiate a discovery process whereby the group creates its own contract. We suggest you utilize the ‘Fist of Five’ contract diagramed below.

When members take ownership in a contract, its value increases greatly. The group’s commitment to a contract also provides you with an additional source for debriefing questions, such as, “How does what just happened fit our Full Value Contract?” It is critical that the group develop a contract that fits individual and collective needs and goals. This can be the glue that holds the group together.

Sample Full Value Contract

One sample contract asks for the following commitments:

1. WORK TOGETHER AS A GROUP. We will work towards our group and individuals goals as a team
2. BE SAFE – PHYSICALLY AND EMOTIONALLY. Be careful of yourself and others, no put-downs. You will be supportive and caring to others.
3. GIVE AND RECEIVE HONEST FEEDBACK. Tell others what you are thinking and feeling in an emotionally safe way. Be willing to listen to what others say to you.
4. HAVE FUN! We all need to play and have fun in a safe manner.
5. GROWTH. By listening, trying new things and working towards goals, you will experience personal and group growth.



All fingers and Thumb: We are a GROUP, with INDIVIDUAL GOALS (thumb), and GROUP GOALS (fingers). Both need to be respected to have the best function of the group.

First Finger: SAFETY FIRST (first finger up), and part of safety is LISTENING (first finger by ear) to leader, each other, and yourself.

Middle Finger: NO DISCOUNTING others (Shield middle finger from OTHERS with opposite hand), nor yourself (shield middle finger from SELF with opposite hand)

Ring Finger: Represents a commitment to SUPPORT each other. One important way to support one another is to be willing to give and receive FEEDBACK, and be willing to change.

Little Finger: Represents TAKING APPROPRIATE RISKS. The little finger is the weakest and could easily be harmed if it was working without the support of the rest.

Shake hands, as if shaking off water. This represents LET IT GO. We can't always solve every problem, not resolve every conflict. We can accept that some things don't reach a conclusion while we are together, and we can decide to move on.

Clap or razz-ma-tazz hands over head. When we keep our commitments to the Full Value Contract, we have plenty of FUN!



Know Your Government 2010: Lobbying for Change *Tentative schedule*

Saturday:

Registration

Welcome/Dinner

Break

Challenge Activity

Session A: Lobbyist 101/Chaperone Meeting and Legislator 101

County Meeting

In your own room

Sunday

Breakfast on your own

Session B: Bill Displays/Scavenger Hunt

Session C: Lobbyist meetings with Conference Legislators

Lunch

Capitol Tours with Scavenger Hunt

Session D: Lobbyist meetings with Conference Legislators

Dinner

Dance & Snacks / Internet Café open

County Meetings

In your own room

Monday

Breakfast on your own

Session E: Committee hearings

Session F: County caucus

Session G: Floor vote

Lunch / Civic organization booths

Walk-Evergreen Parkway

Session H: Committee hearings

Session I: County caucus

Session J: Floor vote

Session K: Conference committee

County night out

Entertainment

County Meetings

In your own room

Tuesday

Legislative Breakfast

Slideshow

Appointments with legislators

Home

TRAPPED! Video Handout

What is the issue?

- Arguments For:

- Arguments Against:

What was the problem the initiative was trying to solve?

What was the problem the bill (Senate Bill 5179) was trying to solve?

	Person	Description	For or Against SB 5179? Why?
1.	Susan Appel		
2.	Jasmin Baker		
3.	Ron Shultz		
4.	Mike Cooper		
5.	Hans Dunshee		
6.	Fred Bauret		
7.	Officer Joe Hunt		
8.	Mark Skatrud		
9.	Sandra Romero		
10.	Jim Buck		
11.	Ed Owens		
12.	Bob Oke		
13.	Adam Klein		
14.	Don Jacobs		
15.	Katherine Bragdon		

What are the three branches of government and their duties as it pertains to the law?

How were each of the branches involved in this issue?

TRAPPED! Video Handout Answers (DO NOT HANDOUT!)

