



UNIT TEN

Meeting Management / Parliamentary Procedure



"Where we all think
alike
no one thinks
very much."

Walter Lippmann



BUDDY SYSTEM

MAIN SKILL:

- Meeting Management / Parliamentary Procedure

Other Skills:

- Teaming Up

Purpose:

- To make meetings run more smoothly and ensure that members receive the necessary information.

Benefits:

- Encourages communication between members.
- Helps members get to know one another.
- Gives members more confidence to speak out or ask questions.
- Allows older members to take more responsibility.
- Creates bonds between members.
- Members will be more attentive to what is going on in the meeting using this seating arrangement.
- Gives older members a “purpose”.

Materials:

- slip of paper for each participant
- pen or pencil

Instructions:

- 1) Members will form groups of two - that is “Buddies”.
- 2) The pairing will be done so that older club members will be paired up with younger club members.

Suggestions for pairing:

- The Well Known Pairs game from TEAMING UP section of the FUN PACK.
 - The imaginations of your members to come up with an idea for making pairs.
- 3) When the meeting begins have these newly formed “buddies” sit together.
 - 4) Older members will help younger ones get all the information they need.



MEETING MANAGEMENT WORD SEARCH

MAIN SKILL:

- Meeting Management / Parliamentary Procedure

Other Skills:

- Coaching
- Communication
- Creating a Positive Environment
- Group Dynamics
- Problem Solving

Purpose:

- To find the words below in the Word Search.

Benefits:

- Teaches members Executive Positions.
- Members learn Meeting Management and Parliamentary Procedure terminology.
- Members can work together as a group to solve the word search.

Materials:

- Large size word search and markers (to complete as a group), or
- a photocopy of the word search and a pen or pencil (to complete individually).

Instructions:

- 1) Post the large word search on the wall or on a flip chart and have the members work together to solve it, or hand out a photocopy to each member to complete individually.

Variation:

To make this game more of a challenge you could put the members into groups and have each group complete the word search separately. You could then time each group and see which one can do the word search the fastest. This challenge could also be done individually.



Meeting Management

P N T M T K D A K C C C P E N
 A P Z N A R N E O K A G C C O
 R I R E E N E M B L L N O O I
 L L P E O M M A L A E P T N S
 I S A U S I D T S D T N C F S
 A S N I T S O N N U E E H L U
 M C N T C O R O E D R G A I C
 E D E O R N P E I M N E I C S
 N E E D I S A S P I M H R T I
 T J E S E T E N T O M A M S D
 A R R R S R O O I V R O A N N
 R Z R V P A V M U F H T N U A
 Y O V I C E P R E S I D E N T
 C J C I T A M O L P I D R R S
 S E C R E T A R Y L E A D E R

AMMENDMENT
 CHAIRMAN
 CORRESPONDENCE
 DISCUSSION
 MOTIONS
 PRESIDENT
 SPEAK
 VICEPRESIDENT

ANNOUNCE
 COMMITTEE
 DEBATE
 FINANCIAL
 PARLIAMENTARY
 PRESSREPORTER
 STAND
 VOTING

CALLTOORDER
 CONFLICTS
 DIPLOMATIC
 LEADER
 PASSED
 SECRETARY
 TREASURER



MEETING PARTICIPANT'S QUESTIONNAIRE

MAIN SKILL:

- Meeting Management / Parliamentary Procedure

Other Skills:

- Coaching
- Games That Build Leaders
- Group Dynamics
- Problem Solving

Purpose:

- To help members realize good meeting etiquette. To help members make their own meeting experience more beneficial.

Benefits:

- Teaches members to think about what is going on in the meeting.
- Members will try to make the meetings more successful.
- There will be fewer distractions from members as they learn how they can improve their conduct.

Materials:

- Questionnaire
- pencil

Instructions:

- 1) This questionnaire can be handed out at any time. It can be used as an opening activity or a closing activity. It could also be used to help members evaluate themselves after the meeting is over.
- 2) Members should answer the questions on the questionnaire.
- 3) Have members count up their answers and compare them to the evaluation at the end of the questionnaire.



