

Parliamentary Procedure Basics



FFA.OH.3.8

Time Needed:

IA – 10 min (may be longer depending on the video or group demonstration)
Activity 1– 50 min

Materials:

The Official FFA Student Handbook – one copy per student
Video clip (Or utilize members to demonstrate the use of parliamentary procedure.)
Public writing surface
FFA.OH.3.8.AS.A – one copy per student

Objective:

1. Demonstrate proper parliamentary procedure laws when conducting a meeting.

Interest Approach – (short description in italics)

1. Have your officer team deliver a short demonstration or show the students a video clip of individuals utilizing parliamentary procedure to conduct a meeting. *You can find various video samples on YouTube (www.youtube.com) or the Power of Demonstrations DVD available through the National FFA Organization's CORE Catalog.*
2. Ask the students to share what they noticed about the meeting and the interactions between the individuals during the meeting. Record the students' observations on the public writing surface.
3. Ask students to answer the following questions:
 - a. How do the things we noticed about the meeting contribute to the overall success of the meeting?
 - b. How does that success translate to the purpose of us learning parliamentary procedure?

Activity 1 –

1. Prior to practicing parliamentary procedure, ensure that students understand the basics, such as a main motion requires a second motion, and it is debatable, amendable, etc. Have students review the information in *The Official Student Handbook* on pages 50-53 including the Robert's Rules of Order Motions Chart.
2. Brainstorm five creative topics with the class that can be utilized to practice the parliamentary procedure law. Capture these creative topics on a public writing surface so students can easily see the topics. Make sure you label each topic as Topic 1, Topic 2, and so on as the students will need to know which topic corresponds to their roles during each practice activity.
3. Divide the class into groups of five students per group, and assign each student in the group a letter; A, B, C, D, and E.
4. Explain that each student will be assigned a specific role or motion that will correspond to the letter that has been assigned. Each student will be responsible to demonstrate that role or motion during the specific topic that is being discussed. Each student will also be responsible for general discussion on each topic. Every student will have an opportunity to serve as the chairperson during one of the topics as well.
5. Each group will have two minutes to prepare before the start of each topic to collect thoughts, six minutes to perform the assigned motions and discuss each topic, as well as two minutes to debrief the performance during each topic. You may decide to team up two groups and have the students deliver their demonstrations and receive feedback. You may also decide to have all the groups present their demonstrations to the class and provide feedback.
6. Assign the roles/motions for each of the topics to each student. These assignments are already developed and can be found on the handout labeled FFA.OH.3.8.AS.A. Prior to class, cut out the strips for each student based on the topic if you choose to keep the future topic roles and motions a secret. You may choose to just pass out the handout if you do not want to keep the future roles and motions a secret.



7. As students practice, assist them as needed with language (i.e., “I move that...”) and the development of sound arguments as they discuss.
8. After all groups have conducted discussions on all five topics, ask for a group to volunteer to present a topic to the whole class.
9. Following the activity, debrief the activity and ask the students the following questions:
 - a. What did you notice during the demonstration?
 - b. What challenges did you experience during this activity?
 - c. What did you value about using parliamentary procedure for conducting a meeting?

Additional Resources:

FFA.OH.3.8.ASSESS – one copy per student.

FFA.OH.3.8.ASSESS.KEY - one copy per teacher

National FFA Organization’s CORE Catalog – Parliamentary
Procedure Teaching Resources



Topic 1	Student A	Student B	Student C	Students D	Student E
	Adjourn	Previous Question	Limit Debate	Chairperson	Main Motion

Topic 2	Student A	Student B	Student C	Students D	Student E
	Raise a Question of Privilege	Adjourn	Chairperson	Main Motion	Division of a Question

Topic 3	Student A	Student B	Student C	Students D	Student E
	Discharge to a Committee	Chairperson	Main Motion	Object to the Consideration of a Question	Adjourn

Topic 4	Student A	Student B	Student C	Students D	Student E
	Chairperson	Main Motion	Adjourn	Lay on the Table	Point of Information

Topic 5	Student A	Student B	Student C	Students D	Student E
	Main Motion	Point of Order	Amend the Main Motion	Adjourn	Chairperson



Name: _____

Date: _____

Class: _____

Directions: Provide the correct answer for the missing information in the table provided.