What is the issue? Initiative 713 “banned the use of body-gripping traps to catch animals without a special permit and prohibited the sale of fur.”

- **Arguments For:** Prohibiting the sale of fur takes away the incentive to increase trapping, body-gripping traps may catch and kill more animals than they were intended to trap
- **Arguments Against:** Landowners no longer have the right to protect themselves or their animals from predators

What was the problem the initiative was trying to solve?

Killing animals in order to sell their fur

What was the problem the bill (Senate Bill 5179) in 2004 was trying to solve? Allowing landowners to use body-gripping traps to catch threats to their herds/flocks (coyotes, wolves, etc) or small animals (moles, mice, etc).

	Person	Description	For or Against SB 5179? Why?
1.	Susan Appel	Student, Colfax	
2.	Jasmin Baker	Student, Redmond	
3.	Ron Shultz	Gov. Policy Advisor	
4.	Mike Cooper	State Representative	
5.	Hans Dunshee	State Representative	
6.	Fred Bauret	Rancher	
7.	Officer Joe Hunt	Pierce Co. Animal Control	
8.	Mark Skatrud	NW Ecosystem Alliance	
9.	Sandra Romero	State Representative	
10.	Jim Buck	State Representative	
11.	Ed Owens	Citizens for Responsible Wildlife Management	
12.	Bob Oke	State Senator	
13.	Adam Klein	State Senator	
14.	Don Jacobs	Professional Lobbyist for WA State Farm Bureau	
15.	Katherine Bragdon	Professional Lobbyist for Humane Society of the US	

What are the three branches of government and their duties as it pertains to the law?

Some possible answers:

- The Legislative branch makes the laws, sets the budgets and policies for new laws, appropriates money to pay for the implementation of the law.
- The Executive branch has veto power and carries out and enforces the laws.
- The Judicial branch interprets the laws if there is a challenge against them and enforces the laws through jail and fines.

Explain that the conference will be concentrating on the Legislative branch but it is important to understand how the other branches are involved.

How were each of the branches involved in this issue?

Legislative: Wrote bills to change the law (the Revised Code of Washington-RCW) created by the initiative.

Executive:

- Attorney General wrote opinion that law pertained to mole and mice traps;
- Governor vetoed Senate Bill (SB) 5179 and instructed law enforcement to follow the intent of the law not necessarily the exact language (which meant enforcing the law when people illegally trapped animals to sell their furs and not enforcing the law when people illegally trapped moles and mice);
- State agency staff write rules (Washington Administrative Code-WAC) in order to implement the law, since RCWs are generally more broad. The law talked about body-gripping traps and the WAC likely refers to a specific definition of body-gripping traps. This was not referred to in the video but is an important part of new laws. State agency staff interpretation of laws is an important part of the implementation process.

Judicial: Supreme Court ruled that the initiative did not violate the state constitution.

ROBERT'S RULES OF ORDER

A BRIEF HISTORY

The first edition of Robert's Rules of Order was published 124 years ago by Henry M. Robert. Robert was an Engineering Officer in the U.S. Army and had a keen interest in parliamentary law. His friends knew that he was very interested in this, and so one day, a social group that Robert belonged to asked him to preside over the meeting. Because Robert did not actually know much about parliamentary procedure, he was incredibly embarrassed. Therefore, he set out to learn the different aspects of parliamentary procedure so that he would be prepared if he was ever asked to preside at a meeting again.

As Robert was researching the different methods that applied to parliamentary law, he found it to be convoluted and confusing. Therefore, he wrote a pamphlet of parliamentary procedure, which the organizations that he belonged to adopted.

However, Robert soon realized that there was a need for new parliamentary procedure that was "based upon Congress and adaptable to everyday society." At the end of 1875, Robert had finished a 176-page manual that gave procedures and guidelines for conduction of meetings in a parliamentary fashion. The editor was so convinced that the book would not sell he made Robert pay for the binding. 4000 copies were printed and they sold out in two weeks. The 2nd Edition of Robert's Rules of Order was started shortly after that.

