

## Kit 6: Parli Pizza

Prepared By: Purdue Extension – Wabash County  
1 West Hill Street Wabash, IN 46992  
260-563-0661

**Grade(s):** All Ages

**Attr:** Angela Christopher, 4-H Educator

**Duration:** 10 minutes (more for additional activities)

### Overview:

Who is Robert? In 1876 General Henry Robert rewrote rules after Thomas Jefferson's suggestions were deemed too complex for the average citizen. So he wrote a set of rules based loosely on the practices of congress and adapted it for organized societies. Today, Roberts Rules of Order are practiced around the world. The Purpose of Parliamentary Procedure – By practicing parliamentary procedure, we are in effect, practicing and protecting our democratic institution. Parliamentary Procedure protects the rights of people and allows them to join together and accomplish common goals. Parliamentary procedure should be used to HELP not HINDER decision making. Roberts says “the members meet to transact business, not exploit their knowledge of parliamentary law.” The rights of the organization supersede the rights of the individual members.

Use what is learned about Robert and the Parliamentary Procedure to “make a pizza”.

### Objectives:

- Youth will educate themselves on the basics, motions, making motions, voting, and the officers.
- Youth will use the parliamentary procedure to put together a “Parlipizza,” making motions and voting on every item.
- Youth will recognize the importance of the democratic process and the impact each individual has.

### Materials:

- Crust – cut a large basic circle on tan paper...ours was actually a dinner plate on a fruit/veggie cartridge (perhaps you could use the outline of a real dinner plate)
- Sauce – cut a large basic circle on red paper (same idea...trim the dinner plate outline a bit shorter)
- Shredded Cheese – ran a white sheet of paper through the office's paper shredder
- Pepperoni – cut small basic circles on a deeper red paper (although it may be a bit time consuming, you could use a milk jug cap)
- Sausage – cut imperfect circles using brown paper...ours were peas from a pea pods on the same fruit/veggie cartridge
- Mushrooms – cut caps and stems on brown paper...the caps were created from an image of a little boy (they were formed from his hair) and the stems were created by cutting his shorts in half
- Onions – cut parentheses using a font cartridge on ivory paper
- Olives – cut italic O's using a font cartridge on black paper
- Green Peppers – cut curly brackets using a font cartridge on green paper and cut in half

## Instructional Procedures:

1. Read through the Rules of Order to the group.
2. Address the point of the game, to use the parliamentary procedure to put together a pizza.
3. Present the pizza ingredients and options.
  - a. Allow youth to make motions and vote on what is put on the pizza as well as the order of how things are put onto the pizza.
  - b. Look back to the "Cheat Sheet" for assistance

## Rules of Order

Who is Robert? – In 1876 General Henry Robert rewrote rules after Thomas Jefferson's suggestions were deemed too complex for the average citizen. So he wrote a set of rules based loosely on the practices of congress and adapted it for organized societies. Today, Roberts Rules of Order are practiced around the world.

The Basics - All members are equal, and their rights are equal. Those rights are: to attend meetings, make motions, speak in debate, to nominate, to vote, and to hold office. A quorum must be present to conduct business. A quorum is the number of members who need to be present to legally conduct business and should be clearly stated in the By-Laws. In a committee, the quorum is usually a majority of its members. The purpose of a quorum is to prevent an unrepresentative group from taking action in the name of the whole organization. The majority rules. This a basic tenet of the democratic process. The minority have the right to be heard, but once the majority have made a decision, the minority must respect and abide by that decision. Silence or Abstaining is consent. Those members who do not vote are in essence, agreeing to go along with the decision of the majority. The Two-Thirds Vote Rule is only necessary when you are limiting or taking away the rights of members or when you changing something that has already been decided.

### Motions -

Motions are the tools we use to introduce business. No business can be done without a motion. Main Motions are a proposal that the group take action or that an opinion be expressed by the group. The words to use are "I move..."

A Secondary Motion is made when a Main Motion is on the floor and before it has been decided. For example, if a motion is on the floor and I move that a special committee be formed to address it. Secondary motions always take priority of over main motions. Picture a stack of cards. Secondary motions go on top, and must be dealt with first, before you can reach the bottom card, or main motion.

There are three types of Secondary Motions. Subsidiary motions, privileged motions, and incidental motions. Subsidiary motions relate directly to the motion on the floor. They may change the words, delay it, send it to a committee, etc. They are designed to expedite business by suspending the motion rather than adopting or rejecting it. Privileged motions are motions of an emergency nature. Usually used to call for a recess or adjourn. They do not relate to the motion on the floor, but the welfare of the group. Incidental motions are procedural. They deal with enforcing rules, correcting errors, as well as verifying votes.

