



## Let's Make Trail Mix

### Materials Needed:

- Large Bowl
- Large Spoon
- Serving utensils: paper cup, napkins, spoon, etc.
- Ingredients for Trail Mix:
  - Several choices of cereal
  - Raisins
  - Different types of candy
  - Pretzels
  - Peanuts (as long as there are no allergies in your group)
  - Other items as desired
  - Include items that could be questionable in Trail Mix (i.e. gummy worms, etc.)

### Procedure:

1. Display the ingredients at the front of the room. Discuss the importance of using parliamentary procedure in 4-H club business meetings.
2. Explain that by using the process of making Trail Mix, members will learn how to properly and effectively make a motion.
3. As members go through the process of deciding what ingredients they will put in the Trail Mix, they need to correctly make a motion for each ingredient they want to add. Example dialogue below:

Clover Kidd: *Madame/Mr. President.*

President: *President recognizes, Clover.*

Clover Kidd: *I move that we add raisins to our Trail Mix.*

President: *Is there a second?*

Club membership: *\*Someone from the membership can choose to second the motion.*

*Remember: If no one seconds the motion, then it dies for a lack of a second. We will proceed with the idea that someone seconded the motion.\**

President: *It has been properly moved and seconded that we add raisins to our Trail Mix. Clover, seeing that you made the motion, you have first right to debate.*

Clover Kidd: *\*Clover provides their reasons for making this motion.\**

Club membership: *\*Other membership can provide their discussion on the motion.\**

President: *Is there any further discussion? Seeing that there is no further discussion on the topic, we will proceed to vote. All in favor of adding raisins to our Trail Mix, signify by raising your hand. All those opposed, same sign. (\*President will state who won the vote.)*

4. Continue through the proper processes of discussing and taking a vote. This process will occur for each ingredient to be added. 4-H members should be encouraged to make amendments.
5. Once the Trail Mix has been completed, the members can eat the Trail Mix as their meeting snack.

This document is adapted from the University of Nebraska Lincoln Extension document *Teaching Parliamentary Procedure: Let's Make Trail Mix*. All rights reserved.

## Beach Ball Review

### Supplies:

- Beach ball
- Permanent marker
- Self-adhesive labels
- List of questions regarding parliamentary procedure

### Procedure:

1. Write questions on the self-adhesive labels. Use the suggested questions below or make up your own:
  - a. What wording do you begin every motion with? - I move...
  - b. What does every motion require in order to be discussed? - A second
  - c. What is the person who takes minutes of the meeting called? - A secretary
  - d. Can you begin another motion if the first one has not been tabled or voted on? - No
  - e. Can you ask for a vote at any time? - Yes
  - f. How do you ask for a vote at any time? - "I call for question" or simply "Question"
2. After writing your questions on the labels, stick the labels to an inflated beach ball.
3. Place 4-H members in a circle. Have them throw the beach ball around to their peers.
4. Each time someone catches the ball the individual should read the question nearest to their right thumb and answer it.
5. Throw the ball to another person and continue the process.

## Order of Business

### Supplies:

- Large sheets of paper with potential business meeting agenda items wrote on them
  - Call to Order
  - Pledges
  - Roll Call
  - Approval of the Minutes
  - Correspondence
  - Reports from Officers
  - Reports from Committees
  - Unfinished/Old Business
  - New Business
  - Announcements
  - Adjournment
- Space to spread out in a line

### Procedure:

1. Use this activity as an icebreaker at the beginning of the meeting. Upon the arrival of 4-H members, pass out large sheets of paper with the above agenda items written on them to random individuals. Be sure to mix up the order or items when handing them out to challenge members working through the activity.
2. Instruct members with agenda items to work as a team and stand in a line with agenda items in the correct order.
3. When the group believes they are done, discuss with the larger group to see if they are correct. If there is a mistake, have that individual(s) move to the correct location on the 'agenda'.

## **Parli-Pro Definition Bowl**

### **Supplies:**

- One 'flag' (i.e. flag, foam tube, noodle, etc.) for each team to hold up.
- A list of parliamentary procedure terms with definitions for the narrator.
- One to three people (parents, advisors, teen leaders) to act as judges to decide who had their 'flag' up first.
- (Optional) One copy for each team of Robert's Rules of Order: The Modern Edition by Major Henry M. Robert and completely revised by Darwin Patnode, Ph.D.

### **Procedure:**

1. Divide the group up into teams of 3 or 4
2. Give each team a flag - members will rotate the flag after each round
3. Narrator reads a Parli-pro TERM or DEFINITION out loud to the group
4. Teams confer and hold up their flag when they have decided on an answer
5. Judges note which team had their flag up first, second, third, etc.
6. First-up flag bearer gives their team answer; if it is correct, they get the point
7. If the first-up flag team answer is incorrect, the second-up flag team gets to answer, etc.
8. Repeat steps 3-7 until all TERMS or DEFINITIONS listed have been stated by the narrator
9. Teams with 5 correct - green award; 10 correct - bronze award; 15 correct - silver award; 20 correct - gold award. Provide teams with low-cost recognition (optional).
10. (Optional) To make it easier for youth, at the beginning you may wish to provide each team with a copy of Robert's Rules of Order: The Modern Edition

## 4-H Parliamentary Procedure Jeopardy

### Supplies:

- A computer/laptop
- Projector and screen
- Internet access

### Procedure:

1. Project a computer screen so everyone in the group can easily view its content
2. Utilizing the 4-H Parliamentary Procedure Jeopardy game (<https://jeopardylabs.com/play/4-h-parliamentary-procedure-22>), facilitate a game of Jeopardy, parliamentary procedure style. Once you have navigated to the game, select 'No teams' and 'Start' to begin.
3. Participants will select a category and amount. The facilitator will click on that specific amount, ultimately revealing the statement. The facilitator should read the statement aloud. The participant should answer in the form of a question (i.e., 'What is a motion?').
4. If individuals answer correctly, the facilitator will press the 'space bar' on their keyboard to reveal the correct answer, followed by the 'esc key' on their keyboard to return to the Jeopardy board. You will notice that the amounts already selected are faded indicating that they are no longer available.
5. If the individual gets the answer incorrect, facilitators can choose to allow someone else to steal before revealing the correct answer, or simply reveal the correct answer by pressing the 'space bar' on their keyboard, followed by the 'esc key' on their keyboard to return to the jeopardy board.
6. Repeat steps 3-5 until all the game tiles are faded.