# Understanding Parliamentary Procedure through FCCLA Activities

***Educator Know Before You Teach Background Information***

Parliamentary Procedure can seem daunting and overwhelming, but those who know the rules, rule! Please take a moment and read the document “Educators – START HERE” in the FCCLA unit folder. This is an older lesson plan for a former State Adviser that offers great information into the vocabulary and understanding of Parliamentary Procedure.

## Objective:

Students will be able to explain the principles of Robert's Rules of Order and apply them during a hands-on activity to create trail mix, demonstrating their understanding of parliamentary procedure.

## Assessment:

Students will participate in a mock FCCLA meeting where they will use Robert's Rules of Order to make a motion regarding the ingredients of the trail mix. Their ability to follow the steps in parliamentary procedure and effectively contribute to the meeting will measure their mastery of the objective.

## Key Points:

* **Robert's Rules of Order:** Understand the importance of conducting meetings in an orderly manner.
* **4 Basic Ideas of Parliamentary Law:** Courtesy & justice for all, one item of business at a time, the majority must prevail, and the minority must be heard.
* **8 Steps to Action:** Familiarity with the steps to make a motion, including how to rise, speak, and vote.
* **Meeting Agenda Structure:** Recognize the common structure of an FCCLA meeting agenda and its components.
* **Engagement in Group Activities:** Importance of collaboration and respect during group decision-making processes.

## Opening:

* First Five/Bell Ringer: Begin with a question: "What FCCLA competitive events interest you, and why?"
  + Allow students 5 minutes to write down their thoughts.
  + Share responses with a partner to promote discussion.
* Transition into the importance of structured meetings in organizations like FCCLA.

## Introduction to New Material:

* Introduce Robert's Rules of Order and its significance in conducting meetings.
* Discuss the 4 Basic Ideas of Parliamentary Law with examples.
* Explain the 8 Steps to Action using a step-by-step demonstration.
  + Member rises and asks for recognition – Rise and say Mister/Madam Chair
  + President acknowledge speaker – “Chair recognizes Sally”
  + Speaker makes motion – “I MOVE (not I motion) \_\_\_”
  + Another member seconds – “I second”
  + Motion is restated by chair – “It has been moved and seconded that we\_\_\_”
  + Chairperson calls for discussion – “Is there any discussion?”
    - Discussion happens during this time. Person who made the motion has the first opportunity to speak
  + Takes the vote
  + Results are announced
* Outline the typical steps in an FCCLA meeting agenda.
  1. Call to Order
  2. Roll Call
  3. Approval of Minutes
  4. Treasurer’s Report
  5. Committee Reports
  6. Old Business
  7. New Business
  8. Announcements
  9. Adjournment
* **Common Misconception:** Students may believe that anyone can speak at any time during a meeting; clarify the need for permission to maintain order.

## Guided Practice:

* Divide students into small groups and lead the “Human Agenda” activity
  + Have “human agenda” copies facedown on each table
  + When you say “go” the group must give each person one piece of paper and quickly line up in the correct order of a typical business agenda
  + This can be a race OR it can simply be a moment for students to volunteer to come to th front and put themselves in the correct order with the class assisting verbally.
* Once you have led this activity, move to the Chex-Mix activity.

## Independent Practice – Parliamentary Procedure with Chex Mix

* As a class, they will create a chex-mix using Parliamentary Procedure. They will create their trail mix recipe through a structured decision-making process, applying Robert's Rules of Order.
  + Video to help demonstrate the process: <https://youtu.be/Q0_wCdnvauI?si=Zz0Nn3heeLRvPEC_>
* Each student must take on a specific role (e.g., chair, motion maker, secretary) during the meeting.
* Expectations: Respectful participation, following the rules, and clear communication.

## Closing:

* Conduct a reflection session where students share what they learned about parliamentary procedure and how it applies to FCCLA meetings.
* Ask students to name one new thing they learned and one way they can apply it in real life.

## Standards Addressed:

* **FCS National Standard 1.1:** Demonstrate leadership, citizenship, and teamwork skills in school, community, and workplace environments.
* **FCS National Standard 2.3:** Analyze and evaluate the impact of leadership, communication, and collaboration in family, community, and workplace settings.