

Simple Parliamentary Procedure

Teaching Basic Principles via a Mock Meeting

This activity is designed to refresh or reinforce key aspects of parliamentary procedure using a mock meeting. It has been developed to compliment IP-15, *Simple Parliamentary Procedure: Guidelines for Better Business Meetings*.

Teaching Resources:

- Publication: IP-15, *Simple Parliamentary Procedure: Guidelines for Better Business Meetings*
- Mock meeting script
- Mock meeting agenda
- Mock minutes from previous meeting

Pre-Program Preparation:

- Make eight copies of the meeting script, agenda, and minutes to share with the volunteers who will play the designated roles during the meeting.
- If possible, set the room with a table or tables and seating at the front to accommodate the eight volunteers recruited for the mock meeting.
- *Take note: The mock meeting activity portrays a County Extension Council meeting. While it is not common for a County Extension Council to include a treasurer and have any bank accounts, the mock meeting includes this role and an example of procedure for sharing a routine financial update.*
- *Alternative: If you are presenting to a group that you feel may be reluctant to read from a script/present a mock meeting, consider inviting a group of youth volunteers to be the 'actors' who present the meeting. The target audience members could then have the group discussion described on the next page to debrief and identify the instances where parliamentary procedure was not correctly followed.*



Leading the Activity

- Inform the group that, to review the basic steps of parliamentary procedure, the next 15-20 minutes will be focused on a mock meeting activity.
- Ask for eight volunteers to play the roles defined in the script. [*Options:* 1) Recruit the volunteers in advance of the meeting and ask them to come forward to begin. 2) Invite youth volunteers to serve as the ‘actors’ and present the mock meeting.]
- Provide each volunteer with a copy of the script, noting in the blank on the first page the role assigned to each.
- Share with all attendees that there will be six points during the mock meeting where parliamentary procedures are not correctly followed. Challenge those attending to make note when they observe a possible error in procedure.
- Direct the volunteers to the space set-up for presentation of the mock meeting and ask the president to begin the proceedings.
- After the volunteers present the mock meeting, lead a group discussion to identify the six errors:
 - Page 2 in script: No second was needed for the motion made on behalf of the Membership Committee. Motions coming from committees do not require a second.
 - Page 2 in script: The President only asked for the ‘ayes’ (affirmative vote) on the motion from the Membership Committee. Anytime a vote is taken, the presiding officer must ask for the negative/opposition vote, even if it appears the affirmative vote was unanimous.
 - Page 2 in script: The President moved to called for discussion without a second for the motion to change the ending time of the Expo from 6:00 to 6:30 p.m.
 - Page 3 in script: The President did not state the outcome of the vote, result, and corresponding action when the motion pertaining to the Expo was approved as amended. In addition to stating, “The ayes have it,” the President should have noted that the motion was approved as amended and shared that the Extension Expo will be September 10th from 4:00-6:30 p.m. at the Extension Office. When any votes are taken, the presiding officer is to state which side won, the result, and the corresponding action.
 - Page 3 in script: When the President called for a vote on the motion to add a representative from the health department to the council, he/she did not restate the motion (i.e., “The question is the motion to add a representative from the local health department as an at-large member of our council.”) Motions should always be restated by the presiding officer just before asking for the vote.
 - Page 4 in script: The President did not provide an opportunity to discuss the motion to refer the question of changing officer terms from one to two years to the bylaws committee.
- After the discussion, ensure that each member has a copy of IP-15, *Simple Parliamentary Procedure: Guidelines for Better Business Meetings*.

