



Parliamentary Practice for 4-H

Parliamentary Procedure

Parliamentary Practice Problems for Montana 4-H Clubs

Welcome and congratulations! You're getting ready to learn more about conducting organized meetings using the oldest format in democratic society—parliamentary procedure. The rules for parliamentary procedure came about to ensure a consistent process for conducting deliberative meetings.

This guide book of parliamentary practice problems is designed to help you learn how to handle specific motions and procedures. The guide can also be of assistance in preparing for Gavel Games competitions.

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This material was adapted, updated and expanded by Kirk A. Astroth, Montana State University, Extension 4-H Specialist, and Nick Shrauger, Galatin County 4-H Volunteer.

Layout and Design by Suzi Taylor, MSU Communications Services.

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To find answers to specific questions, you can also visit the Robert's Rules of Order web site at: www.robertsrules.com and visit www.parliamentarian.org www.parliamentaryprocedure.org

Why there is Parliamentary Procedure

by Nick Shrauger

Do you remember a time in which you joined a conversation among several people? In that group was an individual or two who seemed to do all of the talking. It was difficult, if not impossible, for you to make a statement, state your ideas or participate in anyway.

Consider what would happen if instead of joining a conversation, you were attending a meeting at which some goal or objective was to be accomplished. How would you feel if you were unable to state your view? Parliamentary procedure makes it possible for you, or anyone else to be heard. Parliamentary procedure is an organized way in which the smallest minority (even just one person) can be heard, while preserving the right of the majority to prevail.

Think of the difficulties of conducting business to arrive at a decision if parliamentary procedure is not used. And think of how short, productive and easy business meetings become when parliamentary procedure is used. It is important for leaders and members alike to know how to conduct business meetings.

What are the rules for Parliamentary Procedure? One of the oldest and most popular set is Robert's Rules of Order. It is the set of rules used by most legislative bodies.

Most of the time meetings are small groups and issues are not contentious. In these cases, only a few simple rules are needed. Often consensus (another method of conducting meetings) can be used to arrive at a decision. But if a decision is to be made on a difficult issue, it becomes necessary to strictly follow Robert's Rules. For this reason it is important that you understand and learn to use Robert's Rules of Order.

Suggested Process for Using Parliamentary Practice Problems

The following suggested outline would enable a club to complete all these problems over a two-year time span. The problems are listed in the approximate order in which they should be taken up by a club. You may want to spend more than one meeting on one of the problems to master it appropriately. New problems should not be taken up until preceding ones are thoroughly mastered.

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TERMS

The House—the club, group or organization.

The Chair—the presiding officer.

Pending—issues or questions before the House.

Majority—more than half the votes cast.

Take precedence over—override and become the last pending question.

Quorum—the number allowed to conduct business.

Ex officio—meaning “by virtue of office.” Usually a non-voting member.

Before the House—being considered by the group.

Session—in conventions, the several meetings in which one continuous routine of business is transacted. In societies, the regular meeting together with its adjourned meetings, or a special meeting with its adjourned meetings.

Common Questions and Answers

Question. In parliamentary usage, what is the first thing to learn?

Answer. To rise and address the Chair to obtain the floor.

Q. How do you address the Chair?

A. Madam or Mr. President, or if not the president, Madam or Mr. Chairman or by his special title if s/he has one.

Q. How does the Chair recognize a member and assign him/her the floor?

A. By calling his/her name. In a 4-H group this is usually the first name of the person.

Q. What is the advantage in obtaining the floor?

A. The Chair is compelled to defend a member in his right to the floor and to state his motion or opinions.

Q. May a member assigned the floor be interrupted?

A. Yes, but only if his procedure is out of order.

Q. What is the correct form of a main motion?

A. “I move that . . .” Do not say, “I move you . . .” or “I make a motion . . .”

Q. What must follow most motions (all main motions)?

A. A second (another endorsement of the item of business).

Q. Should one rise to second a motion?

A. No. In large bodies, however, it may be best to rise and without waiting for recognition, say, “Mr. or Madam President, I second the motion.”

Q. What is a quorum?

A. The number of eligible voting members allowed to conduct business.

Q. Should it be a majority or minority?

A. A minority, usually.

Q. May important business be transacted by a minority quorum?

A. Yes, but it may not be best.

Q. How long may a member of an ordinary society talk?

A. Not longer than 10 minutes nor more than twice to a question and not the second time until all who wish have spoken once.

Q. What should follow the second?

A. The Chair must state the motion. He should not say, "You have heard the motion." The Chair may require any motion to be written.

Q. Why state the motion?

A. Until stated, it does not become the property of the House and may not be debated, amended, or otherwise acted upon.

Q. How does the Chair state a principal motion?

A. "It has been moved and seconded that the society (assembly, club, organization, or convention) . . ."

Q. What is a main or principal motion?

A. One that introduces business.

Q. Are all main motions debatable?

A. Yes.

Q. What should the Chair say after stating the motion?

A. "Is there any discussion?"

Q. Can members be compelled to vote?

A. Only in bodies having great power over the members, as in Congress. This is done by ordering the yeas and nays.

Q. Should the Chair stand to state a question?

A. Yes, she should stand also to put the question to vote.

Q. When does the Chair take the vote?

A. When the organization or club, not some individuals, is ready for it.

Q. What is the best form in taking a vote by acclamation?

A. All in favor say aye; opposed, no. This is called putting the question. Speak both aye and no distinctly.

Q. May the Chair vote?

A. Yes, as shown under duties of the presiding officer.

Order of Business

1. Call to order
2. Opening exercises—pledge, motto, etc.
3. Reading of minutes, corrections if needed, approval of minutes
4. Communications not requiring action (letters of appreciation, etc.)
5. Reports of officers
6. Reports of standing and special committees
7. Unfinished business
 - Motions postponed at the last meeting
 - Motions laid on the table at the last meeting
8. New business as introduced
9. Program
10. Announcements and Notices
11. Adjournment

Parliamentary Practice Problems

As you work in your club on learning parliamentary procedure, you may want to use these practice problems. Have a leader (teen or adult) who will explain the problem. The Leader and her helpers should plan their demonstration before the meeting.

Eight Steps Necessary to Put a Question Before the House

Leader. The eight steps necessary to put a question before the House are:

1. A member rises and addresses the Chair.
2. The member is recognized by the Chair.
3. The member makes the motion.
4. Another member seconds the motion.
5. President states the motion to the group.
6. President calls for discussion.
7. President takes the vote.
8. President states the result—those for, and those against the motion.

Demonstration

With the aid of three members, we will demonstrate the correct motion procedure.

First Helper. (Stand.) Mr. President.

President. John.

First Helper. I move that the Cottonwood 4-H Club conduct a drive to increase our club membership.

President. Is there a second to this motion? (Ask for a second when a motion is not promptly seconded.)

Second Helper. (Do not stand.) I second the motion.

President. The motion before the House is that the Cottonwood 4-H Club conduct a drive to increase our club membership. Is there any discussion?

First Helper. (Stand.) Mr. President.

President. John.

First Helper. I believe it is necessary to make a special effort to see the boys and girls of this community and explain the good things they will receive as 4-H Club members.

Third Helper. (Stand.) Mr. President.

President. Howard.

Third Helper. We have enough members in our club. An increase in numbers of members will bring in boys and girls not especially interested and will make more work for the leaders.

President. Is there any more discussion?

The motion is that the Cottonwood 4-H Club conduct a drive to increase our club membership. All in favor say aye; all opposed, no.

Second Helper. (Stand.) Mr. President.

President. Julie.

Second Helper. I call for a division.

Note: This refers to division of the house and is done when a member is not satisfied with the count when the vote has been taken by voice or hand and wishes the vote to be taken again. The President must take another vote.

President. (A division of the house having been called for, take a standing vote.)

The motion is that the Cottonwood 4-H Club conduct a drive to increase our club membership. All in favor, stand. Be seated. All opposed, stand. Be seated. Fifteen in favor; twelve opposed. The Cottonwood 4-H Club will conduct a drive to increase the membership.

Division of the Question

Leader. The object of the division of the question is to avoid voting on too many independent questions at one time. If a motion when made consists of two or more independent

items of business, connected by conjunctions, it may be best to consider them separately as the club may wish to adopt only part of them. The request for the division of the motion may be made by an individual, or it may be by motion. If an individual makes the request, she would say, "I call for a division of the motion."

If the request is in the form of a motion:

- it is not debatable
- it may be amended
- it requires a majority vote
- it may not be reconsidered.

President. The motion before the club is that the Lucky Leaf 4-H Club accept William Smith as a member and hold a picnic next Saturday afternoon, the boys to supply the food and the girls the transportation, and that the picnic be held at John's at exactly 5:30 p. m.

First Helper. (Stand.) Mr. President.

President. Paul.

First Helper. I request a division of the question.

President. The Secretary will divide the question into independent propositions for action.

NOTE. The original motion to adopt now applies to each part.

Secretary. The motion before the House is that the Lucky Leaf 4-H Club accept William Smith as a member.

First Helper. I second the motion.

President. Is there any discussion?

Second Helper. (Stand.) Mr. President.

President. Jill.

