

Parliamentary Procedure

This activity will allow members to:

- Practice active listening.
- Improve communication skills.
- Collaborate as a team.

Materials needed:

- One printed worksheet per member. Download it at kkids.org/IDEA.
- The club's gavel

How to lead this activity:

Members have voted on a service need for the club to address. It's time to make that vote official.

1. Club officers should review the rules for parliamentary procedure before the club meeting.
2. Use the Parliamentary Procedure handout to guide the club through the vote. Practice it before the official vote.
3. After practice, the club president should lead an official vote on the service need.

This voting style can be used to make any club decision.

Congratulations! Your club has officially completed Identify the Need! That means you have chosen a service need and people will be helped because of your club's next service project.

Parliamentary Procedure

In the Kiwanis family, every club practices “parliamentary procedure.” Here’s a guide for your K-Kids club.

Making and voting on a motion:

What is a “motion”? It’s when someone officially gets things going—by saying during a meeting that the club should do something about this issue. Then another member needs to “second” the motion. That means supporting the motion by saying it for everyone to hear. Club officers should lead the club in casting each vote by using the official rules.

Create a motion.

A motion proposes that the club act or take a stand on a project or issue. Present a motion (make a proposal):
“I move that we focus on _____ as our service need.”

Second the motion.

For the first motion to pass, another member will need to second the motion (show support for another member’s motion): “I second that motion.”

Discuss further.

The club now can discuss the motion further. Debate (give opinions on) the motion: “I would like to discuss our plans to focus on _____ as our service need.”

Vote.

Club officers should lead a deciding vote on the motion: “I move that we adopt this motion and choose this service need for our high-impact service project.”

Voting can occur in one of several ways:

- a. Group vote: “All those in favor, say ‘aye.’ All those opposed, say ‘no.’”
- b. General consent: When a motion isn’t likely to be opposed, the president says, “If there is no objection . . .” Members show consent by their silence. If someone replies, “I object,” all members must vote on the matter.
- c. Roll call: The president asks for a verbal record of each person’s vote. Each member answers “yes,” “no” or “abstain/present” (if someone chooses not to vote) as his/her name is called.
- d. Ballot: Members write votes on slips of paper to create ballots. The president collects and counts the votes, either publicly or privately.

Make sure everyone feels good about how the club votes. Have a quick discussion about what would be the best way to make it all official.