Mock Meeting Script

Role: _____

President (Jordan Jones)	"I call this meeting to order at 6:31 p.m. Madam/Mister Vice President, could you please provide our thought for the day."
Vice President (Alex Porter)	"Madam/Mister President, I would like to share a quote from Muhammad Ali, 'Service to others is the rent you pay for your room here on earth.' Thank you to all of our volunteers who serve on this council."
President (Jordan Jones)	"We will now complete our roll call. Could each person please stand and state your name? Madam/Mister Secretary, please take note of those present."
President (Jordan Jones)	<i>[Once each person has stood and stated their name, proceed.]</i> "Thank you. Madam/Mister Secretary, could you please provide the minutes from our last meeting?"
Secretary (Bailey Sutton)	"Madam/Mister President, the minutes were provided via email last week and each person has received a printed copy tonight."
President (Jordan Jones)	"Members, please review the minutes" <i>After a brief pause:</i> "Are there any additions or corrections to the minutes?" <i>[Member 3 stands.]</i> The chair recognizes the member to my <left or right>."
Member 3 (Logan Davis)	"Madam/Mister President, Blake Smith's name is spelled incorrectly in the 8th paragraph. It should be BLAKE – the 'E' was omitted."
President (Jordan Jones)	"Madam/Mister Secretary, please make note of this correction. Are there any additional corrections or additions? Hearing none, the minutes will stand as corrected."
President (Jordan Jones)	"Madam/Mister Treasurer, could you please provide a financial report?"
Treasurer (Avery Turner)	"Madam/Mister president and members, our current checking account balance is \$1,774 and our savings account balance is \$14,498. The balances reflect income of \$150 since our last meeting, expenses totaling to \$275 and a \$100 transfer to our savings account."
Member 1 / Membership Chair (Blake Smith)	<i>[While the treasurer is talking, turn to the person beside you and start a conversation to create a disruption to the meeting.]</i>
President (Jordan Jones)	<i>[When the side conversation begins and Member 1 becomes disruptive, call the group back to order and request full attention be given to the treasurer.]</i>
President (Jordan Jones)	"Thank you, Madam/Mister treasurer. Are there any questions regarding the financial report? Hearing none, we will continue with our officer reports."
President (Jordan Jones)	"Madam/Mister Vice President, do you have a report to share this evening?"
Vice President (Alex Porter)	"No, I do not have a report."
President (Jordan Jones)	"Madam/Mister Secretary, do you have any correspondence to share?"

Secretary (Bailey Sutton)	"No, I do not have any correspondence."
President (Jordan Jones)	"We will move to our standing committee reports. Does the Membership Committee have a report this evening?"
Member 1 / Membership Chair (Blake Smith)	"Madam/Mister President, the membership committee would like to remind everyone that we have 6 council members with terms ending this year - two 4-H council representatives, one FCS council representative, one horticulture council representative and two at-large members. Our 4-H council, FCS council and horticulture council will need to appoint new members from their respective groups by May 1 st . On behalf of the membership committee, I move that Sandy Smith, director of the elementary school Family Resource Youth Service Center, and Bob Black, member of the county fair board be appointed to the at-large positions."
Member 3 (Logan Davis)	"I second the motion."
President (Jordan Jones)	"The motion has been made and seconded that Sandy Smith, director of the elementary school Family Resource Youth Service Center, and Bob Black, member of the county fair board be appointed to the at-large positions. Is there any discussion?"
President (Jordan Jones)	"Hearing no discussion, we will move to the vote. All those in favor of the motion that Sandy Smith, director of the elementary school Family Resource Youth Service Center, and Bob Black, member of the county fair board be appointed to the at-large positions please say 'aye'." <i>[Attendees are to vote in favor.]</i>
President (Jordan Jones)	"The 'ayes' have it and the appointments have been approved. Sandy Smith and Bob Black will join our council in at-large positions."
President (Jordan Jones)	"Next on our agenda are ad hoc committee reports. Does the Extension Expo Committee have a report to share?"
Member 2 / Expo Committee Chair (Riley Banks)	"The Expo Committee met to discuss a time and date for the annual Extension Expo. On behalf of the committee, I move that we hold the Expo September 10 th from 4:00-6:00 p.m. at the Extension Office."
President (Jordan Jones)	"The Expo Committee has moved that we hold the Expo September 10 th from 4:00-6:00 p.m. at the Extension Office. Coming from committee, no second is required for this motion. Is there any discussion?"
Member 3 (Logan Davis)	<i>[Remain seated and shout out the following statement:]</i> "That's not long enough. We need a later ending time."
President (Jordan Jones)	"Please rise (or raise your hand) to be recognized before speaking." <i>[Member 3 stands.]</i> "The chair recognizes the member to my <left or right>."
Member 3 (Logan Davis)	"Madam/Mister President, I move we change the end time from 6:00 to 6:30 p.m."
President (Jordan Jones)	"It has been moved that we amend the motion to change the end time from 6:00 p.m. to 6:30 p.m. Is there any discussion regarding the proposed amendment? All those in favor of the amendment to change the end time from 6:00 p.m. to 6:30 p.m. please say 'aye'." <i>[Attendees except the Vice President are to vote in favor.]</i> "All opposed, say 'nay'." <i>[Vice President should vote nay.]</i>