Second Helper. William is a great kid. He will do his best at everything, and I think the club will profit greatly by having him as a member.

President. Is there any further discussion? (Pause.) If not, all in favor of the motion to accept William Smith as a member, stand. Opposed, stand. The vote is favorable and the club accepts William Smith as a member.

NOTE. The secretary then reads the next part and each part is considered as a distinct motion. The separate parts may be amended. See the next problem for this procedure.

Amending the Main Motion

Leader. The object of amending the main motion is to change it and make it more satisfactory to the group.

- It requires a second.
- It is debatable, debate being confined to the amendment.
- It may be amended.
- It requires a majority vote. It may be reconsidered.

President. It has been moved and seconded that the Sunshine 4-H Club buy a used CD player. Is there any discussion?

Second Helper. (Stand.) Mr. President.

President. Francis.

Second Helper. I move to amend the motion by striking out the word "used" and inserting the word "new."

First Helper. I second the amendment.

President. It has been moved and seconded to amend the motion by striking out the word "used" and inserting the word "new." Is there any discussion?

First Helper. (Stand.) I want the club to have a new machine. A used one is not reliable.

President. Is there any more discussion? All in favor of the amendment, stand; opposed, stand. The amendment is carried. The motion now before the club is that the Sunshine 4-H Club buy a NEW CD player. Is there any discussion? (Pause.) All in favor of the motion, stand; opposed, stand. The motion is carried. The Sunshine 4-H Club will buy a new CD player.

Leader. (Discuss this procedure fully.) An amendment may be stated as follows: I move to amend by—

- Inserting the word " _____ " before the word " _____ "
- Striking out the word " _____ "
- Striking out the word " _____ " and inserting " _____ "
- Substituting the motion " _____ " for motion " _____ "

If the amendment carries, the main motion becomes the motion as amended. If lost, the main motion is unaffected.

To Lay on the Table

Leader. The object of the motion "to lay on the table" is to lay aside temporarily the pending business. Making this motion allows the group to put aside a pending question temporarily when something else of immediate urgency has arisen. This motion is commonly misused in many groups in place of the motion to Postpone Indefinitely or to Postpone to a Certain Time. This motion violates the rights of the minority if it is used for any other purpose that stated above. This motion is "out of order" if the intent is to kill or avoid dealing with a question before the group. For these reasons:

- It is not debatable and requires a second.
- It may not be amended.
- It requires a majority vote.
- It may not be reconsidered.

President. The motion before the club is that the Willing Workers 4-H Club buy a dog for use as a mascot. (After heated discussion by two or three helpers, continue.)

First Helper. Mr. President.

President. Helen.

First Helper. I move that the motion be laid on the table.

Second Helper. I second the motion.

President. It has been moved and seconded that the motion be laid on the table. (Take vote.)

Leader. (Discuss this parliamentary problem fully and point out that a question tabled and not taken from the table at the same or the following meeting is lost. Also explain that "tabling" should seldom or never be used by a minority in an effort to defeat a proposition (refer to notes above). Refer to the list of motions that may not be tabled on page 8 and 9.)

To Postpone Indefinitely and Postpone to a Certain Time

Leader. The object of postponing indefinitely is to defer action on a motion. Its adoption kills the main motion (for the duration of the session) and avoids a direct vote on the question. It is useful in disposing of a badly chosen main motion that cannot be either adopted or expressly rejected without possible undesirable consequences. This motion takes precedence over nothing except the main question and is the lowest-ranking subsidiary motion.

- It requires a second and is debatable.
- It cannot be amended.
- It may be reconsidered.
- It is out of order when another has the floor.
- It requires a majority vote.

To postpone to a definite time, however, can be made to put off action on a motion until a more convenient time. This motion can be moved regardless of how much debate has already occurred. A question may be postponed either so that it may be considered at another time or because debate has shown reasons for holding off a decision until later.

- It requires a second and is debatable.
- It is amendable as to the time to which the main motion is to be postponed.
- It may be reconsidered.
- It is out of order when another has the floor.
- It requires a majority vote.

President. It has been moved and seconded that the Happy Hustlers 4-H Club hold their annual picnic at Mr. Smith's home on June 8. Are there any remarks?

First Helper. (Rise.) Mr. President.

President. John.

First Helper. Mr. Smith is sick, so I do not think it advisable to hold a picnic at his home on June 8; therefore, I move to postpone the motion until our regular meeting next month.

Second Helper. I second the motion.

President. The motion before the club is that we postpone the motion that the Happy Hustlers 4-H Club hold their annual picnic at Mr. Smith's home on June 8.

Note: This motion is debatable to a limited extent. When passed it becomes unfinished business for the next meeting.

President. (Take the vote.)

Leader. (Point out that a question may not be postponed to a time beyond the next regular meeting. A motion may not be taken up before the time to which it was postponed except by reconsideration, suspension of the rules, or general consent.)

Point of Order, Adjournment

Leader. The purpose of raising a point of order is to enforce the rules. A person would make this motion to raise a question of propriety in how business is being conducted or if the rules are being violated.

- It does not require a second.
- It is not debatable, except the Chair may seek the advice of the club.
- It may not be amended.
- It requires a majority vote when submitted to the club.
- It may not be reconsidered.

First Helper. (Rise.) Mr. President.

President. Joanne.

First Helper. I move we adjourn.

Second Helper. I second the motion.

Third Helper. (Rise.) Mr. President.

President. Wilbur.

Third Helper. I cannot see the reason for adjournment at this time. Our business is only half finished.

First Helper. (Rise.) Mr. President.

President. John.

First Helper. I rise to a point of order.

President. Please state your point.

First Helper. The motion to adjourn is not debatable and this motion before the club must be voted upon immediately.

President. The point is well taken. It has been moved and seconded that the Galata 4-H Club adjourn. All in favor, stand; opposed, stand. The Galata 4-H Club is adjourned.

Appeal From the Decision of the Chair

Leader. By electing a presiding officer, a group delegates to him or her the authority and duty to make necessary rulings on questions of parliamentary procedure. But any two members have the right to appeal from his decision on such a question.

If the Chair rules unfavorably on a point of order, an appeal may be made from the decision of the Chair if at least two members (one who makes the motion, the other who seconds it) still feels that he is correct. Without waiting to be recognized by the Chairman, the member rises as soon as the decision is made, even though another member has the floor.

- It is debatable.
- It cannot be used on rulings about which there can be only one possible decision.
- It must be made at the time of the ruling in question.
- It must be seconded.
- It cannot be amended.
- It can be reconsidered.

First Helper. Mr. President, I appeal from the decision of the Chair. (The appeal must be seconded.)

Second Helper. I second the appeal.

President. (State clearly the question at issue and reasons for the decision if

necessary.) The question is, "Shall the decision of the Chair be upheld as the judgment of this club?" Those in favor say aye; those opposed, no. The ayes have it and the decision of the Chair is upheld, or, the nays have it and the decision of the Chair is reversed.

Motion to Reconsider

Leader. This motion is a uniquely American motion and enables a majority in a group—within a limited time and without notice—to bring back for further consideration a motion that has already been voted upon. The goal of a motion to reconsider is to bring an item of business back before the group for discussion and another vote. The purpose of reconsidering a vote is to permit correction of hasty, ill-advised, or erroneous action, or to take into account added information or a changed situation that has developed since the original vote on the motion.

- It requires a second.
- It is debatable if the motion to be reconsidered is debatable.
- It may not be amended.
- It requires a majority vote.
- It must be introduced by a member who voted on the winning side.
- It may not be reconsidered.

First Helper. (Rise.) Mr. President.

President. Tom.

First Helper. I move that the Pleasant Valley 4-H Club charge each member dues of \$5.00 for this year.

Second Helper. I second the motion.

President. It has been moved and seconded that the Pleasant Valley 4-H Club charge each member dues of \$5.00 for this year. Is there any discussion?

First Helper. (Discuss the motion.)

President. The motion before the club is that the Pleasant Valley 4-H Club charge each member dues of \$5.00 for this year. All in favor, stand; opposed, stand. Count the vote. Motion carried.

Second Helper. (Rise.) Mr. President.

President. Bobbi.

Second Helper. I move to reconsider the vote taken on the last motion.

President. Did you cast your vote on the side receiving the most votes?

Second Helper. I did.

President. Since you voted on the prevailing side, it is proper for you to make the motion. The motion before the House is to reconsider the motion that the Pleasant Valley 4-H Club charge each member dues of \$5.00 for the club year. Do I hear a second?

Third Helper. I second the motion.

President. The motion is to reconsider the motion that the Pleasant Valley 4-H Club charge each member dues of \$5.00 for the club year. Is there any discussion?

Second Helper. (Discuss reasons for wishing to reconsider.)

NOTE: A simple majority is required to reconsider a motion, regardless of the vote necessary to adopt the motion reconsidered.

President. All in favor of reconsidering the vote on the motion say aye; those opposed, no. The motion to reconsider is carried; therefore the motion that each member pay dues of \$5.00 this year is open for discussion. Will the Secretary please read the motion.

To Take From the Table

Leader. To take from the table is to bring the question before the club again.

