

PARLIAMENTARY PROCEDURE LESSON IV

OBJECTIVES/RATIONALE

True understanding of Parliamentary Procedure comes with the implementation. The student will conduct a mock meeting according to guidelines supplied.

TEKS: 121.4 (c)(8)(G)

TAKS ELA 1, 3, 4, 5, 6

KEY POINTS

- I. Review Parliamentary Procedure Lesson #1
- II. Review Parliamentary Procedure lesson #2
- III. Review Parliamentary Procedure Lesson #3

***Instructor's Note:** Use half of the time allowed for planning the meeting. Give the students a definite time frame, or they will use as much as you allow and then some. Then use the second half of the class time for presenting the meeting. Take notes for constructive feedback – have the other students do the same and see what they are able to catch in terms of problems in implementation.*

1. *Select the students you think are strongest for President, Vice President, Secretary, Treasurer*
2. *Divide remainder of class into five groups, according to guidelines provided*
3. *Students are to work in their groups, preparing their material. Requires approximately 20 – 25 minutes.*
4. *Perform the meeting in order given on agenda*
5. *Once meeting is complete, give feedback regarding procedure as necessary, and answer any questions.*

ACTIVITIES

- I. Participate in mock HOSA meeting. (Group Assignment Sheets)

MATERIALS NEEDED

Order of Business for Mock Meeting
Roles for Meeting
Group Assignment Sheets

ASSESSMENT

Group Work Rubric: Assess students as they are preparing by walking around the room and listening into the conversations.

ACCOMMODATIONS

For reinforcement, the student will make flashcards of terms associated with parliamentary procedure.

For enrichment, the student will attend a city council meeting and compare and contrast the use of parliamentary procedure to mock meeting.

REFLECTIONS

GROUP 1

Group to include President, VP, Secretary, and Treasurer

Your responsibility is to

1. Write minutes to the previous meeting
2. Write a Treasurer's report
3. Find out what the third motion is to the president can discuss and the VP assumes the chair

Money brought in:

1. Rummage sale profits - \$145.00
2. Membership dues - \$254.00
3. Candy Fund-raiser - \$1625.00

Expenditures:

1. Payment of entrance fee for rummage sale - \$20.00
2. Payment of National dues - \$150.00
3. Payment for candy - \$812.50

For minutes, include:

1. Meeting occurred one month ago - make up the date
2. Secretary's minutes were read and approved.
3. Motion to participate in rummage sale - state who made motion
4. Motion to have a candy fund-raiser - state who made motion
5. State the treasurer reported that the amount of money in the account was \$2659.37

GROUP 2

To be composed of all students involved in Motion #1 and the person who seconds all of the motions associated with the motion. Made up of four people, one person is to call Division of Assembly.

Your responsibility:

1. Write a main motion about a purchase that the group is to make
2. Write a discussion for the motion or against the motion
3. Write an amendment of the 1st degree

GROUP 3

Made up of all people involved in Motion #2. To include six members - one is to second all motions related to Motion #2.

Your responsibility:

- a. Write a main motion about a fund raiser for the group
- b. Write an amendment of the first degree for the main motion
- c. Write an amendment of the second degree for the amendment of the first degree
- d. Write a discussion for/against the amendment of the second degree
- e. Write another discussion for/against the amendment of the second degree
- f. Sixth person is to second all motions that require a second

GROUP 4

Made up of all involved in the third main motion. Made up of six members.

Your responsibility:

1. Write a main motion for a community service project that the group should be involved with
2. Write a discussion for/against the main motion to be given by the main motion maker
3. Write another discussion for/against the main motion
4. Have a member who will call the Previous Question
5. Include the person to move to postpone indefinitely
6. Sixth person is to second all motions that require a second

GROUP 5

To be comprised of all involved with the fourth main motion. Made up of six members.