President (Jordan Jones)	<p>“The ayes have it and the amendment has been approved with opposition. Is there any further discussion of the motion as amended?”</p> <p>All those in favor of the motion as amended to hold the Expo September 10th from 4:00-6:30 p.m. at the Extension Office please say ‘aye’.”</p> <p><i>[Attendees except the Vice President are to vote in favor.]</i></p> <p>“All opposed, say ‘nay’.” <i>[Vice President should vote nay.]</i></p>
President (Jordan Jones)	<p>“The ayes have it. The motion is approved with opposition.”</p>
President (Jordan Jones)	<p>“Are there any additional committee reports at this time?”</p> <p>“We will move on to unfinished business. At our last meeting, we voted to postpone until today further discussion and action regarding the motion to add a representative from the local health department as an at-large member of our council. Is there any discussion regarding this matter?”</p> <p><i>[Member 2 stands.]</i> “The chair recognizes the member to my <left or right>.”</p>
Member 2 / Expo Committee Chair (Riley Banks)	<p>“Madam/Mister President, I think our council would benefit from adding health department representation.”</p>
President (Jordan Jones)	<p>“Thank you. Is there any further discussion?”</p> <p>“All in favor please say ‘aye’.”</p> <p><i>[Attendees are to vote in favor.]</i></p> <p>“All opposed, say ‘nay’.”</p>
President (Jordan Jones)	<p>“The ayes have it and the motion is approved. We will add a representative from the health department to our council as an at large member.”</p>
President (Jordan Jones)	<p>“Next on our agenda is new business. Does anyone have any new business to bring before our council?”</p> <p><i>[Member 1 stands.]</i></p> <p>“The chair recognizes the member to my <left or right>.”</p>
Member 1 / Membership Chair (Blake Smith)	<p>“Madam/Mister President, I move that we change our officer terms from one year to two years.”</p>
Treasurer (Avery Turner)	<p>“I second.”</p>
Secretary (Bailey Sutton)	<p>“I don’t think we should do that!”</p>
President (Jordan Jones)	<p>“Please hold your comments until discussion begins. It has been moved and seconded that we change our officer terms from one year to two years. Is there any discussion?”</p> <p><i>[Member 2 stands.]</i> “The chair recognizes the member to my <left or right>.”</p>
Member 2 / Expo Committee Chair (Riley Banks)	<p>“I move we refer the motion to the bylaws committee for further consideration prior to our next meeting.”</p>
Vice President (Alex Porter)	<p>“I second.”</p>

<p>President (Jordan Jones)</p>	<p>“It has been moved and seconded that we refer the question to change our officer terms from one to two years to the bylaws committee.” “All those in favor of the motion to refer, say ‘aye’.” <i>[Attendees are to vote in favor.]</i> “All opposed, say ‘nay’.”</p>
<p>President (Jordan Jones)</p>	<p>“The ayes have it and the motion to refer is approved. The bylaws committee will consider the matter and report at our next meeting.”</p>
<p>President (Jordan Jones)</p>	<p>“Is there any additional new business? <pause> With none, I invite our 4-H Agent, Jamie Adams, to provide a programmatic update.”</p>
<p>4-H Agent (Jamie Adams)</p>	<p>“Good evening. On behalf of our Stone County Extension Team, I share these updates.</p> <ul style="list-style-type: none"> - 4-H Camp is scheduled the first week of June. We have 75 campers, 10 junior counselors and 8 adult leaders scheduled to attend. We are seeking one additional male adult leader. - Family and Consumer Sciences is preparing for a series of cooking demonstrations in conjunction with our farmer’s market and will hold four food preservation classes this summer. - Ag and Natural Resources is focused on producer support, including assistance with insect and disease scouting, fertilizer recommendations, and farm visits. - Horticulture is preparing for the first training session for a new cohort of master gardener program participants and working with farmer’s market vendors. - As a county team, we are planning a “Longest Day of Play” event for June 21st to promote physical activity. In addition, we are all serving in some type of co-chair role for subcommittees with the Stone County Fair Board as we prepare for the county fair in July.”
<p>President (Jordan Jones)</p>	<p>“Are there any questions for Jamie? Hearing none, we will move onto announcements. Our next meeting will be our annual council picnic and is scheduled for July 22 at 6:30 p.m. We will meet at the farmer’s market pavilion. Does anyone else have an announcement to share?” <i>[Member 2 stands.]</i></p>
<p>Member 2 / Expo Committee Chair (Riley Banks)</p>	<p>“Madam/Mister President, The Expo Committee will meet June 11th at noon here at the Extension office.”</p>
<p>President (Jordan Jones)</p>	<p>“Are there any additional announcements or items of business to come before our council tonight? Hearing none, the meeting is adjourned at 6:45 p.m.”</p>