- It requires a second. It is not debatable.
- It requires a majority vote.
- It cannot be amended.
- It cannot be reconsidered.

First Helper. (Rise.) Mr. President.

President. Cathy.

First Helper. I move to take from the table the motion that the Full-of-Fun 4-H Club buy a dog for a mascot.

Second Helper. I second the motion.

President. The motion before the club is that we take from the table the motion that the Full-of-Fun 4-H Club buy a dog for a mascot. All in favor, stand; opposed, stand. In favor, 20; opposed, 10. Since the motion to take from the table is carried, the motion before the club now is that the Full-of-Fun 4-H Club buy a dog for a mascot. Is there any discussion?

First Helper. (Stand.) Mr. President.

President. John.

John. (Discuss the motion.)

President. Is there any discussion? (Pause.) The motion before the club is that the Full-of-Fun 4-H Club buy a dog for a mascot. All in favor, stand; opposed, stand. In favor, 5; opposed, 25. The motion is defeated.

Leader. If the motion to take from the table is defeated, it can be put before the same meeting after some other business has been transacted. A question laid on the table must be taken up and disposed of during the next regular meeting; otherwise the motion dies. If the motion to take

from the table carries, the original motion comes back to the club in the form in which it was tabled. The original motion may be debated upon and then put before the House in the regular motion procedure and either passed or voted down.

To Suspend the Rules

Leader. The object of suspending rules is to allow the club to take action that is prohibited by the rules. The rules may be suspended by general consent, but if one member objects, a motion must be made and passed by a two-thirds vote.

- A motion to suspend the rules requires a second.
- It is not debatable.
- It may not be amended.
- It requires a two-thirds vote.
- It may not be reconsidered.

The rules are suspended for a single purpose, as the motion states, and no other business may be transacted under the one suspension.

After the motion to suspend the rules has carried, the member who made the motion has the first right to the floor to make a motion or to discuss it.

The following rules may be suspended:

- To adopt a question without debate.
- To take a question from the table when the motion to do so is not in order (such as when someone has the floor).
- To take up a question before the time to which it has been postponed.
- To make an order of the day a "special order," which means that it is made with the stipulation that any rules interfering with its consideration at a specific time will be suspended.

- To take action contrary to standing rules (such as when the meetings are held, time at which meetings will begin). Standing rules are not bylaws but adopted individually and relate to the administration of a group.

A motion to initiate Tom Brown was laid on the table until the next regular meeting. I wish to take this motion off the table before the scheduled time.

John. (Stand.) Mr. President.

President. John.

John. I move that the rules be suspended in order that the motion that the club initiate Tom Brown be voted on immediately.

Pete. I second the motion.

President. The motion before the club is to suspend the rules in order that the motion to initiate Tom Brown be voted on immediately. All in favor, stand; opposed, stand. Two thirds of those present having voted in favor of the motion, it is carried. Now the motion before the club is to initiate Tom Brown. All in favor say aye; opposed, no.

Leader. (Discuss the purpose and use of this procedure.) The following items cannot be suspended:

1. The Constitution can never be suspended, nor can the Bylaws, unless suspension of the latter is specifically provided for in one of the Bylaws.
2. No rule protecting absentees can be suspended, nor can a rule requiring that a vote be taken by ballot be suspended in order to hasten matters.
3. Nothing that requires previous

notice and a two-thirds vote for its amendment can be suspended by less than a two-thirds vote.

4. No rule can be suspended when the negative vote is as large as the minority protected by the rule.

Quorum

After the secretary calls the roll, the president is notified whether or not a quorum is present. If a quorum is not present, the meeting is adjourned or prevented from transacting official business.

If during an official meeting enough people leave so that a quorum is not present, official business can be transacted. The only way to prevent official business from being transacted under the above conditions is to move for a new roll call. If, after the new roll call, it is found there is not a quorum, the meeting is adjourned.

Constitution and Bylaws

The Constitution usually contains six articles, divided into sections. It sets forth the name and purpose of the organization and determines the membership. It establishes the offices, the method of election, the time of meeting, and the way to amend the Constitution.

See the sample Constitution in the Montana 4-H Club Secretary's Record Book (2FM045S). Study it for points mentioned above.

Permanent changes require previous notice to members and a two-thirds vote. Read and submit any amendment desired at the regular business meeting preceding the one at which it will be voted on.

The Bylaws contain details of organization, such as points relating to membership (honorary and associate),

quorum, time of meeting, nature of program, list of officers, duties of officers, committees, dues, if any, and amendments. An example of club bylaws is also found in the Montana 4-H Club Secretary's Record Book (2FM045S).

Resolutions

Every resolution should be in writing. A resolution is always a main motion. A resolution always begins with the word "Resolved." When a member wishes to present a resolution after obtaining the floor, he says, "I move the adoption of the following resolution."

Reasons for the resolution, if needed, are usually stated in a preamble. Each clause of the preamble constitutes a paragraph beginning with "Whereas." The preamble is always amended last, as changes in the resolution may require changes in the

preamble.

The preamble should never contain a period but each paragraph should close with a comma or semicolon, followed by "and," except the last paragraph which should close with the word "therefore" or "therefore be it resolved. . ."

Sample Resolution

Whereas, we consider the 4-H Club the best organization for all boys and girls; and

Whereas, the membership is not large enough in this community; therefore

Resolved: That it is the opinion of this club that ample opportunity be given for all boys and girls, as well as the parents, in this community to learn about opportunities in the 4-H Club.

Second Year's Program

Election of Officers— Nominations—Voting

Nominations may be made from the floor by members, by a nominating committee, or by ballot. A motion provides the method. Constitutions or Bylaws usually specify conditions relating to nominations.

If nominations have been made by the nominating committee, the presiding officer should ask if there are any other nominations before proceeding to an election. If there is no response, he declares the nominations closed. In large clubs, it is customary to make a motion to close nominations, but until a reasonable time has been given, this motion is not in order. Typically, the president asks for nominations three times before declaring nominations closed.

- The motion to close nominations requires a second.
- it cannot be debated
- it requires a two thirds vote as it deprives members of one of their rights.
- If it is desired to reopen nominations, it may be done by a majority vote. This motion is undebatable.

Nominations need not be seconded

Officers may be elected one at a time or all at one time. If the Bylaws prescribe the method, it must be followed. Electing officers all at one time saves time, but has a serious objection when there is more than one nominee for each office; those not elected for one office cannot be nominated for any other. In small groups it is usually better to elect one officer at a time.

The vote is taken on nominees in the order in which they were nominated.

Nominations—Voting

The nominations are announced by the presiding officer and usually the vote is taken by ballot.

The method of voting may be done according to the wishes of the organization unless the Bylaws specify the method to be followed.

The presiding officer appoints the tellers to collect the ballots and always asks if all members have voted before she directs the count to be made.

Even if there is only one nominee for each office and none is added from the floor, the vote is taken on each office. It is not in order to take a single vote on the group at one time.

The presiding officer always has the privilege to vote by ballot and should vote at the same time as other members. In case of a tie when the vote is taken by show of hands or standing vote, she may vote to break the tie. In no case is he allowed to vote twice—first to make a tie and then to break it.

While it is the duty for every member to vote, a member cannot be compelled to do so unless the Bylaws so state.

In Congress where the public wishes to know how the members voted, the vote is taken by roll call. The presiding officer says: "As many as are in favor of the adoption of this resolution will, as their names are called, answer yes; opposed, answer no."

Parliamentary Practice Problems

The Previous Question

Leader. To stop debate and order an immediate vote on a question, correct procedure is to say, "I move the previous question." This motion, when seconded and carried by a two-thirds vote, forces an immediate vote.

- It requires a second.
- It is not debatable.
- It may not be amended.
- It requires a two-thirds vote to carry.
- It may be reconsidered.

Many club members are under the impression that a motion can be brought to vote when someone in the group calls "Question." Calling "Question" does not bring the motion to vote nor does it stop discussion.

First Helper. (Rise.) Mr. President.

President. Sam.

First Helper. I move that the Silver Creek 4-H Club increase its membership to 100 for the next year.

Second Helper. I second the motion.

Third Helper. (Rise.) Mr. President.

President. Debbie.

Third Helper. I am not in favor of making a wholesale membership drive. Quality is more important than quantity. It is a good idea to increase our membership, and I think we can, but I do not like the idea of a set number.

First Helper. (Rise.) Mr. President.

President. Sam.

First Helper. We will never get any place unless goals are set. Just because a definite number has been set, there is

no reason we need to sacrifice quality. I think Debbie has the wrong viewpoint on this issue.

Second Helper. (Rise.) Mr. President.

President. Everett.

Second Helper. I move the previous question.

First Helper. I second the motion.

President. The previous question has been moved and seconded on the motion that the Silver Creek 4-H Club increase its membership to 100 for the next year. All in favor of ordering the previous question on the stated motion, stand; opposed, stand. As two-thirds have voted in favor of the previous question. It is carried.

The motion before the club is that the Silver Creek 4-H Club increase its membership to 100 for the next year. All in favor, rise; opposed, rise. The motion is carried.

Note: In this motion only the usual majority vote is required.

Leader. (Impress the group with the importance of the motion and the need of cooperation to bring about the desired results.)