	Interrupt	Second	Debate	Amend	Vote	Reconsider
Privilege Motions						
Fix the Time to Which to Adjourn	1.	Yes	No	Yes	Majority	Yes
Adjourn	No	Yes	No	2.	Majority	No
Recess	No	3.	No	Yes	Majority	No
Raise a Question of Privilege	Yes	No	No	No	4.	No
Call for the Orders of the Day	Yes	No	5.	No	No Vote, Demand	No
Subsidiary Motions						
Lay on the Table	No	Yes	No	No	Majority	6.
Previous Question	No	Yes	No	No	7.	Yes
Limit or Extend Limits of Debate	No	Yes	8.	Yes	2/3	Yes
Postpone to a Certain Time (or Definitely)	No	9.	Yes	Yes	Majority	Yes
Commit or Refer	10.	Yes	Yes	Yes	Majority	Yes
Amend	No	Yes	Yes	Yes	11.	Yes
Postpone Indefinitely	No	Yes	Yes	No	Majority	12.
Main Motion						
13.	No	Yes	Yes	Yes	Majority	Yes
Incidental Motions						
Suspend the Rules	No	Yes	No	No	14.	No
15.	No	No	No	No	Majority	Neg. Only
Objection to the Consideration of the a Question	Yes	No	No	No	16.	Neg. Only
Point of Order	Yes	No	No	No	17.	No
18.	Yes	No	No	No	Chair Answers	No
Appeal	Yes	19.	Yes	No	Majority	Yes
Point of Information	Yes	No	No	No	Chair Answers	20.
Division of the Assembly	Yes	No	No	No	21.	No
22.	No	Yes	No	Yes	Majority	No
Motions That Bring a Question Again Before the Assembly						
Reconsider	No	Yes	Yes	23.	Majority	No
Rescind	No	Yes	Yes	Yes	Majority with notice, 2/3, or majority of membership	24.
25.	No	Yes	No	No	Majority	No
Discharge a Committee	No	Yes	Yes	Yes	Majority	26.
Amend Something Previously Adopted	No	Yes	Yes	Yes	27.	Neg. Only



Directions: Provide the correct answer for each of the following questions.

28. What are the four common methods of voting?

a.

b.

c.

d.

29. What does each of the following taps of the gavel signify?

One Tap of the Gavel:

Two Taps of the Gavel:

Three Taps of the Gavel:

Series of Sharp Taps of the Gavel:

30. What are four objectives that are accomplished by utilizing parliamentary procedure?

a.

b.

c.

d.



Name: _____

Date: _____

Class: _____

Directions: Provide the correct answer for the missing information in the table provided.

	Interrupt	Second	Debate	Amend	Vote	Reconsider
Privilege Motions						
Fix the Time to Which to Adjourn	1. No	Yes	No	Yes	Majority	Yes
Adjourn	No	Yes	No	2. No	Majority	No
Recess	No	3. Yes	No	Yes	Majority	No
Raise a Question of Privilege	Yes	No	No	No	4. Chair Grants	No
Call for the Orders of the Day	Yes	No	5. No	No	No Vote, Demand	No
Subsidiary Motions						
Lay on the Table	No	Yes	No	No	Majority	6. Neg. Only
Previous Question	No	Yes	No	No	7. 2/3	Yes
Limit or Extend Limits of Debate	No	Yes	8. No	Yes	2/3	Yes
Postpone to a Certain Time (or Definitely)	No	9. Yes	Yes	Yes	Majority	Yes
Commit or Refer	10. No	Yes	Yes	Yes	Majority	Yes
Amend	No	Yes	Yes	Yes	11. Majority	Yes
Postpone Indefinitely	No	Yes	Yes	No	Majority	12. Affirm. Only
Main Motion						
13. Main Motion	No	Yes	Yes	Yes	Majority	Yes
Incidental Motions						
Suspend the Rules	No	Yes	No	No	14. 2/3	No
15. Withdraw a Motion	No	No	No	No	Majority	Neg. Only
Objection to the Consideration of the a Question	Yes	No	No	No	16. 2/3 Neg.	Neg. Only
Point of Order	Yes	No	No	No	17. Chair Rules	No
18. Parliamentary Inquiry	Yes	No	No	No	Chair Answers	No
Appeal	Yes	19. Yes	Yes	No	Majority	Yes
Point of Information	Yes	No	No	No	Chair Answers	20. No
Division of the Assembly	Yes	No	No	No	21. No Vote, Demand	No
22. Division of the Question	No	Yes	No	Yes	Majority	No
Motions That Bring a Question Again Before the Assembly						
Reconsider	No	Yes	Yes	23. No	Majority	No
Rescind	No	Yes	Yes	Yes	Majority with notice, 2/3, or majority of membership	24. Neg. Only
25. Take from the Table	No	Yes	No	No	Majority	No
Discharge a Committee	No	Yes	Yes	Yes	Majority	26. Yes
Amend Something Previously Adopted	No	Yes	Yes	Yes	27. 2/3	Neg. Only



Directions: Provide the correct answer for each of the following questions.

28. What are the four common methods of voting?

a. Voice Vote

b. Rising Vote

c. Secret Ballot

d. Roll Call

29. What does each of the following taps of the gavel signify?

One Tap of the Gavel:

Follows an announcement or adjournment, completion of a business item or a message to members to be seated following the opening ceremonies

Two Taps of the Gavel:

Calls the meeting to order

Three Taps of the Gavel:

Signal for members to stand during the opening and closing ceremonies

Series of Sharp Taps of the Gavel:

Used to restore order in the meeting room and regain focus of the group's attention

30. What are four objectives that are accomplished by utilizing parliamentary procedure?

a. Focus on one thing at a time

b. Extend courtesy to everyone

c. Observe the rule of the majority

d. Ensure the rights of the minority