MEETING PARTICIPANT'S QUESTIONNAIRE

Circle "Yes" or "No".

1) Do I read my agenda before the meeting?

Yes No

2) Do I read any background information that I will need to make good decisions?

Yes No

3) Do I let the president or secretary know if I will be unable to attend the meeting? If I am unable to attend do I send my report with another committee member, or make sure that the chairperson has it?

Yes No

4) Do I make sure that I am on time for all meetings?

Yes No

5) Do I truly listen to others' points of view?

Yes No

6) Do I carry on side conversations during the meeting?

Yes No

7) Do I participate actively in the discussions?

Yes No

8) Do I make sure that I stay on topic?

Yes No

9) Do I do my homework by following up on items that are my responsibility?

Yes No

10) Do I take on my share of the work but do not try to "do everything"?

Yes No

EVALUATE YOURSELF

- If you answer, "yes" to 8 - 10 of these questions you are an excellent meeting participant.
- If you answer, "yes" to 6 - 7 of these questions you are a good meeting participant, but could try a little harder.
- If you answer, "yes" to 5 or less of these questions your contributions to the meetings needs improvement.



PARLIAMENTARY PUZZLER

MAIN SKILL:

- Meeting Management / Parliamentary Procedure

Other Skills:

- Coaching
- Communication
- Creating a Positive Environment
- Group Dynamics
- Problem Solving

Purpose:

- To use the statements on the next page to complete the Parliamentary Puzzler Crossword.

Benefits:

- Teaches members about Executive Positions.
- Members learn about Meeting Management and Parliamentary Procedure.
- Members can work together as a group to solve the puzzle.
- Members can be individually challenged on their own knowledge.

Materials:

- large size crossword puzzle and markers (to complete as a group), or
- a photocopy of the puzzle and a pen or pencil (to complete individually)

Instructions:

- 1) Post the large crossword puzzle on the wall or on a flip chart and have the members work together to solve it or hand out a photocopy to each member to complete individually.

Variation:

To make this game more of a challenge you could put the members into groups and have each group complete the puzzle separately. You could then time each group and see which one can do the puzzle the fastest. This challenge could also be done individually.



Instructions:

Across

- 1) The first meeting of the year is called the _____ Meeting.
- 2) What is discussed at club meetings?
- 3) The second item on the agenda of all 4-H meetings?
- 4) Calls the meeting to order?
- 5) The document to be followed at a meeting?
- 6) Takes the minutes at the meeting?
- 7) Looks after the finances of the club?

Down

1. The members elected to run a club.
2. You do this at every meeting to find out who is there?
3. A group of people appointed to deal with a specific task or problem.
4. A procedure that gets a topic discussed, recorded and voted on?
5. The minimum number of members that must be present for business to be conducted legally?
6. The information that is sent to a club that needs to be addressed at a meeting?
7. Near the beginning of the year you have a meeting for the _____ of Officers?
8. Runs the meeting if the president can not attend?
9. What the secretary writes during the meeting?
10. The democratic procedure that can be used to get a majority?
11. Writes articles for the newspaper to let the public know what the club is doing?