To Reconsider and Have Entered on the Minutes

Leader. The procedure to reconsider and have entered on the minutes is used when it is desired to prevent the action on the main motion from becoming final until another meeting or another day. It is to prevent a temporary and unrepresentative majority from carrying out an action that it is believed the majority

will not approve. This is needed in large societies with frequent meetings and small quorums when the attendance in many cases does not exceed 10% of the membership. As the motion to reconsider and have entered on the minutes may be made only by one who voted on the winning side, a member desiring to make the motion should vote with the majority even though opposed to its action, or if he has already voted with the losing side, he may, before the result is announced, change his vote.

Having the motion placed on the minutes gives those who are opposed to the motion a chance to get a large number of their supporters in attendance at the next meeting. It requires a majority vote even when reconsidering a motion that required a two-thirds vote.

First Helper. (Rise.) Mr. President.

President. Walter.

First Helper. I move that the Busy Bees 4-H Club hold a picnic May 3.

Second Helper. I second the motion.

President. It has been moved and seconded that the Busy Bees 4-H Club hold a picnic May 3. Is there any discussion?

Third Helper. (Rise.) Mr. President.

President. Eugene.

Third Helper. It is too early to have picnics. The weather at that time is usually unfavorable and will prevent having a real picnic program.

Second Helper. (Rise.) Mr. President.

President. Bill.

Fourth Helper. There is just a small number present, and I feel an activity

such as a picnic should not be decided this evening.

First Helper. (Rise.) Mr. President.

President. Walter.

First Helper. If the other members do not attend meetings they cannot expect to have much to say about the business of the club. I want a picnic regardless of what the absent members think about it.

Fourth Helper. (Rise.) Mr. President.

President. Bill.

Fourth Helper. It is an injustice to the absent members.

President. Is there any more discussion? Those in favor of the motion, stand; opposed, stand. Motion carried.

Fourth Helper. (Rise.) Mr. President.

President. Bill.

Fourth Helper. I move to reconsider the motion and have it entered on the minutes.

Third Helper. I second the motion.

First Helper. (Rise.) Mr. President.

President. Walter.

First Helper. I rise to a point of order.

President. State your point.

First Helper. Did Bill cast his vote on the losing side?

Fourth Helper. (Rise.) Mr. President.

President. Bill.

Fourth Helper. I cast my vote on the winning side.

President. Bill is in order. The question is to reconsider and have entered on the minutes the motion that the Busy Bees 4-H Club hold a picnic May 3. Is there any discussion? All in favor, stand; opposed, stand. Motion carried. The question will be entered on the minutes to be reconsidered at the next meeting.

Leader. (Discuss the importance of the motion and what future action should be taken.)

To Withdraw a Motion

Leader. The object of withdrawing a motion is to prevent the vote and keep the motion off the records.

- It does not require a second.
- It is not debatable and cannot be amended.
- It requires a majority vote.

Before a motion has been stated by the Chair, its maker may withdraw or change it as suggested. If changed, the second may be withdrawn. The President can offer help to younger members to improve their motions before restating the motion.

After a motion has been stated, it belongs to the assembly. It may then be withdrawn or changed only if there is no objection or if the assembly, by a majority vote, permits it. Any motion may be withdrawn.

First Helper. (Rise.) Mr. President.

President. Mary.

First Helper. I move that the Jolly Jays 4-H Club charge dues of \$3.00 for the coming year.

Second Helper. I second the motion.

President. It has been moved and seconded that the Jolly Jays 4-H Club charge dues of \$3.00 for the coming year.

First Helper. (Rise.) Mr. President.

President. Mary.

First Helper. I wish to withdraw my motion.

Third Helper. (Rise.) Mr. President.

President. Harry.

Third Helper. I object.

President. There is an objection to withdrawing the motion. It shall be put to the vote of the club. All in favor of granting the privilege of withdrawing the motion, stand; opposed, stand. The majority is in favor and the privilege is granted.

Leader. (Make it clear that a motion and all points connected with it may be withdrawn any time before voting on the question is begun.)

To Postpone Indefinitely

Leader. The object of postponing a motion indefinitely is to reject the main motion when the strength of the vote for it is uncertain, and the opposing side wishes to find this out. It also gives a member another chance to talk after he has exhausted his right to debate.

- It requires a second.
- It requires a majority vote.

If the motion to postpone is lost, it may not be renewed or reconsidered, and the main motion comes back to its original form and can be amended and have all other privileges of a main motion. If the postponement is carried, the main motion is rejected for the present meeting unless the vote is reconsidered during the present or next business session.

First Helper. (Rise.) Mr. President.

President. Harold.

First Helper. I move that the Lucky Leaf 4-H Club hold a skating party Friday evening.

Second Helper. I second the motion.

Third Helper. (Rise.) Mr. President.

President. Vernon.

Third Helper. I believe it is a good idea to hold a skating party.

First Helper. (Rise.) Mr. President.

President. Harold.

First Helper. A social time once in a while is necessary for the life of the club, so I hope that everyone will vote for it.

Fourth Helper. (Rise.) I am not in favor of the skating party Friday evening because I will be unable to attend; therefore, Mr. President, I move to postpone the question indefinitely.

Fifth Helper. I second the motion.

President. The motion before the club is to postpone indefinitely the motion that the club hold a skating party Friday evening. Is there any discussion?

First Helper. (Rise.) Mr. President.

President. Harold.

First Helper. I cannot understand why one member should be selfish enough to want the party postponed because he cannot be there.

Fourth Helper. (Rise.) Mr. President.

President. John.

Fourth Helper. I do not wish it understood that it is from a selfish viewpoint that I wish to have the party

postponed, but I think others here feel the same way about it but are cautious about discussing it.

President. All in favor of postponing indefinitely the motion that the club hold a skating party, stand; opposed, stand. Four in favor; six opposed

The motion to postpone indefinitely is defeated. The motion before the club is that we hold a skating party Friday evening. Is there any discussion?

Second Helper. (Rise.) Mr. President.

President. Tom.

Second Helper. I believe that arrangements can be made whereby every member can be present.

President. All in favor, stand; opposed, stand. The motion is carried. We will hold the skating party.

Leader. (Discuss the motion and its importance to the club.)

Objection to the Consideration of the Question

Leader. The purpose of an objection to the consideration of the question is to avoid questions unprofitable and irrelevant.

- It does not require a second. It is not debatable.
- It may not be amended.
- It requires a two-thirds negative vote. It may be reconsidered.

First Helper. (Rise.) Mr. President.

President. Tom.

First Helper. I move that the Happy Hustlers 4-H Club invite the Busy Bee 4-H Club to combine into one club for the next year.

Second Helper. I second the motion.

Third Helper. (Rise.) Mr. President.

President. James.

Third Helper. I object to the consideration of the motion.

First Helper. (Rise.) Mr. President.

President. Tom.

First Helper. I rise to a point of order.

President. State your point.

First Helper. There is a motion before the House.

President. Tom, your point is not well taken. The objection to the consideration is in order. This objection may be raised before there is any debate on the main motion and may be made when another has the floor. It cannot be debated or amended and must be put to a vote immediately. The consideration of the question has been objected to. All in favor of considering the question, stand; opposed, stand.

There being two-thirds opposed, the main motion will not be considered.

NOTE. If the motion had passed, the President would announce, "There being less than two-thirds opposed, the objection is not sustained and the question is before the club."

Leader. (Explain that it was decided by a two-thirds negative vote not to consider the main motion; therefore, the whole matter is dismissed for the present session. The same motion may be introduced at any other meeting. The object of this motion is to avoid any item of business that may be unprofitable or cause dissension in the club. This objection cannot be applied to amendments, bylaws, or reports of committees.)

To Refer to a Committee

Leader. The object of referring to a committee is to commit or recommend to a standing or special committee a question that may be more carefully investigated and put into better shape for the group to consider than can be done in the group itself.

First Helper. (Rise.) Mr. President.

President. Bob.

First Helper. I move that the Willing Workers 4-H Club make arrangements with the Grange to use the Grange Hall as a meeting place.

Second Helper. I second the motion.

President. It has been moved and seconded that the Willing Workers 4-H Club make arrangements with the Grange to use the Grange Hall as a meeting place. Is there any discussion?

Third Helper. (Rise.) Mr. President.

President. Helen.

Third Helper. I believe it is impossible to come to a conclusion on this important motion without further investigation. There may be other places available for meetings. In order that the club may get all the information necessary, I move that the motion be referred to a committee.

President. To what committee shall the motion be referred?

Third Helper. (Rise.) Mr. President.

President. Helen.

Third Helper. I wish to add to my motion the words "of three to be appointed by the President."

President. It has been moved and seconded that the motion before the club

be referred to a committee of three appointed by the President.

Second Helper. I second the motion.

President. Is there any discussion? All in favor, stand; opposed, stand. Motion carried.

Note: By securing the addition to the motion before stating the motion, the President saved extra voting or amendments to this motion.

Leader. (Discuss the importance of this motion and its relationship to the club.)

To Rescind a Motion

Leader. The purpose of the motion to rescind or repeal is not to reconsider the vote upon a motion, but to render ineffective the vote formerly taken on it.

