

**Allegan County 4-H Livestock Leaders
Parliamentary Procedure
Approved March 10, 2020**

Simple Rules of Order: *The rules are indicated by a number. The indented letter sections are clarification and commentary on each rule but are not technically part of the rule.*

1. Future official meetings are scheduled during official regular meetings.
 - a. *Secret, unscheduled, short-scheduled meetings are not official meetings.*
 - b. *Committee meetings are not official meetings.*
2. There must be a quorum of over 50% of the active 4-H Livestock Clubs present to be an official meeting.
3. Business only occurs during official meetings.
4. Each club is allowed one vote. Each person may only represent one club at any given meeting.
5. The President shall preside over the meeting. In his absence the Vice President shall preside. In his absence the treasurer, then the secretary. The president may express his opinion and contribute to the discussion but is to be impartial regarding the execution of the meeting. The president may cast a vote as the representative of his club. In case of a tie: the president may cast an additional vote of his own to break a tie.
6. A motion passes if it receives over 50% votes of the clubs in attendance. If a motion changes any part of an approved motion, made in the same 4-H year then it shall require a 2/3 majority vote to pass.
7. A motion that is not seconded will be ignored.
8. The president shall allow discussion of the motion. A person must be recognized by the president to speak. The President may limit discussion. He shall then call for a vote.
9. The president can request a voice vote. If the president or any member believes that the voice vote has not clearly and obviously indicated the accurate result of the vote then anyone can request a roll-call vote. If so requested: a roll-call vote will be taken and its outcome will be the official result. The President can request a vote by secret paper ballot.
10. The person who makes a motion may amend their motion before the call for vote. Their amended motion must receive a second or it will be ignored.
11. The person who makes a motion may retract their motion before the call for vote.
12. Only the person who requested the motion may change it.
 - a. *But everyone else may certainly suggest that the person who made the motion changes it.*
13. The final motion is read before it is called for a vote.
14. Anyone can move to "table" another person's motion until a specified time. The motion to table must receive a second or it will be ignored. After discussion of the motion to table: The president will call the group to vote on "tabling" the original motion. If the "table" is approved, then original motion will be voted on at the specified time. If the "table" is not approved, then discussion of the original motion continues until that motion is called for a vote.
 - a. *A motion to table is only used to table a motion that is currently being considered. A discussion or topic is not to be officially tabled. The president, if he believes the topic of an informal discussion has been concluded, or exhausted, or is not progressing; can choose to move along to the next topic. If any member opposes changing the subject then they should offer a motion relevant to the subject.*