Today, Robert's Rules of Order, Newly Revised, is still the authoritative source for parliamentary procedure and used by thousands of organizations across the world. The latest edition, printed in 1990, was the 9th edition.

The Basics:

A. The Agenda

The agenda is the skeleton of any meeting. It serves two important purposes: first, it allows the organization to stay focused on the business at hand. Below are the different parts of a typical agenda:

I. Call to order

This is done by the Chair (Presiding Officer) at the beginning of the meeting. This signifies the “official” start of the meeting. The chair will usually say something to the “effect” of, “this meeting will come to order.”

II. Roll Call

The Secretary or Records Officer of an organization usually performs this duty. The Roll Call is where the Records Officer verbally takes attendance from the voting members of the organization. This is very important so that it can be determined that the minimum number of voting members is present to conduct business. This is called a *quorum*.

III. Minutes from Previous Meeting

The Records Officer will usually distribute printed copies of the minutes to the members. At this time, the Chair may accept corrections or additions to the minutes, in motion form.

IV. Committee/Officer Reports

This is where any standing committees or officers can give reports on items that they have been working on that are of importance to the members. No discussion is allowed at this time, the reports are strictly informational.

V. Unfinished (Old) Business

Unfinished business is where any issues that were left from the previous meeting are dealt with. All business from previous meetings must be dealt with before beginning New Business. These items of business are generally motions that were not disposed of before.

VI. New Business

New Business consists of action items that members of the organization want the group as a whole to consider. These are almost always in motion form, asking for the group to DO something. A member who wants to introduce New Business must first obtain the “floor” which means that he or she has permission to speak given to them by the Chair. New Business includes all aspects of dealing with a motion, from the introduction, to debate, to the final vote.

VII. Announcements

This section of the meeting is generally where members can get up and make non-action item statements. Many times in organizations, different representatives will inform the group what they have been doing that is of interest to the other members. No motions are allowed in this section of the meeting, except for the motion to adjourn.

VIII. Adjournment

This is the final motion of the meeting. Once all business has been taken care of, a member may rise to make the adjournment motion. Or, if there is no more business and nobody is asking for the floor, the Chair may ask if anyone wants to present a motion before the Chair. That is generally a clue that it is time to adjourn the meeting. This motion is non-debatable and must be taken to a vote directly after the second.

Bringing Business to the Floor

In Parliamentary procedure, the only way to get your organization to do anything is to take a vote on something. Before that can happen, you need to bring the idea (motion) to the members so they know what you want to vote on. In order to present such a motion, you need to **obtain the floor**. When it is time for New Business on the agenda, you may want to introduce a motion to the rest of the group. In order to do this; you must have permission from the Chair to speak. This is called **obtaining the floor**. The way you do this is to stand up and address the Chair by saying “Mr., (or Madame) Chair!” Then the Chair of the meeting will recognize you by saying, “The Chair recognizes Jane Doe.” After that, you may proceed with presenting your motion.

How to Make a Motion

This is probably the most confusing part of Robert’s Rules of Order for most people. They are unsure of which motion to use and when to use them.

Different types of Motions

There are four groups of motions. It is important to understand the different types of motions because there is a rank or order of preference that motions follow. In other words, certain motions are considered before others. Knowing the types of motions and the rank that they have will help to make meetings go very smoothly and business to be conducted much more efficiently.

1. Main Motions

The main motion is a motion that brings business before a group of people. Main motions can only be made when no other motion is pending. It ranks lowest in the order of precedence of motions. Main motions are what we would normally think of when we think of motions.

2. **Subsidiary Motions**

Subsidiary Motions assist the group in dealing with a Main motion. This can include disposing of a Main motion or altering it in some way.

Subsidiary Motions rank **third** in the order of preference. Some examples of important Subsidiary Motions are:

Postpone Indefinitely will dispose of the Main motion without bringing it to a direct vote.

Motion to Amend will alter a Main motion's wording to clarify a meaning to make it more passable.