ANSWERS

Across

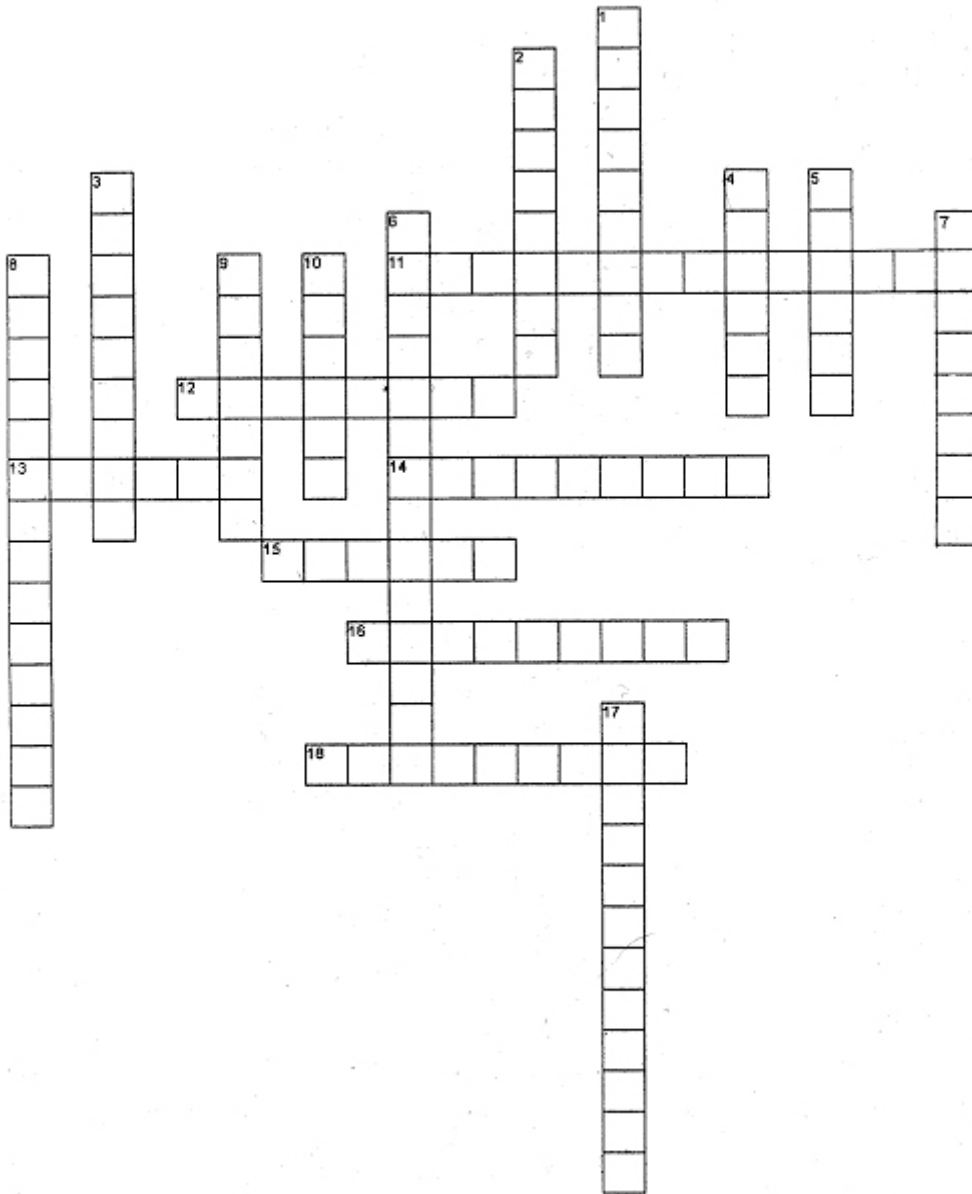
- 1) ORGANIZATIONAL
- 2) BUSINESS
- 3) PLEDGE
- 4) PRESIDENT
- 5) AGENDA
- 6) SECRETARY
- 7) TREASURER

Down

- 1) EXECUTIVE
- 2) ROLLCALL
- 3) COMMITTEE
- 4) MOTION
- 5) QUORUM
- 6) CORRESPONDENCE
- 7) ELECTION
- 8) VICEPRESIDENT
- 9) MINUTES
- 10) VOTING
- 11) NEWSREPORTER



PARLIAMENTARY PUZZLER





PERSONALIZED PLEDGE

MAIN SKILL:

- Meeting Management / Parliamentary Procedure

Other Skills:

- Communication
- Creating A Positive Environment

Purpose:

- To get the meeting started and to teach members, leaders, and parents the 4-H Pledge.

Benefits:

- Members learn the 4-H Pledge.
- Members develop communication skills.
- Members get to know one another.

