



# lesson plan

## Parliamentary Procedure

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### Student Learning Objective:

Instruction in this lesson should result in students achieving the following objectives:

1. Explain how to plan a meeting and develop the order of business.
2. Explain the parliamentary procedure used in an FCCLA meeting.
3. Demonstrate the use of a main motion and vote.

### List of Resources:

Robert, Henry M., Evans, William J., Honemann, Daniel H., Balch, *Thomas J. Robert's Rules of Order, Newly Revised*. 10th Edition.

### List of Equipment, Tools, Supplies, and Facilities:

- Writing surface
- Gavel
- Handouts (one copy for each student)

### Terms:

The following terms are presented in this lesson (shown in bold italics):

- Agenda
- Amendments
- Gavel
- Incidental
- Main motion
- Meeting
- Motion to adjourn
- Order of business
- Parliamentary Procedure
- Postpone definitely
- Privileged
- Refer to a committee
- Rising vote
- Roll call

Secret ballot

Subsidiary

Unclassified

Voice vote

### Introduction/Interest Approach:

Use an interest approach that will prepare students for the lesson. Teachers often develop approaches for their unique class and student situations. A possible approach is included here.

Have current or past officers come to class and demonstrate a mock meeting using parliamentary procedure. (If you do not have FCCLA members who can do this, ask members of another Career and Technical Student Organization well versed in parliamentary procedure.)

### Summary of Content and Teaching Strategies:

#### OBJECTIVE #1

Explain how to plan a meeting and develop the order of business.

**Anticipated Problem:** How is a meeting planned and the order of business designed?

- I. A **meeting** is a group of people who are gathered for a shared purpose.
  - A. The key to a good chapter meeting is planning.
  - B. Planned meetings have value to all members.
  - C. The main reasons meetings are held are to:
    1. Provide an educational program, including guest speakers.
    2. Carry out the affairs of an organization.
    3. Recognize members for outstanding work.
    4. Announce future events.

5. Organize members into work groups.
  6. Give members a place to develop leadership skills.
- D. Steps to planning a meeting include:
1. Determine the overall purpose of the meeting.
  2. Identify business to be acted on.
  3. Organize an educational program.
  4. Set a date and time for the meeting.
  5. Select a convenient location.
  6. Assign responsibilities to different members.
  7. Develop an order of business
- E. An **order of business** is the plan that lists the events or items in a meeting.
1. Events are listed in sequence in which they occur.
  2. The order of business is sometimes called **agenda** or program.
  3. Common items to include and their sequence are:
    - a. Call to order/ opening ceremony.
    - b. Minutes from the last meeting held.
    - c. Officer reports.
    - d. Special Committee reports.
    - e. Special reports.
    - f. Unfinished business.
    - g. New business.
    - h. Closing ceremony/adjournment.
    - i. Entertainment, recreation, refreshments.

Several techniques can be used to help students master this objective. Use handout “Reasons Meetings are Held” to help explain why meetings are held.

“Steps in Planning a Meeting” may be used to explain the steps in planning the meeting. Use “Order of Business for a Chapter Meeting” to further explain the “order of business” for a chapter meeting. Share some agendas from previous FCCLA meetings with students. Have your FCCLA (or FFA) officers come to class and discuss how they plan their meeting.

## OBJECTIVE # 2

Explain the parliamentary procedure used in an FCCLA meeting.

**Anticipated Problem:** Why do FCCLA members use parliamentary procedure to conduct their meetings?

- II. The key to being involved in FCCLA meetings is to understand parliamentary procedure.
  - A. **Parliamentary procedure** is a certain set of “rules” known as parliamentary law or Robert’s Rules of Order used to maintain order in a meeting.
  - B. The main purposes of parliamentary law are to:
    1. Focus on one item at a time.
    2. Extend courtesy to everyone.
    3. Observe rule of the majority.
    4. Ensure the rights of the minority.
  - C. The **gavel** is the instrument used for maintaining order during a meeting. The gavel is tapped a different number of times to signify:
    1. Single tap—call to be seated.
    2. Two taps—calls meeting to order.
    3. Three taps—calls members to stand during ceremonies.
  - D. The four common voting methods included in FCCLA meetings are:
    1. **Voice vote**—saying “aye” or “no.”
    2. **Raising vote**—standing or show of hands.
    3. **Secret ballot**—written ballot.
    4. **Roll call**—secretary polls members
  - E. The **main motion** is used to obtain group approval for a new project or some other course of action.
    1. “I move that” .....are the three words used to begin a main motion.
    2. Whenever possible, include:
      - a. Who
      - b. What
      - c. When
      - d. Where

3. Should always be stated in the affirmative form (proposing some type of action).
  4. All main motions need a second before they can be voted upon.
- F. There are four motion classifications in parliamentary procedure:
1. **Privileged**—motions not related to the main motion.
  2. **Incidental**—used to provide proper and fair treatment to all members.
  3. **Subsidiary**—motions related to the main motion.
  4. **Unclassified**—motions that bring questions back before the assembly.
- G. **Amendments** are used to change or improve a motion.
1. Three ways to amend a motion include:
    - a. by addition.
    - b. by substituting.
    - c. by striking out.
  2. After an amendment has been offered, it requires a second.
- H. There are several motions that can be used to delay action on the motion under consideration. Two common motions are:
1. To **postpone definitely**—postpone to a specific time.
  2. To **refer to a committee**—refers to a committee for further study.
- I. The **motion to adjourn** is used when it is time to close a meeting.

Use a range of teaching strategies to illustrate parliamentary procedure applications in conducting meetings.