A motion previously made and voted on may be reconsidered the day it was voted on or the following meeting day. After that, the motion to rescind is in order, but a motion to reconsider is out of order.

The motion to rescind may be applied to the vote on all main motions, questions of privileges and appeals. A motion to rescind is not in order if, as a result of a vote, something has been done which cannot be undone, or a resignation has been acted upon, or some member has been elected to or expelled from membership or office, and has been notified of the fact.

If a motion is to be rescinded, notice must be given at a preceding meeting or in the call for the meeting; or if such notice has not been given, a two-thirds vote of those voting or a majority vote of the entire member-

ship is necessary. If notice is given, a regular majority vote is required.

First Helper. (Rise.) Mr. President.

President. John.

First Helper. I move to rescind the motion passed at our last meeting in December by which this organization went on record as being opposed to help furnish a community meeting hall.

Second Helper. I second the motion.

President. It has been moved and seconded that the club rescind the motion passed at our meeting in December by which this organization went on record as being opposed to help furnish a community meeting hall. Will the Secretary please read the motion referred to?

Secretary. (Find and read the motion.)

President. Is there any discussion?

First Helper. I think that people generally are favorable to a community meeting place and that we should be, too.

Second Helper. I believe that since this has become a community project we should help, too.

President. If there is no further discussion, all in favor of the motion to rescind this motion, stand; opposed, stand. Two-thirds of the members present favor rescinding this motion, so the motion is rescinded and should be so marked by the Secretary.

Advanced Parliamentary Practice Problems

Problem 1

This problem includes practice in the use of the previous question on pending amendments, objection to reconsideration of a question, and tabling a motion.

The motion, "I move the previous question," cuts off all debate on both amendments and motion. If a member wishes to order or force a vote on the amendment only, he says, "I move the previous question on the amendment." The vote is taken on the previous question motion. If it carries, the vote is then taken, first on the amendment to the amendment, if there is one, then on the amendment. This leaves the motion in the same position it was before the previous question was ordered.

Helen. (Rise.) Mr. President.

President. Helen.

Helen. I move that all 4-H Club girls wear uniform dresses.

Bill. I second the motion.

NOTE: Amend this motion by inserting "green" after uniform; the amendment to the amendment by inserting "wool" after green.

Grace. (Rise.) Mr. President.

President. Grace.

Grace. I am not in favor of uniform dresses for school.

President. The member is out of order. Remarks should be on the amendment to the amendment limiting the discussion on the material to be used.

Pete. (Rise.) Mr. President, I rise to a parliamentary inquiry.

President. State the inquiry.

Pete. Is it not practically impossible to speak on the amendment without also including the original motion?

President. While amendments are pending, the debate can relate only to the amendment, or it may include the amendment and the motion only so far as a discussion of the amendment involves a discussion of the amendment and the motion.

Grace. I move the previous question on the amendments.

Helen. I second the motion.

President. The previous question has been moved and seconded. This requires a two-thirds vote. All in favor of the previous question, stand; opposed, stand. (Carry this problem through.)

NOTE: Vote on an amendment to the amendment, then the amendment. If the amendment to the amendment carries, but the amendment does not, both amendments are lost.

Since every member has a right to introduce subjects, it has been provided by parliamentary law that when a question unnecessary or improper comes, a member may object to its consideration. This applies only to motions introducing a new subject. Objection must be made after the question has been stated by the Chair, but before debate, amendment, or another motion is introduced. Objection does not require seconding, cannot be debated or amended, and cuts off debate on the question objected to until settled. It requires a two-thirds

vote to carry the objection.

If, however, the question objected to is not seconded, there is no need of voting on the objection, for the "motion is lost for want of a second."

Sometimes it is desirable to put a question aside to be voted on later. To do this a member can "move to lay the question on the table," and it remains there until taken from the table.

The motion to lay on the table applies to nearly all parliamentary questions. The following questions cannot be laid on the table:

- To adjourn
- To fix the time at which to adjourn
- To lay on the table
- Questions as to priority of business
- To take from the table

To lay on the table cannot be amended or debated and requires just a majority vote. When the motion carries, it cannot be reconsidered, but may be taken from the table. When the motion is lost, it may be reconsidered.

When an amendment is tabled, the original question is tabled too.

John. (Rise.) Mr. President.

President. John.

John. I move that all nations disarm as the only means of permanent peace.

Helen. (Rise.) Mr. President.

President. Helen.

Helen. I move to amend the motion by striking out the word "disarm" and inserting "form a World Court."

Bill. I second the motion.

President. (State the question.)

John. (Rise.) Mr. President.

President. John.

John. I move the amendment be laid on the table.

Pete. I second the motion.

President. It is moved and seconded that the amendment be laid on the table.

John. (Rise.) Mr. President.

President. John.

John. I think the amendment should be voted on.

President. John is out of order. The question cannot now be debated as the motion to "lay on the table" is before the club.

John. (Rise.) Mr. President.

President. John.

John. I move to amend the motion to lay on the table by adding the words "until next week."

President. John is out of order. A motion to lay on the table cannot be amended.

NOTE. The club should vote on the question to lay on the table. If it is passed, no further discussion is in order.

Pete. (Rise.) Mr. President.

President. Pete.

Pete. I move to adjourn.

John. (Rise.) Mr. President.

John. I move we lay the motion to adjourn on the table.

President. The motion to adjourn cannot be laid on the table. (Take vote on adjournment.)

Problem 2

In this problem a number of conventional points such as addressing the Chair and being recognized will not be recorded; however, in giving the problem these steps must not be omitted. It is thought by this time the club members are well informed in the rudiments of parliamentary procedure.

Practice is provided in doubting a vote, reconsideration of an amendment, and adjournment.

If any member is not satisfied with the results of a vote, he may at once rise and say, "Mr. President, I call for a division," or "I call for a standing vote." This is done when the voting by acclamation seems close and a member doubts the accuracy of the decision. A standing vote can be counted exactly and is usually more deliberate. The vote should be announced by the Chair, but counted by the secretary who reports to the President.

EXAMPLE: A vote has just been taken on a motion to abolish final examinations from schools.

John. Mr. President, I call for a division.

President. A division has been called for. The motion is that finals, etc.

John. Mr. President, I believe finals are...

President. The member is out of order. No debate can interfere with the verification of a vote. All in favor of the motion, stand; all opposed, stand.

NOTE. If all members have not voted, a member who voted may call for a full standing vote. Then all members are required to vote one way or another.

An amendment voted on and lost cannot be renewed during the same session.

The amendment, voted on and

carried, cannot be changed during the same session.

When a group wishes to change or reverse any action previously taken on an amendment, the usual course is to reconsider the amendment. This is in order only when the motion to be amended is before the house.

Amendments of an original motion are called primary or first-degree amendments.

Amendments to amendments are called secondary amendments. Every amendment of the first degree can be amended.

In order for the amendment to be reconsidered after it is voted on, the original motion must be reconsidered.

EXAMPLE. Use the previous motion that final examinations be abolished from schools. An amendment was suggested and defeated that finals be abolished from *state high* schools.

John. (Starts to discuss subject.)

President. John is out of order. The motion has been voted on and therefore cannot be debated.

Pete. I move to amend the motion by inserting the word "high" before the word "schools" in the original motion.

President. The member is out of order. A motion that has carried cannot be amended unless reconsidered.

John. I move to reconsider the amendment.

President. This motion is out of order. We cannot reconsider an amendment until the original motion is reconsidered.

Pete. I move we reconsider the original motion.

John. I second the motion.

President. (Put motion to reconsider to vote.) Motion carried. The secretary will read the original motion. Is there any discussion?

John. I move we insert the word "high" in the phrase "from schools".

President. This motion is out of order. An amendment lost cannot be renewed during the same session.

Helen. I move to reconsider the amendment.

NOTE. This is in order and discussion may proceed.

A motion to adjourn takes precedence over all other parliamentary questions, but is out of order:

- While another member has the floor.
- When a privileged motion to fix the time to which to adjourn is pending.
- While a motion to reconsider is being made, to be entered on the minutes for future action.
- While verifying a vote.
- While the Chair is stating a question.
- After the motion to adjourn has been lost. It cannot be renewed until after some business or debate has been conducted.

Before moving to adjourn, a member must have recognition from the Chair. The motion must be seconded. It cannot be amended or debated.

Problem 3

This problem includes practice in indefinite postponement and the previous question applied to a motion and its amendments. To postpone indefinitely is in order only when a principal motion or a question of privilege is before the assembly. The motion is debatable and opens the original or main motion to debate. To postpone indefinitely cannot be amended.

This motion can be reconsidered. If

passed, this main motion (unless reconsidered) is put aside for the entire session. If lost, the motion is just as it was.

EXAMPLE. It has been moved that the members of the club shall wear shorts on all hikes or outdoor activities.

John. I move the motion be postponed indefinitely.

Helen. I second the motion.

President. Are you ready for the question?

Pete. I move we amend the motion by striking out the words "postponed indefinitely" and inserting "postponed until two o'clock tomorrow."

President. The motion is out of order as a motion to "postpone indefinitely" cannot be amended.

President. (Allow discussion but watch for a "point of order.")

