**Ideas for Teaching Parliamentary Procedure**

If you conduct some of these activities in your YPD meetings, your members will understand parliamentary, procedure better. They then will be more likely to use it in the future.

**Items needed:**

Large bowl, spoon, ingredients for Trail Mix (Honey Nut Cheerios, Raisins, Peanuts, Plain and Peanut Butter M&M’S, others as desired), serving utensils and paper goods (e.g. cups and napkins)

**Procedures:**

* Display the ingredients and talk about the importance of a parliamentary procedure to running a meeting smoothly.
* Tell your audience that you are going to make trail mix and that they will learn how to correctly make a motion as part of this process
* Explain that ingredients will be added to the bowl as motions are made. (A youth must say, “I move that we add…”) Ask for a second, discuss and vote. If the youth says, “I make a motion…,” ask the person to restate it correctly.)
* As soon as all the ingredients are added, the members snack on the Trail Mix.
* In most cases, there will be one ingredient that is voted down. The leader may want to include at least one questionable ingredient in the choices to be sure this happens.

***Suggestion:*** *Give the parliamentarian a sign that says, “I move”. They should hold it up when someone makes a mistake.*

**Parliamentary Procedure Skits**

Use the skits to demonstrate some typical meeting situations. (Refer to the handout: “The President Conduct’s a Meeting.”

1. 4 roles in skit: 1 president, 1 committee chair, 1 committee member, 1 club member

The “Bake Sale Committee” wants to report that they have secured a donation of deserts from Chic-f-la and they secured the use of the fellowship hall for April 10th . Use the handout to determine how this would be done during a meeting.

Next, a committee member moves that YPD have a second Bake Sale May 4th. Use the handout to determine how the motion is made and passed.

*Present your skit to the group.*

1. 3 roles in skit: 1 president, 2 club members

Your task is to use the handout to determine the appropriate way for a member to be recognized to address the club and make a motion about a fundraising project.

*Present your skit to the group.*

1. 5 roles in skit: 1 president, 4 club members

Your task is to use the handout to determine the appropriate way to amend a motion and to take a vote. One person in the group will make a motion, 1 will second the motion, 1 will amend the motion and 1 will second the amendment. The president will call for 2 votes!

Your first motion is: “YPD will have an exhibit”

The amended motion is: “YPD will have an exhibit at the church’s community fair in July.”

*Present your skit to the group.*

1. 3 roles in skit: 1 president, 2 club members

Use the handout to determine the appropriate way to call roll and adjourn a meeting.

*Present your skit to the group.*

1. 25 roles in skit: 1 president, 24 committee members

Use the handout to show at least 2 different ways of voting. You should develop at least 2 possible motions. For those motions you need 2 seconds, and the president will call for a vote.

*Present your skit to the group.*

1. 3 roles in skit: 1 president, 1 secretary, 1 club member

Use the handout, the attached minutes and what you know about parliamentary procedure to determine the appropriate way to present a correction to the previous meeting’s minutes. You will decide which item is not correct.

*Present your skit to the group.*

**Game One: Up First**

**Equipment**

* Get one 2- to 3- foot long “something” (flag, foam tube, noodle, etc.) for each team to hold on
* Compile a list of the terms and a list of the corresponding answers for the narrator.
* Select one to three people (parents, advisors, teen leaders) to act as judges to decide who had their “flag” up first.

**Directions**

* Divide the members into teams of 3 or 4.
* Give each team a “flag”; team members rotate their flag after each question.
* Narrator reads the 1 term or 2 definition.
* Team members confer and hold up their flag when they have decided on their answer.
* Judges not which team had their flag up first, second, third, etc.
* 1st up flag bearer gives their team answer. If it is correct, they get the point.
* If the 1st flag team answer is incorrect, the 2nd up flag team gets to answer, etc.
* Teams with 5 correct answers get the green award; 10 correct-bronze award; 15 correct- silver award; 20 correct- gold award or some other rating scale with appropriate recognition.

**Game Two- Matching**

**Equipment**

* Get a copy of he “Matching Parliamentary Terms and Definitions” quiz for each team.
* Provide pencils to each team

**Directions**

* Divide the members into teams of 3 or 4 members
* Hand out a quiz sheet and pencil to each team.
* Direct the teams to confer and compromise on an answer matching the terms with the respective definition by placing the letter of the definition next to the correct term.
* Review the answers together, letting each team score their own sheets.
* Teams with 5 correct answers get the green award; 10 correct-bronze award; 15 correct- silver award; 20 correct- gold award or some other rating scale with appropriate recognition.

*Option: Have members do the matching quiz individually on paper or “Quizlet”*

**Game three- Round Robin**

* Divide the members into teams of 3 or 4 members
* Each team will say a leadership quality. For example, Resilience, Passion, Vision, Listening, Integrity, Open-Minded, etc.
* You must repeat what the previous group said and then add your descriptive word.

**Game Three – Can you hear me now?**

**Equipment**

* Provide pencils and paper to each person

**Directions**

* Direct the youth to take notes from a fictious report of a meeting that will be read by the Facilitator.
* Give the participants a copy of the report or display them on the screen.
* Ask each person to self check and give themselves a grade of 100% (most), 80% (miss a few key elements) 60% (got frustrated and stopped writing)
* Ask: “Why is important that we have a good records of meetings)

**Wrap Up**

* Why are parliamentary procedures important?
* When are parliamentary procedures use?
* When is not necessary to use parliamentary procedures?