Refer to Committee will refer the current Main motion to a standing committee that can examine the subject further and return to group with results.

Motion to Lay on the Table will set aside the pending Main motion indefinitely unless a majority of the members wish to bring the subject up again.

Move to Previous Question will immediately close debate, prevent any further subsidiary Motions, and bring the pending Main motion to a vote.

3. **Privileged Motions**

Privileged motions are different from the first two classes because they are not usually related to the pending business at hand. However, they have to do with special matters of immediate importance which, without debate, should be allowed to interrupt the consideration of anything else. Privileged motions rank **first** in the order of precedence, with a couple of minor exceptions. Here are some examples of Privileged motions that are useful:

Call for Orders of the Day will force a group that has gotten away from its original agenda to enforce its schedule strictly, unless a 2/3 majority decides to set the agenda aside.

Raise a Question of Privilege is used when a member is being affected by things such as noise, heat, ventilation, guests, etc. The member can then interrupt pending business to take care of the item that is bothering him or her.

Move to Recess can be used to take a short break even when business is pending. In order to use this motion, the maker of the motion must specify a length of time for the recess.

Move to Adjourn is a motion made by a member that will end the meeting immediately. A member can make this motion even if business is still pending, provided that a time for the next meeting has been officially set.

4. **Incidental Motions**

Finally, Incidental Motions are used when members have specific questions about procedure or questions about the voting that has taken place on the pending or main motion. These motions generally must be dealt with immediately, and most are non-debatable. Another difference between Incidental Motions and other motions is that generally members do not have to wait for the Chair to recognize them. Simply standing up and making the motion is legal. Although there are many different Incidental Motions, the ones that are the most frequently used in Political Conventions are outlined below.

Point of Order is used by a member to question whether a breach of parliamentary procedure has occurred. The Chair will rule on this question and the ruling will stand.

Appeal the Decision of the Chair can be used by two members (the maker of the motion and a second) immediately after a Chair's ruling and the Chair is then obligated to submit the question before the group in the form of a vote.

A member who doubts the Chair's ruling in a voice vote uses division of the House. The Chair will then take a standing count of the votes for and against a motion.

Division of the Question is used to separate a main motion into separate parts. The two motions must be able to stand as separate motions. Then each question is considered separately instead of one main motion.

Requests for Inquiries: There are several of these, the most important ones are listed below:

1. *Parliamentary Inquiry* is an inquiry as to the Chair's opinion on a matter of parliamentary procedure.
2. *Point of Information* is an inquiry as to facts affecting the business at hand—always directed to the Chair.

Seconding a Motion

In parliamentary procedure, there is a potential for many frivolous motions. In order to make sure at least one other member wants to discuss a motion, all Main, Subsidiary, and privileged motions require a "second." After someone makes a motion, a different member of the group may just call out "second" or "I second the motion" in order to let the Chair know that there is more than one person interested in debating the topic.

Debating a Motion

After a motion has been moved and seconded, debate starts. There are certain rules of debate that help to keep the debate orderly and quick. Here is a summary of the important rules of debate:

1. The maker of the motion gets the first opportunity to speak about the motion first.
2. After the maker of the motion speaks, the Chair will try to alternate between arguments that support the motion and arguments that oppose the motion.
3. All comments made during debate **MUST** be relevant to the current motion. The Chair has authority to interrupt a speaker and ask them to sit down if they are not being relevant.
4. The Chair will only recognize people who get his/her attention, therefore it is in your best interest to stand up and loudly say "Mr. (or Madame) Chair!"
5. Always remember to speak to the Chair when debating. Never debate another member directly. When speaking about another member's statements, address the member in the third person—pretend you are telling the Chair about what that other person said. (Use "he" or "she" instead of "you").

Voting

After debate has ended, the motion will come up for a vote. The Chair will ask for any further debate, and if there is none, he/she will directly proceed to a vote. Generally, most business is taken care of with a voice vote, where the Chair will ask for the “yeas” and “nays.” Once both have spoken up, the Chair will use his/her judgment to determine which side has a majority. If there is any question on the Chair’s ruling then a member usually calls for a Division of the House, and the vote will be retaken, members will stand instead of using their voices.