John. I move the previous question.

President. The previous question has been moved and seconded. This requires a two-thirds vote. All in favor of ordering the previous question on the motion to postpone indefinitely, stand; all opposed, stand.

Helen. I rise to ask a question.

President. State your question.

Helen. As the previous question was not limited by the mover to the motion to postpone, does it not apply to the motion also?

President. If the previous question is ordered while the motion to "postpone indefinitely" is before the assembly, it applies only to that motion.

EXAMPLE. Assume that the motion to postpone is lost, and the question is again before the assembly.

John. I move to amend the motion by inserting the words "if the weather is bad" after outdoor activities.

Pete. Second the motion.

President. (Repeat the motion to amend.)
Are you ready for the question?

Grace. I move the amendment be postponed indefinitely.

President. The motion is out of order.
An amendment cannot be postponed.
Every amendment may be amended.

Amendments of an original motion are called primary or first-degree amendments.

Amendments to amendments are called secondary amendments. Every amendment of the first degree can be amended.

While an amendment to an amendment is before the House, discussion must be confined to it; but may include the amendment and the main motion, so far as a discussion of the amendment involves a discussion of the amendment and the motion. If a motion is made and recorded to amend an amendment, the vote should be put in the following order:

- (1) The amendment to the amendment.
- (2) The amendment as amended.
- (3) The motion as amended.

When the motion to amend the amendment is lost, the vote should be in the following order:

- (1) The amendment to the amendment (lost).
- (2) The amendment as originally stated (lost).

- (3) The original motion.

When a member wishes to get a motion with its amendment and amendment to an amendment out of the way without further debate or amendment, he may do so by moving the previous question unlimited. This forces immediate vote on—

- (1) The amendment to the amendment.
- (2) The amendment or the amendment as amended.
- (3) The original motion or the original motion as amended.

A previous question cannot be moved in such a form as to pass over the amendments and cause an immediate vote on the motion. The amendment to the amendment must be voted on first.

Problem 4

This problem includes practice in the reconsideration of a motion, amending by striking out and inserting, and point of order.

A motion already voted on cannot be amended, discussed, etc., unless again brought before the House. The only way to do this is to reconsider.

When voting is by acclamation, a motion to reconsider must be made by a member who voted on the winning side. Reconsideration is debatable if the original motion is debatable, otherwise not. To reconsider requires a majority vote only.

When a motion to reconsider is carried, the question is brought before the House in the same position it was before it was first voted on.

The motion to reconsider suspends all action regarding the original motion until the motion to reconsider is disposed of.

EXAMPLE. The following motion has been passed by the group: "That cigarettes should not be sold to minors."

Helen. I move to amend the motion by striking out the words "to minors."

President. The Chair rules the motion out of order. The motion cannot be amended unless reconsidered.

John. I move to reconsider the vote.

Grace. I rise to a parliamentary inquiry.

President. State the question.

Grace. May a person who voted in the minority move to reconsider?

President. No. Will John please state which side he voted on?

John. I voted on the negative.

President. Then the motion is out of order.

Bill. I voted in the affirmative, but since there is dissatisfaction, I move to reconsider the motion.

Grace. I second the motion.

President. The motion to reconsider has been moved and seconded. Is there any discussion?

Jim. (Starts to speak against the motion.)

Helen. I rise to ask a question. (Parliamentary inquiry.)

President. State the question.

Helen. Has a member a right to debate the motion while the motion to reconsider is before the assembly?

President. He has, since the motion itself is debatable. (Allow members, to discuss all they wish to, then put motion to vote.) The motion to reconsider the motion just passed is before us. All in favor of reconsideration say aye; all opposed, no. Motion carried. The

question is now before the House that cigarettes should not be sold to minors. It is open to debate, amendment, or vote.

A third form of amendment is striking out a certain word or words, and inserting others in the exact place where the first were struck out.

To "strike out and insert" is one motion and must be debated, amended, or voted on as such. To strike out and insert cannot be divided, and words struck out must be consecutive words. Words inserted also must be consecutive.

EXAMPLE. A motion is made that immigration should be prohibited.

Jim. I move to amend by striking out the word "prohibited" and inserting "regulated by a national board."

It should be possible to carry out the drill on this or any other question in the same manner as in previous lessons. Try to get as many examples of points brought out in former lessons as possible.

A point of order is rather an interesting feature of parliamentary law. It is used to prevent or to rectify a violation of the rules.

A point of order can be raised at any time when business is being considered.

A member can raise a point of order while another has the floor.

Before stating a point of order, a member should rise and say, "Mr. President, I rise to a point of order," without waiting for recognition from the Chair.

A point of order does not require a second, cannot be debated or amended, and must be settled at once. The President may decide the point, refer it to a member, or to a vote of the group. If in doubt, either use parliamentary inquiry, or keep still. Do not use this method too freely. Be sure you are right before you speak.

Rules for Handling Motions*

Types of Motions	Order of handling	Motion in order if another has floor
MAIN MOTION <Motions that bring business before the group>		
To present a proposal of assembly	Cannot be made if any other motion is pending	No
SUBSIDIARY MOTIONS² <Motions which help a group deal with or dispose of a main motion>		
To postpone indefinitely action on a motion	Has precedence over above motion	No
To amend (improve) a main motion	Has precedence over above motions	No
To refer motion to committee (for special consideration)	Has precedence over above motions	No
To postpone definitely (to certain time) action on a motion	Has precedence over above motions	No
To limit discussion to a certain time	Has precedence over above motions	No
To call for vote (to end discussion at once and vote)	Has precedence over above motions	No
To table motion (to lay it aside until later)	Has precedence over above motions	No
INCIDENTAL MOTIONS <Motions that relate to the business pending before a group and deal with questions of procedure>		
To suspend a rule temporarily (e.g., to change order of business)	No definite precedence rule These motions have precedence over motion to which they pertain	No
To close nominations ⁴		No
To reopen nominations		No
To withdraw or modify a motion (to prevent vote or inclusion in minutes) ⁵		Yes
To rise to a point of order (to enforce rules or program) ⁶		Yes
To appeal from decision of the chair (must be made immediately) ⁶		Yes
PRIVILEGED MOTIONS <Motions that have to do with special matters of immediate and overwhelming importance, which without debate, can interrupt the consideration of anything else>		
To call for orders of the day (to keep meeting to program or order of business) ⁶	Has precedence over above motions	Yes
Questions of privilege (to bring up an urgent matter--concerning noise, discomfort, etc.) ³	Has precedence over above motions	Yes
To take a recess	Has precedence over above motions	No
To adjourn	Has precedence over above motions	No
To set next meeting time	Has precedence over above motions	No
UNCLASSIFIED MOTIONS <Motions that do not belong in any category>		
To take motion from table (to bring up tabled motion for consideration) ⁸	Cannot be made if any other motion is pending	No
To reconsider (to bring up discussion and obtain vote on previously decided motion) ⁹		Yes
To rescind (repeal) decision on a motion ¹⁰		No

See footnotes on next page

Rules for Handling Motions*

Must be seconded	Can be discussed	Can be amended	Vote required ¹	Vote can be reconsidered
Yes	Yes	Yes	Majority	Yes
Yes	Yes	No	Majority	Affirmative vote only
Yes	Yes, when motion is debatable	Yes, but only once	Majority	Yes
Yes	Yes	Yes	Majority	Yes
Yes	Yes	Yes	Majority	Yes
Yes	No	Yes	2/3	Yes
Yes	No	No	2/3	Yes
Yes	No	No	Majority	No
Yes	No	No	2/3	No
Yes	No	Yes	2/3	No
Yes	No	Yes	Majority	Negative vote only
Yes	No	No	Majority	Negative vote only
No	No	No	No vote, chairman rules	No
Yes	Yes, when motion is debatable	No	Majority	Yes
No	No	No	No vote required ⁷	No
No	No	No	Majority	No
Yes	Yes, if no motion is pending	Yes	Majority	No
Yes	No	No	Majority	No
Yes	Yes, if no motion is pending	As to time and place	Majority	Yes
Yes	No	No	Majority	No
Yes	Yes, when motion is debatable	No	Majority	No
Yes	Yes, when motion is debatable	Yes	Majority or 2/3	Yes

See footnotes on next page

Appendix

Contest Preamble

4-H offers many opportunities to be involved in educational events and activities. For example, members can choose to be involved in camps, project meetings, club meetings, special interest groups, festivals, fairs and contests. Participation in contests is one way that 4-H members can develop the following life skills:

- Fostering positive self-concept
- Learning decision-making and responsibilities for choices
- Developing an inquiring mind
- Relating to self and others
- Acquiring a concern for communities—local and global

Some 4-H events and activities involve peer competition. Competition is an opportunity for work or performance to be evaluated against the work of others by a designated person who brings his or her own perspective and training to the event.

The results of contests provide a measuring tool to help make improvements in future

endeavors. Contests also designate a higher achievement and lower achievement. It is important for you to recognize this reality before entering a contest. It is also critical that you learn how to gracefully accept winning as well as losing. Both are equally valuable learning experiences.