Materials:

- optional - paper and markers

Instructions:

- 1) When the 4-H Pledge needs to be said at the start of the meeting there are many options. This can be done using some creativity.
- 2) Try some of our suggestions:
 - Have different members say the pledge.
 - Have someone lead it - others can join in.
 - Have different groups say different lines of the pledge. Combine parents with members to make groups. Use Seniors, Intermediates, Juniors, Parents and Leaders as groups.
 - Have parents say the Pledge - singularly or in unison.
 - If someone in your club knows sign language for the hearing impaired have them sign it as someone recites it.
 - Find volunteers to make a poster of the pledge to be displayed at meetings. This could be done on the computer, or by hand. It could be created by an individual or as a group so that members could decorate it.
 - Find a volunteer to create a copy of the pledge on a sheet of paper or card. Members could keep it on the front of their record books or inside.

Suggestion:

This activity could also be used to teach members, leaders, and parents the 4-H Motto or 4-H Grace.



ROLL CALL-O-RAMA

MAIN SKILL:

- Meeting Management / Parliamentary Procedure

Other Skills:

- Communication

Purpose:

- To keep a record of attendance.

Benefits:

- Help the members learn more about each other.
- Help the members learn more about the project area.

Materials:

- no materials or
- one project item

Instructions:

- 1) This activity is done during, or in place of, a traditional roll call.
- 2) Our suggestions require more than one word answers.
- 3) When the members name is called they can reply by answering one of the following questions or by giving a short impromptu. You can use our suggestions or come up with your own ideas.
 - Have each member bring a sample of an item used with your project and have them say what it is and/or explain what it is used for. Examples might be a showstick, a safety helmet, a computer disc, a spool of thread etc.
 - Say the name of an illness related to your project.
 - Give a sign that an animal is not healthy.
 - One thing to remember when working with beef cattle?
 - One record you keep on your farm or at home?
 - What is a word you think of when you hear the word "Marketing".
 - Say a word that has to do with Parliamentary Procedure.
 - How did you decide what project you would have this year?
 - Name a project you can take in 4-H?
 - What day was your project born?
 - How many siblings do you have?
 - What month were you born?
 - What year were you born?
 - Name a cut of meat.
 - What grade are you in?
 - Your favorite color.
 - What is your 4-H Speech Title?
 - How many years have you been in 4-H?
 - What is one thing that contributes to successful meetings?
 - Name an executive position or a committee that we have in our club.
 - Name an executive position you would like to hold



QUESTION CIRCLE

Main Skill:

- Meeting Management / Parliamentary Procedure

Other Skills:

- Communication

Purpose:

- To help individuals learn to discuss issues and share ideas.

Benefits:

- A great way to share information and opinions with each other.

Materials:

- Prepare questions/quotes on sheets of paper. These questions/quotes can be leadership techniques, they could be related to the theme, or be opinions.
- Make sure that the group is divided evenly and that there are enough questions/quotations for exactly half of the group.
- Copy each question onto a brightly-colored sheet of paper and put them inside plastic slipcovers to make them last longer.

Instructions:

- 1) Using the TEAMING UP section of the FUN PACK divide participants into two even groups.
- 2) Have one of the groups form a circle.
- 3) Have the other group form another circle inside.
- 4) Have participants in the inside circle face those in the outside circle.
- 5) Place the questions/quotations, one at a time, on the floor between the two circles. There will be one question for each two participants.
- 6) When the signal is given, the two people facing a question/quote read it and give their opinions/comments on it to each other.
- 7) After one or two minutes, announce that everyone is to move exactly three questions/quotes to the left.
- 8) Each turn from then on, announce a number and indicate if they should go left or right. The neat part is that since the inside and outside circle are facing each other, each group will go in the opposite direction so no one should have the same partner again.



THE GREAT DEBATE

MAIN SKILL:

- Meeting Management / Parliamentary Procedure

Other Skills:

- Communication

Purpose:

- To have members will learn to identify their opinions.

Benefits:

- Helps to teach group members to be able to create a convincing argument based on factual information with the absence of emotion.