Your responsibility:

1. Write a main motion that deals with increasing the membership of the organization
2. Write a discussion that is for/against the main motion
3. Write a motion to commit main motion to a committee
4. Write a discussion that is out of order to the matter at hand
5. Include a person to call Point of Order
6. Sixth person is to second all motions that require a second

ORDER OF BUSINESS FOR MOCK MEETING

Call to Order
Pledge of Allegiance
HOSA Pledge
Secretary's Report
No Corrections or Additions
Approved
Treasurer's Report
No old Business
New Business

Motion #1
Second
Discussion #1
Amendment 1st degree
Second
Discussion #1
Ready for the question
Division of Assembly

Motion #2
Second
Amendment 1st degree
Second
Amendment 2nd degree
Second
Discussion 1 & 2 (Motion #2)
Ready for the Question
Vote (voice)

Motion #3
Second
Discussion from one who made Motion #3
Discussion from Another Person #3
Previous Question #3
No Second
President leaves Chair to discuss motion / VP assumes Chair until the vote is taken
Postpone indefinitely #3
Second
Vote (voice)

Motion #4
Second
Commit or Refer
Second
Discussion by one whom is out of order

Call Out or Order/Point of Order

President responds to Point of Order in favor of person who called Point of Order

Ready for the Question

Vote (voice)

Any More New business - none

Adjourn

ROLES FOR MEETING

President

Vice President

Secretary

Treasurer

Motion #1

4 People to second motions

Discussion #1

Amendment #1 / 1st degree

Discussion of #1 / 1st degree amendment

Division of Assembly person

Motion #2

Amendment 1st degree on motion #2

Amendment of 2nd degree on motion #2

Discussion #1 on motion #2

Discussion #2 on motion #2

Motion #3

Discussion #2 on motion #3

Call for previous Question on #3

Motion to postpone indefinitely on motion #3

Motion #4

Motion to commit or refer

Discussion on motion #4 that is out of order

Person to call Point of Order

UNIT TEST: PARLIAMENTARY PROCEDURE

Name: _____

Short answer: For each of the following write the answer that best completes the statement on your answer sheet.

1. Another name for a paper vote is _____.
2. If someone “moves the previous question” it must be passed with a _____ vote.
3. A _____ vote is taken by calling out people’s names for their vote.
4. _____ is a word that means that motions are considered in order of their importance.
5. A person who makes a motion must speak _____ of the motion.
6. True or False. A person making a motion can vote against their motion.
7. The _____ are a record of the business that is conducted at a meeting.
8. The _____ is a wooden mallet that is used to call a meeting to order.
9. If a secretary’s report has been corrected the chair will say the report was _____.
10. A word meaning you decide to not vote because you neither agree nor oppose an motion is to _____.
11. When discussing, all remarks are directed toward the _____.
12. The secretary’s report is read from the _____.

13. The chair must always _____ the motion after a second and before a vote.
14. –16. Give the three steps to gain the floor.
17. In Parliamentary Procedure a _____ vote is used to pass most motions.
18. When a president wants to know if a vote should be taken he/she can say
“ _____?”
19. A _____ is used to introduce business to the floor.
20. A motion to Move the Previous Question has a classification of _____.
21. A word to agree with a stated motion is _____.
22. A word for Orders of the Day is _____.
23. A permanent committee is a _____ committee.
24. Another name for a special committee is _____.
25. A word meaning to not take sides is _____.
26. A person _____ the floor when he stops speaking and sits down.
27. In Parliamentary Procedure _____ people have equal rights.
28. True or False. The treasurer’s report is approved.
29. An amendment is classified as a _____ motion.

30. An amendment is passed with a _____ vote.
31. This is a counted vote that is called for when a “voice” vote is thought to be inaccurate.
32. A word that means a person wants to pursue a motion is to _____ the motion.
33. Any motion to limit debate must be passed by a _____ vote.
34. A motion to adjourn is classified as a _____ motion.
35. A short intermission in a meeting is a _____.
36. If a discussion is relevant to the question on the floor it is _____.
37. A election between three or more candidates where nobody receives the majority is called a _____.
38. A general rule document that governs an organization is the _____.
39. Specific rules governing an organization are found in the _____.
40. If a member strays from the question on the floor, someone can say _____ _____.
41. The _____ makes decisions in an organization.
42. _____ is another word for vote.
43. Another name for the chair is _____.

44. True or False. A person needs to be recognized and gain the floor in order to second a motion.
45. The number of people needed to conduct business is a _____.
46. The two classifications of amendments to a main motion are the amendments of the _____ and _____.
47. A subsidiary motion has (higher, lower) rank than a main motion.
48. Two classification of motions that have no rank are _____ and _____.
49. The highest ranked classification of motions is the _____.
50. A president who wishes to speak on a motion must _____ the chair.
51. Parliamentary Procedure is based on _____ Parliamentary Law.
52. _____ defined Parliamentary Procedure that we use today.
53. The book that guides Parliamentary Procedure today is _____.
54. The _____ follow any officer reports on the Order of the Day.
55. _____ follows any old business on the Order of the Day.