In political conventions, when it is time to choose a nominee and adopt a platform, a roll call vote is used. This is a vote where the clerk, secretary, or records officer uses the attendance list and records each person’s vote individually. This is rather time consuming, it is generally used only for important matters such as the two mentioned above.

Points highlighted in red are Parliamentary procedures that should be very familiar to the 4-H KYG participants and ones they can easily use effectively.

Worksheet For Parliamentary Procedure

1. Put this agenda in the correct order:
____ Unfinished Business
____ Announcements
____ Call to Order
____ Minutes
____ Roll Call
____ Adjournment
____ New Business
____ Committee/Officer Reports
2. Why is it important to take Roll Call before conducting any business?
3. What is the first thing you must do if you want to speak before the assembly?
4. Pretend that you want to make a motion that your club has a party. Write down exactly what you would say.
5. Why do we second motions in meetings?
6. Make a motion to allocate \$100.00 from your club budget to buy paint for new club signs.
7. Name 4 rules of debate and tell why each one is important.
8. What is everybody's favorite motion?
9. For each motion listed tell whether it is a Main Motion (M), a Subsidiary Motion (S), a Privileged Motion (P), or an Incidental Motion (I).
 - A. "I move that our club buy a string of party lights."
 - B. "I move that we lay that motion on the table."
 - C. "Point of information, Mr. Chair"
 - D. "I move that we take a 10 minute recess to consider the matter."
 - E. "Point of Personal Privilege, Madame Speaker, it is too noisy in here, and I cannot hear the other members."
 - F. "I move that we postpone this motion indefinitely."
 - G. "I would like to amend the motion to read"
 - H. "I move to adjourn!"

10. Which motion comes first in order of precedence?
- A. Subsidiary
 - B. Main
 - C. Privileged
 - D. Incidental

11. Consider the following Main Motion:
 “Mr. Chair, I move that the KYG Conference be held in Wenatchee, instead of Olympia.”

Now amend the motion to see if it passes, the KYG Conference will be held in Wenatchee every year. Be sure you make a motion to amend the Main Motion.

12. For each of the following items, write in which motion you would use to do the following:

If I wanted to: Then I would:

- A. Ask the chair how to correctly make a motion. _____
- B. Complain about the stuffiness of the room. _____
- C. Change one part of a motion to clarify it. _____
- D. End the meeting. _____
- E. Ask the Chair whether someone is following parliamentary procedure.

- F. Take a short break. _____
- G. End debate and proceed to a vote. _____
- H. Introduce business to the group. _____

Easy Reference Guide for Motions

Motion	Type*	In order when another has the floor?	Requires a second?	Debatable?	Vote Required for Adoption
Main Motion	M	No	Yes	Yes	Majority
Adjourn	P	No	Yes	No	Majority
Amend a Motion	S	No	Yes	Yes	Majority
Refer to Committee	S	No	Yes	Yes	Majority
Division of Assembly	I	Yes	No	No	Demand of Single Member
Division of Question	I	No	Yes	No	Majority
Point of Information	I	Yes	No	No	Not voted upon
Lay on the Table	S	No	Yes	No	Majority
Call for Orders of the Day	P	Yes	No	No	Demand of Single Member
Point of Order	I	Yes	No	No	Ruled upon by the Chair
Parliamentary Inquiry	I	Yes	No	No	Not voted upon; responded to by chair
Postpone Indefinitely	S	No	Yes	Yes	Majority
Move to Previous Question	S	No	Yes	No	2/3 Majority
Question of Privilege	P	Yes	No	No	Ruled upon by Chair
Recess	P	No	Yes	No	Majority
Suspend the Rules	I	No	Yes	No	2/3 Majority

- * M=Main motion
P=Privileged motion
S=Subsidiary motion
I=Incidental motion