Materials:

- Prepare ten or so controversial topics for debate that are applicable to the group. You can use our suggestions below or create your own.

Instructions:

- 1) Put prepared topics in a hat and have a group member pull one topic out and read it to the group.

Suggestions of topics:

- To save energy, stores should not be allowed to be open between 10:00 p.m. and 5:00 a.m.
 - Driving learner permits should not be issued until age 15.
 - Roller blades should not be allowed on city streets.
 - All bicycle riders must wear helmets.
 - To save energy, students who live within one mile of school should not be allowed to drive a car to school.
- 2) Have members think about the topic and decide how they feel about it.
 - 3) Direct members to form one long line down the center of the classroom.
 - 4) On the count of three, members who support this issue should step to the right. Members who disagree with this issue should step to the left. (Members need to take one side or the other.)
 - 5) Instruct participants on each side to form groups of 3-5 to generate a list of three reasons why they feel the way they do about the topic.
 - 6) When the groups are ready, each group should present its ideas. Alternate between the affirmative and negative sides. (This part of the activity could be repeated using a different subject if you have the time or if the interest is high.)
 - 7) After members have returned to their seats, discuss the following questions:
 - Were you able to form an opinion in a short period of time?
 - What did you like about the experience? What was frustrating? Why?
 - What do you feel you have accomplished by this?



Note: Lead participants to understand that while it is easy to voice an opinion, it's not always easy to support it. In order to produce a truly convincing argument, a person must be thoroughly prepared to present his/her side. Explain to members that debate is a method that stresses this principle. Debate places a great value upon careful thinking, adequate evidence, good organization, and effective delivery.





UNIT ELEVEN

Team Building



"Tell me I may forget,
explain to me and I
may remember, involve
me and I will
understand."

Author Unknown



BUDDY CALL

MAIN SKILL:

- Team Building

Other Skills:

- Communication
- Problem Solving

Purpose:

- To search for your designated partner while blindfolded.

Benefits:

- Members learn the importance of everyone participating and depending on one another.
- Members must work together.

Materials:

- blindfolds for each individual

Instructions:

- 1) Use a game from the TEAMING UP section of the FUN PACK.
- 2) Have the participants line up in two rows facing one another. Whoever they face will be their partner.
- 3) As a pair, the two must decide on a two-word phrase or name that they can use to communicate with one another. For instance, BUGS BUNNY, the pair is then blindfolded and moved away from each other.
- 4) The pair must then find each other blindfolded by only repeating their words to each other.
- 5) Once they have found each other, they may then try to intercept the other pairs by using their words to confuse the blindfolded people.
- 6) The game is over when all blindfolded participants have found their partners.



GROUP SUPPORT

MAIN SKILL:

- Team Building

Other Skills:

- Creating A Positive Environment
- Group Dynamics

Purpose:

- To develop trust and get support from the whole group.

Benefits:

- Members learn trust.
- Members learn the importance of everyone participating and depending on one another.

Materials:

- no materials required.

Instructions:

Variation 1 – Leaning On Others

- 1) Divide participants into groups of eight or ten using an activity from the TEAMING UP section of the FUN PACK.
- 2) Each group gets into a circle and joins hands.
- 3) Participants count of one, two, one, two, etc. around the circle.
- 4) With bodies straight and feet firmly planted, ones all lean forward to the center of the circle, and twos lean backward, counter-balancing the ones.
- 5) When ones and twos are balanced, challenge the two groups to reverse themselves - that is, ones lean backward, and twos lean forward. Can they alternate back and forth?

A perfect example of group interdependence!

Variation 2 – Group Hop-Along

- 1) Divide participants into groups of five or six using an activity from the TEAMING UP section of the FUN PACK.
- 2) Have each team form a line.
- 3) Except for the person in front, players put their right hands on the person's shoulder in front.
- 4) Then they lift their left legs so the person in front can hold their ankles.
- 5) Now the challenge is for the team to hop around on their right legs.
- 6) Are they ready for a race?