Everyone who participates in a contest is a winner because you've taken a risk by asking for another person's informed opinion about the quality of your effort. Regardless of the final determination or ribbon placing, those who participate in 4-H contests learn how to find information, organize ideas, put theory into practice, develop skills in communicating, and have fun interacting with other young people, leaders, and adults.

Contests and other competitive events are only one way to evaluate growth and development. There are also many other ways to evaluate progress. 4-H members themselves can continually evaluate their own work. This self-evaluation is a real "learning by doing" process.

Footnotes, Rules for Handing Motions, previous pages

¹A tied vote is always lost except on a motion to appeal from the decision of the chair (see "Incidental Motions") when a tied vote sustains the decision of the chair.

²Subsidiary motions are motions that pertain to a main motion while it is pending.

³Most incidental motions arise out of another question that is pending and must be decided before the question out of which they arise is decided

⁴The chair opens nominations with "Nominations are now in order." Nominations may be made by a nominating committee, by a nominating ballot or from the floor. A member may make a motion to close nominations or the chair may declare nominations closed after assembly has been given a chance to make nominations.

⁵The mover may request to withdraw or modify his motion without consent of anyone before the motion has been put to assembly for consideration. When motion is before the assembly and if there is no objection from anyone in the

assembly, the chairman announces that the motion is withdrawn or modified. If anyone objects, the request is put to a vote.

⁶A member may interrupt the speaker who has the floor to rise to a point or order or appeal, call for orders of the day, or raise a question of privilege.

⁷Orders of the day may be changed by a motion to suspend the rules (See "Incidental Motions.")

⁸Motion can be taken from the table during the meeting when it was tabled or at the next meeting.

⁹Motion to reconsider may be made only by one who voted on the prevailing side. A motion to reconsider must be made during the meeting when it was decided or on the next succeeding day of the same sessions.

¹⁰It is impossible to rescind any action that has been taken as a result of a motion, but the unexecuted part may be rescinded. Notice must be given on a meeting before the vote is taken or if voted on immediately, a 2/3 vote to rescind is necessary.

Gavel Games

Former 4-H members who are now adults have consistently identified their knowledge of parliamentary procedure as one of the lasting skills developed from their 4-H experience. Consequently, this is a skill that we would like to preserve in our 4-H programming.

In the Gavel Games Contest, the contestants are teams of four 4-H members from a club who act as officers for a model 4-H business meeting. In the senior division, these four team members are not told which of the four officers—President, Vice-President, Secretary or Treasurer—they will serve as until they enter the contest room. Consequently, it is important to practice for all four offices.

If a club has five members they may all participate. The individual drawing “alternate” should only participate in the roll call, voting and discussion portions of the team’s presentation. In the intermediate division, a team of five can designate an alternate, before the other four team members draw for office. In the junior division, all offices can be assigned before the competition.

If your club has only six or seven interested members and cannot make two teams, one or two members from another team may be allowed to compete twice so that everyone has an opportunity to compete on a team.

Each team presents a model business meeting starting with the call to order, including reports of officers and committees, unfinished and new business, and ending with adjournment. Teams will be allowed to use only the information sheets listed on the attached page.

Each individual team receives a score on the oral presentation. Conference judging is used to make the contest a more meaningful experience. Teams will receive a written score sheet from the judge after the contest.

Age divisions for the Gavel games contest will be as follows: Junior, ages 9-10; Intermediate, ages 11-13; and Senior, age 14 and older. If a team is comprised of mixed ages, it will be considered in the category of competition which the oldest team member would be categorized.

The gavel is a symbol of authority. The gavel is used by the person presiding to keep the meeting running smoothly and orderly. To use the gavel properly, the presiding officer should stand squarely and firmly on both feet. Her or she should grasp the handle of the gavel firmly and rap table or gavel block authoritatively with well-spaced raps. The gavel is used to:

1. Call the meeting to order—one tap
2. Maintain order—several taps
3. Adjourn the meeting—one tap
4. Signify that motions have either passed or failed—one tap

SCORE CARD - GAVEL GAME

Ranking

Purple _____

Blue _____

Red _____

White _____

NAME OF CLUB: _____

Please check: _____ Senior Team
 _____ Intermediate Team
 _____ Junior Team

Team Members' Names **Age** **Office Held (by drawing)**

_____ (Alternate) _____

I. ORAL PRESENTATION

- A. Overall Presentation
 - a. Pronunciation, Articulation and Volume (20 pts.) _____
 - b. Attitude, Naturalness and Ease of Presentation (20 pts.) _____
 - c. Appearance of Members and Presentation Area (10 pts.) _____

(Sub-Total Possible 50 pts.) _____

- B. Presidents' use of Gavel (5 pts.) _____
- C. Call to Order (5 pts.) _____
- D. Opening Exercise -Pledge or Motto & Roll Call (5 pts.) _____
- E. Reading of the Minutes (5 pts.) _____
- F. Communications (5 pts.) _____
- G. Treasurer's Report (5 pts.) _____
- H. Committee Reports (5 pts.) _____
- I. Program (5 pts.) _____
- J. Announcements (5 pts.) _____
- K. Adjournment (5 pts.) _____

Sub-total: _____
 (Sub-total Possible 50 pts.)

L. Unfinished or New Business (Points determined by Parliamentary Procedure—See Scoring Procedure, below)

Scoring for Parliamentary Procedure

For each required parliamentary procedure problem introduced correctly, 15 points will be awarded.

In the handling of each different parliamentary procedure problem, 5 points will be deducted for each incorrect procedure up to a maximum of 15 points. No points will be earned or lost if a parliamentary procedure problem is introduced in the incorrect manner.

	Done	Needs	Comments	Points
PARLIAMENTARY PROCEDURE:	<u>Correctly</u>	<u>Work</u>		
1. Main Motion _____				
2. Table a Motion _____				
3. Amend a Motion _____				
4. Division of the House _____				
5. Take from the Table _____				
6. Division of the Question _____				
7. Refer to a Committee _____				
8. Rise to a Point of Order _____				
9. Withdraw a Motion _____				
10. Appeal the Decision of Chair _____				
11. Call for Previous Question _____				
12. Rescind a Motion _____				
13. Reconsider a Motion _____				
14. Postpone a Motion Definitely _____				
15. Introduce a Resolution _____				
16. Reconsider & Have Entry in Min. _____				
17. Postpone a Motion Indefinitely _____				
18. Object to Consideration of Question _____				

Quality of Overall Discussion _____ (15 pts)
 Page 2 Sub-Total: _____ (135 pts)
 Page 1 Sub-Total: _____ (100 pts)
Grand Total: _____ (250 pts)

Requirements:

Juniors - Procedures 1-3
 Intermediates - Procedures 1-6
 Seniors - Procedures 1-6 plus an additional three. One of the three will be drawn for on the day of the contest.

Rules Pertaining to the Parliamentary Procedure Contest

- (A) This contest will consist of teams of four (or five with an alternate) 4-H members: the president, the vice-president, program chairman, the secretary and the treasurer. Please refer to the score card for this contest to determine the scoring and point allocation system used.
- (B) The order of business for the oral presentation is as follows:
- 1) Call to order
 - 2) Opening exercise
 - a) pledge or motto
 - b) roll call
 - 3) Reading of minutes, corrections if needed, approval of minutes
 - a) the secretary should announce that there are no minutes due to the fact that this is a special parliamentary procedure presentation
 - 4) Communications not requiring action—letters of appreciation, etc.
 - a) one letter of communication is to be read
 - 5) Report of Officers
 - a) treasurer's report is the only officer's report that is to be given
 - 6) Report of standing or special committees
 - a) only one standing or special committee report is to be given
 - 7) Unfinished business
 - a) motions postponed at the last meeting and motions laid on the table at the last meeting
 - b) the president should ask for unfinished business; however, it is recommended that all parliamentary problems be transacted during new business
 - 8) New business as introduced
 - a) refer to the "Approved list of Parliamentary Procedure Problems for the Parliamentary Procedure Contest"
 - 9) Program
 - a) the program chairman should announce that there is no program due to the fact that this is a special parliamentary procedure presentation
 - 10) Announcements
 - a) one announcement is to be given
 - 11) Adjournment
- (C) Three division levels will be held as follows: Junior, 9-10 years; Intermediate 11-13 years; and Senior, 14 and older. Each division will have a different score with the higher scores in the more advanced divisions.
- (D) The following information sheets are the **only** notes that can be used during the oral presentation of this contest.
- 1) Sheet entitled — Rules Pertaining to the Parliamentary Procedure Contest
 - 2) Sheet entitled — Approved List of Parliamentary Procedure Problems for the 4-H Parliamentary Procedure Contest
 - 3) Secretary's letter of communication
 - 4) Treasurer's written report of the club's financial state
 - 5) Sheet pertaining to the standing or special committee report
- (E) Each team will be allowed a maximum of 20 minutes to give their oral presentation.

