The best form in taking a vote by acclamation — "All in favor say aye; opposed no".

What should the chair say after stating the motion — "Is there any discussion?"

Mr. President,
The proper way to address the chair — "Rise and say "Madam of business — "Quorum.
The minimum number of members who must be present to transact.

The correct way to introduce a motion — "I move that..."

Matching Game:

Matching Ideas:
- Group the question and matching answer.
- Have the person who found the "match", have each team tell the rest of the group what the question is and answer that matches each other. Also, for each question that each person has one, ask the group to find their "match", that will divide the group into two. Give one set of cards to each group so they have the answer.

Process:
- One group of cards will have a question and one group will have pre-printed cards. It's good to use two different colored
- Reinforce principles of Parliamentary Procedure

Materials:
- 2 sets of pre-printed cards

Purpose:
- Activity Name:
Fun Activities to Teach Parliamentary Procedure

Order of Business

Purpose: Ice breaker activity

Materials: Pre-printed cards/paper with possible business meeting agendas

Process: Have 10 or more participants each take a card. (Make sure you do not pass them on in order.) Ask the participants to work as a group to put the business meeting agenda together from the cards.

Questions: How might a business agenda be set up differently in 4-H? How does an agenda help the group conduct business? How do you handle a meeting agenda? Was it difficult to determine the order of business? How did the group decide the order of business?

Meeting Agenda Items:

- New business
- Unfinished business
- Reports from committees
- Reports from officers
- Correspondence
- Reading/approval of minutes

Source: Kirk Astrith, Montana 4-H Center for Youth Development