Variation 3 – Lots Of Laps

- 1) Players get into a circle, facing the same direction, shoulders to the center - about a half-step apart.

4-H FUN PACK



- 2) At the count of three, they hold onto one another's waists, bend their knees, and sit back on the lap of the person behind -
- 3) Ta Da! Human chairs!



LILY PAD WALK

MAIN SKILL:

- Team Building

Other Skills:

- Communication
- Initiative Tasks
- Problem Solving

Purpose:

- To work together as a connected group to reach a destination.

Benefits:

- Members learn the importance of everyone participating and depending on one another.
- Members must work as a group.

Materials:

- several hula-hoops / place mats / lily pads made from craft foam. (6-10 depending on group size)
- material to join participants feet

Instructions:

Scenario:

You have just reached the most beautiful pond you have ever set eyes on! There are several large lily pads that create a stepping path to the other side of the pond. These pads must be crossed as a group, so ankle ties are provided for you to join yourselves together. Beauty sometimes has a cost, although a breath taking site, this pond is extremely toxic, and if you dare set even a foot, it will be instantly melted off. Therefore disabling that individual, as a consequence, the rest of the group will need to carry the member across. The safest bet is to keep feet on the pad and joined together with the rest of the group.

- 1) Link all participants together by joining them at the ankles.
- 2) In a large line participants are to get from one side to the other only stepping within the hula-hoops.
- 3) Two routes are set up for the members to choose from.
- 4) They can choose either route, one should contain less hoops spaced further apart.
- 5) If an individual steps outside of the hoops the entire group must return to the beginning and start over, and the member that stepped outside of the hoops would have to be carried across the pond.

Variations:

Use other ideas to use camp theme or season.

- Hot Chocolate River with marshmallows. Group gets to place their own marshmallows down.
- Don't tie ankles, but all members have to land on the other side at the same time.
- Give additional marshmallows / lily pads as rewards for good team work.
- Take them away if there is nobody standing on it.

4-H FUN PACK



- Add time restraint - ie. Volcano is about to erupt.



SERPA

MAIN SKILL:

- Team Building

Other Skills:

- Initiative Tasks
- Problem Solving

Purpose:

- To be led to a destination while blindfolded, by two volunteers, who do not speak any language.

Benefits:

- Members learn the importance of everyone participating and depending on one another.
- Members must work as a group.

Materials:

- blindfolds for all of the group except two people

Scenario:

You have reached the sacred land of the Serpa. No one is permitted to see or enter the sacred land; however, the Serpas' have agreed to allow your group to cross over the land with the assistance of a pair of guides. Unfortunately, everyone must be blindfolded and the guides do not speak a language you would be familiar with.

Instructions:

- 1) Ask for two volunteers from the group - remove them from the others.
- 2) The two volunteers are told that they must lead the group on a twisted route to an end point without using a language. Any other signal or sound can be used.
- 3) Blindfold the rest of the participants and start your journey.
- 4) Good luck getting across!



SONGS BY SYLLABLES

MAIN SKILL:

- Team Building

Other Skills:

- Coaching
- Creating a Positive Environment
- Games That Build Leaders
- Group Dynamics

Purpose:

- To sing together as soloists.

Benefits:

- Members learn the importance of everyone participating and depending on one another.
- Members must work as a group.

Materials:

- no materials required

Instructions:

- 1) Using an activity from the TEAMING UP section of the FUN PACK, divide members into groups of three and have each group select a familiar song, such as a nursery rhyme or a song like "The Bear Went Over the Mountain."
- 2) Each player takes a turn singing one syllable of the song, keeping the rhythm so it sounds like one voice singing.

Here's an example:

Sarah: "The"

John: "Bear"

Chris: "Went"

Sarah: "O-"

John: "Ver"

Chris: "The"

Sarah: "Mount-"

John: "Ain"

Chris: "The"

Sarah: "Bear"

John: "Went"

Chris: "O-"

Sarah: "Ver" (and so forth)

- 3) Give groups time to practice and then invite them to perform their "solo" for everyone else.