Approved list of parliamentary procedure problems for the parliamentary procedure contest

1. Put a motion before the house
2. Lay a motion on the table
3. Amend a motion
4. Call for a division of the house
5. Take a motion from the table
6. Call for a division of the question
7. Refer a motion to a committee
8. Rise to a point of order
9. Withdraw a motion
10. Appeal the decision of the chair
11. Call for the previous question
12. Rescind a motion
13. Reconsider a motion
14. Postpone a motion definitely
15. Introduce a resolution
16. Reconsider and have entered on the minutes
17. Postpone a motion indefinitely
18. Object to the consideration of the question

NOTE: Juniors are required to do the first three problems on the list; intermediates, the first six; and seniors are required to do the first six plus three additional problems, one of which will be drawn for on the day of the contest. Any age level can demonstrate any additional parliamentary skills they so desire.

For questions, refer to The Meeting Will Come to Order (#NCR228) available through your county Extension office.

Intermediate Gavel Game Quiz

Instructions: Fill in the correct response to these questions from the answers listed below. (Some answers can be used more than once.) (2 points each)

- _____ 1. What is the correct form of introducing a main motion?
- _____ 2. What is a quorum?
- _____ 3. Are all main motions debatable?
- _____ 4. Must one rise to second a motion?
- _____ 5. How do you address the Chair?
- _____ 6. What should the Chair say after stating the motion?
- _____ 7. What is the best form in taking a vote by acclamation?
- _____ 8. What is a main or principal motion?
- _____ 9. What must be said following all main motions so that the item of business may be considered?

- A. Rise and say "Madam" or "Mister President".
- B. "All in favor say aye; opposed no."
- C. One that introduces business.
- D. The minimum of members who must be present to transact business.
- E. "I make a motion.."
- F. "I second that."
- G. By calling his/her first name.
- H. "I move that..."
- I. "Is there any discussion?"
- J. Yes
- K. No

Instructions: Draw a line from each pair of words in Column A to the correct description of them in Column B. (1 point each)

Column A

The House
The Chair
The Floor
The Question
The Majority
The Quorum
Ex Officio

Column B

Another term for a motion.
More than half the votes cast.
The organization, the club.
By virtue of or because of an office.
The presiding officer.
Exclusive right to be heard at that time.
Numbers competent to transact business.

Senior Gavel Game Quiz

The following is a list of procedures and requirements. Please mark to the side of the procedures four requirements that must be made to properly use each procedure in a meeting. (1 point per blank)

Procedures:

_____	_____	_____	_____	Amending the Main Motion - To change the motion to make it more satisfactory to the group.
_____	_____	_____	_____	To Reconsider - To bring an item of business back before the group for discussion and another vote.
_____	_____	_____	_____	Point of Order - To enforce the rules.
_____	_____	_____	_____	Division of the Question - To avoid voting on too many questions at one time.
_____	_____	_____	_____	To Take From the Table - To bring the question before the club again.

Requirements:

- | | |
|----------------------------------|-----------------------------------|
| A. It requires a second. | F. It may not be amended. |
| B. It does not require a second. | G. It may be reconsidered. |
| C. It is debatable. | H. It may not be reconsidered. |
| D. It is not debatable. | I. It requires a majority vote. |
| E. It may be amended. | J. It requires a two-thirds vote. |

Instructions: Please arrange the following items in order according to the 4-H Order of Business. Number them I through II. (1 point per blank)

- _____ Program
- _____ Roll Call
- _____ Call to Order
- _____ Unfinished or Old Business
- _____ Adjournment
- _____ Announcements
- _____ Reports of Officers
- _____ New Business
- _____ Communications (no action taken, letters, etc.)
- _____ Reading/Approval of Minutes
- _____ Report of Standing and Special Committees

Senior Gavel Game Quiz - continued

Write "true" in the blank provided if the statement is true; write "false" in the blank provided if the statement is false. (2 points each)

- _____ 1. A member may vote against his/her own motion.
- _____ 2. Under the duties of the presiding officer, the Chair may not vote.
- _____ 3. One must rise and address the Chair to obtain the floor.
- _____ 4. The purpose of the motion to lay on the table is to bring an item of business back before the group for discussion and another vote.
- _____ 5. To move the previous question is to stop debate and order an immediate vote on a question.
- _____ 6. Calling for a division of the house means that a member desires to take a more accurate vote count.
- _____ 7. If a quorum is not present, then the meeting will not be adjourned and official business will be transacted.
- _____ 8. Referring an object to a committee will allow further investigation by a smaller group for the entire group to consider later.
- _____ 9. To rescind or repeal is to reconsider the vote upon a motion, not cancelling the action formerly taken upon it.

Gavel Games Answers

Intermediate Gavel Game Quiz

- H.....1. What is the correct form of introducing a main motion?
D.....2. What is a quorum?
J.....3. Are all main motions debatable?
K.....4. Must one rise to second a motion?
A.....5. How do you address the Chair?
L.....6. What should the Chair say after stating the motion?
B.....7. What is the best form in taking a vote by acclamation?
C.....8. What is a main or principal motion?
F.....9. What must be said following all main motions so that the item of business may be considered?

Column A.....Column B

The House.....The organization, the club.

The Chair.....The presiding officer.

The Floor.....Exclusive right to be heard at that time

The Question.....Another term for a motion.

The Majority.....More than half the votes cast.

The Quorum.....Numbers competent to transact business

Ex Officio.....By virtue of or because of an office

Senior Gavel Game Quiz

Procedures:

A, C, E, I, G Amending the Main Motion - To change the motion to make it more satisfactory to the group.

A, C, F, H, I To Reconsider - To bring an item of business back before the group for discussion and another vote.

B, D, F, H Point of Order - To enforce the rules.

B, D, H, I Division of the Question - To avoid voting on too many questions at one time.

A, D, F, H, I To Take From the Table - To bring the question before the club again.

Arrange in order:

- 9 Program
2 Roll Call
1 Call to Order
7 Unfinished or Old Business
11 Adjournment
10 Announcements
5 Reports of Officers
8 New Business
4 Communications (no action taken, letters, etc.)
3 Reading/Approval of Minutes
6 Report of Standing and Special Committees

Senior Gavel Game Quiz - page 2

False ____ 1. A member may vote against his/her own motion.

False ____ 2. Under the duties of the presiding officer, the Chair may not vote.

True ____ 3. One must rise and address the Chair to obtain the floor.

False ____ 4. The purpose of the motion to lay on the table is to bring an item of business back before the group for discussion and another vote.

False ____ 5. To move the previous question is to stop debate and order an immediate vote on a question.

True ____ 6. Calling for a division of the house means that a member desires to take a more accurate vote count.

False ____ 7. If a quorum is not present, then the meeting will not be adjourned and official business will be transacted.

True ____ 8. Referring an issue to a committee will allow further investigation by a smaller group for the entire group to consider later.

False ____ 9. To rescind or repeal is to reconsider the vote upon a motion, not cancelling the action formerly taken upon it.

4-H and Life Skills Development

Youth development is a process of mental, physical and social growth during which young people prepare to live a productive and satisfying life. Youth development experiences of high quality don't just happen. The best ones are carefully planned (1) to encourage life skill development while delivering subject matter content and (2) to achieve specific outcomes.

A skills is a learned ability to do something well. Life skills are skills that help an individual to be successful in living a productive and fulfilling life. The Targeting Life Skills Model categorizes life skills on the basis of the four "H's" that represent Head, Heart,

Hands and Health. Two general categories of skills are included under each of the four headings:

HEAD: thinking and managing

HEART: relating and caring

HANDS: working and giving

HEALTH: being and living

In each of the general categories, a number of important life skills have been identified as you can tell from looking at the TLS model below.



What is 4-H?

4-H is a part of the Montana State University Extension Service cooperating with the U.S. Department of Agriculture and your local county government. 4-H members are those boys and girls who participate in Extension-sponsored educational programs which are open to all youth regardless of race, creed, color, sex, handicap or national origin.

The goal of Montana 4-H is to educate youth and adults for living in a global and ever-changing world by using the resources of Land-Grant Universities and the U.S. Department of Agriculture.

Montana 4-H uses educational, learning-by-doing projects, club meetings, community service projects, events, and activities for young people and adults as they work toward attaining these five **LIFE SKILLS**:

- Fostering positive self-concept
- Learning decision-making and responsibility for choices
- Developing an inquiring mind
- Relating to self and others
- Acquiring a concern for communities —local and global

The emblem of the 4-H program is a green four-leaf clover with a white “H” in each leaf. The four “H’s” stand for Head, Heart, Hands and Health and represent ways to develop the five life skills.

HEAD: Learning to think, make decisions, understand the “whys,” gain new and valuable insights and knowledge.

HEART: Being concerned with the welfare of others, accepting the responsibilities of citizenship in our local and global communities, determining values and attitudes by which to live and learning how to work with others.

HANDS: Learning new skills, improving skills already developed, instilling pride in work and respect for work accomplished.

HEALTH: Practicing healthful living, protecting the well-being of self and others and making constructive use of leisure time.

This four-fold development is vital to every individual. All four of the “H’s” should be an important part of the goals youngsters identify as they participate in 4-H sponsored programs and educational activities.



The programs of the Montana State University Extension Service are available to all people, regardless of race, creed, color, sex, disability or national origin. Issued in furtherance of cooperative extension work in agriculture and home economics, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Douglas L. Steel, Vice Provost and Director, Extension Service, Montana State University, Bozeman, MT 59717

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