### OBJECTIVE #3

Identify the parts of a main motion ladder.

**Anticipated Problem:** What is included in making a main motion? How is it carried through?

III. There are seven steps to carrying through a main motion.

A. Obtain the floor / **STATING THE MAIN MOTION:**

1. Member should rise
2. Address the chair
3. Wait until the chair recognizes the member

B. Stating the motion:

1. Always start with the phrase: "I MOVE THAT..."
2. Whenever possible, include the following components: Who, What, Where, When
3. Should always be stated in the affirmative form (Proposing some type of action)

C. **SECONDING THE MOTION:**

1. The member proposing the motion may not second it
2. If there is not a second, the chair will ask for a second and then, seeing none, will announce: "The motion is lost for want of a second"

D. Chairperson shall **RESTATE THE MOTION AND DECLARE THE MOTION OPEN FOR DISCUSSION:**

1. "It has been properly moved and seconded that... The floor is now open for discussion."

E. **DISCUSSION:**

1. The member proposing the motion shall have the right to discuss it first.
2. The chairperson should provide every member with the opportunity to discuss the motion.
3. The chairperson should attempt to alternate the discussion between each side of the issue.

F. Chairperson shall **CALL FOR A CLOSE TO THE DISCUSSION:**

1. “ Are you ready for the question ?” or “ Is there any further discussion ?”

G. Chairperson shall **RESTATE THE MOTION AND CALL FOR THE VOTE:**

1. “ All those in favor of the motion that... say AYE.” “All those opposed say NO.”  
or
2. “ The motion before the group is that... all those in favor say AYE, all those opposed say NO”.

H. **ANNOUNCE THE VOTE:**

1. “ The ayes have it, and the motion passes.”
2. “ The no’s have it, and the motion is lost.”

Have students practice conducting a meeting by using the sample agenda and items of new business on the attached handout.

**Review/Summary:**

Use the student learning objectives as the basis for review and summary. Have students explain the content associated with each objective. Use their responses in determining which objectives and concepts need to be re-taught.

**Application:**

Students can apply the content of this lesson in their FCCLA meetings.

**Evaluation:**

Evaluation should be based on student comprehension of the learning objectives. This can occur during instruction, review, or later as students apply the information. The attached sample written test can also be used.

**Answers to Sample Test**

**Part One: Matching**

1. b
2. a
3. c
4. d

**Part Two: Completion**

1. meeting
2. gavel
3. main motion
4. planning
5. agenda
6. parliamentary procedure

**Part Three: Short Answer**

1. voice vote, rising vote, secret ballot, roll call



# Test: Parliamentary Procedure

Name: \_\_\_\_\_

## Part One: Matching

*Instructions:* Match the term with the correct definition.

- a. order of business
- b. privileged
- c. roll call
- d. amendment

- \_\_\_\_\_ 1. Motions not related to the main motion.
- \_\_\_\_\_ 2. Plan that lists the events or items of a meeting.
- \_\_\_\_\_ 3. A vote where the secretary asks each member for their vote.
- \_\_\_\_\_ 4. Motion used to change a motion.

## Part Two: Completion

*Instructions:* Provide the word or words to complete the following statements.

- 1. A \_\_\_\_\_ is a group of people who are gathered for a shared purpose.
- 2. The \_\_\_\_\_ is the instrument used for maintaining order during the meeting.
- 3. A \_\_\_\_\_ is used to obtain group approval for a new project or action.
- 4. The key to running a good chapter meeting is \_\_\_\_\_.
- 5. The order of business is sometimes called an \_\_\_\_\_.
- 6. \_\_\_\_\_ is a certain set of rules used during meetings.

## Part Three: Short Answer

*Instructions:* Provide information to answer the following questions.

- 1. List and explain the four common methods of voting.



# Parliamentary Procedure Basics

## Reasons Meetings are Held

1. To provide an educational program.
2. Carry out business affairs.
3. Recognize members.
4. Announce future events.
5. Organize members into work groups.
6. Give members a place to develop leadership skills.

## Steps in Planning a Meeting

1. Determine the purpose.
2. Identify business to be acted on.
3. Organize an educational program.
4. Set a date and time for the meeting.
5. Select a location.
6. Assign responsibilities to members.
7. Develop an order of business.

## Order of Business for a Chapter Meeting

### Agenda:

1. Call to order—opening ceremony
2. Minutes of the previous meeting
3. Officer reports
4. Standing committee reports
5. Special features
6. Unfinished business
7. New business
8. Closing ceremony
9. Entertainment, recreation, refreshments

## Taps of Gavel

- Single Tap—members are to be seated.
- Two Taps—call meeting to order.
- Three Taps—members stand during ceremonies.

## Methods of Voting

- Voice vote
- Rising vote
- Secret ballot
- Roll call

## Sample FCCLA Meeting Agenda

1. Opening Ceremony
2. Call to Order
3. Reports
  - Officers
  - Standing Committees
  - Special Committees
4. Unfinished Business
5. New Business
6. Closing Ceremony
7. Adjournment

### Items of New Business:

- There is a shortage of funds for some of your members to go to NLC. What can you do to help raise enough money for them to go?
- A number of students have been involved in drinking and driving crashes over the past 5 years. What can your chapter do to address this problem?
- Your chapter has been asked to present the organization, FCCLA, to Kiwanis. How will you prepare this presentation?
- Your chapter received \$150.00 from a local community organization. How will you use this money for a national program idea?
- The middle school has invited your chapter to address the issue of nutrition and wellness. How will you present this topic so that it is appealing to a middle school audience?