GROUP RUN

Main Skill:

- Team Building

Other Skills:

- Coaching

Purpose:

- To encourage cooperation within the group and leadership skills in individuals.

Benefits:

- Very active game that can be done outside or inside a large room.
- Can be adapted to a group of any size.

Materials:

- one long piece of rope long enough to tie around the group

Scenario:

The entire group has been taken prisoner by cruel aliens who have tied them up and once again they have an opportunity to escape. As a group, they must move from the starting point to the end point.

Instructions:

- 1) The entire group has been tied together by one long rope and can only walk or run as one group.
- 2) In order to escape, they must walk/run a specific distance.
- 3) The rope should be snug enough so that the entire group is squished together without a lot of room to maneuver but not so tight as to cause potential injury.

Variations:

- Cross the distance within a specific time limit.
- Blindfold the entire group except for a couple of people spread throughout the group.
- The group can only walk backwards.
- Have everyone face outwards from the circle and then tie them up. They have to remain facing the way that they started and move as an entire group in a specific direction.

Note: This is a good activity to get a group working together. It involves everyone from start to finish. You have to be careful with this activity to make sure that the outside people aren't getting rope burn, and if, and when, the group trips and falls, that no one is squished underneath.





A-FRAME

Main Skill:

- Team Building

Other Skills:

- Initiative Tasks
- Problem Solving

Purpose:

- To work as a team and develop creative problem solving skills.

Benefits:

- Activity that should be done outside on grass or other soft surface.
- Works on teamwork and communication.

Materials:

- 2 - 2 x 4s ten feet long and 1 - 2 x 4 four feet long attached in a large A with large bolts.
- five ropes around 18 to 20 feet long each

Instructions:

Scenario:

A radiation accident has occurred and the person on the A-Frame must be safely transported to the decontamination area without touching the ground. Because of the radiation, no one can approach the person on the A-Frame. The group must move the A-frame with one person aboard a specific distance, without the person on the frame touching the ground.

- 1) Using the TEAMING UP section of the FUN PACK divide into groups of ten.
- 2) The A-Frame must always maintain one point of contact with the ground.
- 3) It can only have a maximum of two points of contact with the ground.
- 4) It cannot be laid down and dragged.
- 5) Only the one person can be in contact with the A-Frame and they must be in contact with the A-Frame only and not the ground.
- 6) The other people may not come within 10ft of the A-Frame once it is in use.
- 7) The ropes may not touch the ground either.

Note: You could start with the ropes already attached to the various points around the A-Frame and present the challenge as above, or you could leave it up to them to figure out what they are going to do with the ropes and frame.





GROUP PUSH-UP

MAIN SKILL:

- Problem Solving

Other Skills:

- Creating A Positive Environment
- Group Dynamics
- Team Building

Purpose:

- To challenge the team to work together to solve a simple problem.

Benefits:

- Quiet activity that can be done anywhere.
- Any group size.

Materials:

- no materials required

Instructions:

- 1) The team must work together to get everyone off of the ground only using their hands. No feet and no equipment.
- 2) Everyone in the group must be off of the ground on their hands only.
- 3) No one may be supported by any other body part - no legs, knees, feet, butt, etc.
- 4) No one may be held up by an object or be holding onto anything.

Variations:

It is very interesting to see what the group comes up with to solve this problem. You could just give them the solution listed below and present it as the challenge. It is difficult just to pull this off even knowing how to do it.

Note: It is very important that they have the physical ability to do a push-up and it's important that you try not to have really big people with their legs on really small people.

Solution:

- It's easier to have a group of four to begin with. All group members get into the push-up position beside each other in a square with each person forming one side of the square and looking at the next side's legs. They put their legs on top of the person's shoulders behind them and as one entire group, all four of them do a push-up. It will only work if they are all able to do a push-up and if they all do it at the same time.

With more people, just form a circle with each person looking at the legs of the person in front of them. As a group, they all put their legs on the shoulders of the person behind them and as a group, they all do a push-up.