How to make a motion - A member first addresses the chair. The chair recognizes the member and assigns him/her the floor. The member introduces the motion by saying "I move...". Another member says "I second the motion". This member does not need to be recognized. If there is no second, the motion fails. If there is a second, the chair should restate the motion. If it is a long motion, the chair may request that it be written before it is restated. The motion is pending once it has been restated by the chair. It must be disposed of in some manner before other business is attended. The chair opens debate by saying "Is there any discussion?" The chair will recognize each person who wishes to speak. Debate should continue for as long as members wish to discuss the motion in question. Then the chair puts the motion to a vote by restating the motion once more. "All in favor of the motion please say Aye. Those opposed please say No. That is an acceptable voice vote. Then the chair announces the result of the vote.

All main motions can be debated and amended. They require a second, cannot interrupt a member who has the floor, and require a majority vote. The maker of the motion has the right to be the first person to speak on it and may vote against his/her own motion, but they cannot speak against it. A member can modify their own motion before it is repeated by the chair. If they wish to modify after the chair has repeated it, it must be done as an amendment.

Motions are out of order if they conflict with the law or By-Laws, repeat the same question on the same day, conflict with an adopted motion, operate outside the scope of the organization, conflict with or repeat motions already in a committee, or are incorrect or rude. Only one question at a time and one speaker at a time. No motion is in order unless it relates directly to the question under consideration. In addition, once a member has been recognized by the chair, they have the floor and may not be interrupted. Debatable motions must receive a full debate. The chair may not put a motion to vote until debate has ended or if there is a 2/3rds vote. Once a motion is decided, it may not be brought back up again in the same meeting. Personal remarks in debate are always out of order.

Voting - A majority vote is defined as "more than half the votes cast." A plurality vote is the largest number of votes given any candidate when there are three or more choices. Methods of voting include the most usual voice vote. If the results are unclear, the two other common methods are by a standing vote and a show of hands. The standing vote or show of hands are the only choices for a matter involving a 2/3rds majority vote. If the matter requires a 2/3rds vote, the chair should inform the membership of that. Another type of vote that can be used is a ballot vote. This is primarily used to protect the voters' right to secrecy. It can only be used if specified in the By-Laws or when ordered by the group through a majority vote. It may be the best choice on a motion that is particularly divisive. In all methods of voting, an abstention is not counted. Only the number of votes cast is counted for determining a majority or 2/3rds vote unless a special rule is stated in the By-Laws. A tie vote is a lost vote because majority was not obtained. The chair is not compelled to break a tie, but does have the right to vote as a member any time. It is best for a chair vote by ballot to appear impartial. A proxy vote is a written power of attorney given to one person to cast a vote on another's behalf. Proxy voting may be outlawed in the By-Laws. A mail vote may be called for if allowed in the By-Laws and is used when a vote by the full membership is desired. A division may be called after any vote in which a member would like the Chair to verify the vote. To verify the vote, the Chair must retake the vote in another way than what was previously used.

### Running a Meeting Effectively -

The presiding officer is responsible for maintaining order. Much like a referee, he/she is responsible for enforcing the rules so that the organization may conduct business in the most fair and effective manner. The degree of formality used by the chair will depend on the size and familiarity of the group.

The duties of the presiding officer - Be on time and start on time. The presiding officer should have a detailed agenda and stick to it as to be prepared. The presiding officer should be familiar with procedural rules and By-Laws. Be a teacher and keep the group working together by explaining certain parliamentary rules clearly and moving from one point of order to the next on the agenda. If a motion is confusing, the Chair clarifies it. Control the floor by assigning who has the floor and who may speak. Private discussions while someone else has the floor are definitely out of order. Always be impartial. He/she should make sure that members from all sides of an issue have a chance to speak without being interrupted. Be composed no matter what. The presiding officer should remain calm and keep the meeting moving. Be precise and always restate the motion before taking a vote. Then announce the results of that vote. Always make sure the results of the vote are clear. Be focused and do not allow irrelevant discussion. Keep everything about the motion on the floor. Be temperate. The presiding officer should use the gavel sparingly. Ideally tapping it once to open the meeting and once to close the meeting. Always remember that informality should not lead to chaos.

Be sure to prepare an agenda. An agenda is a list of things that require action or information that needs to be given. Always check the minutes from the last meeting to see what business may have been postponed. Parliamentary Techniques can be used to expedite business. Voting takes time. When business is considered routine a formal vote is unnecessary. This is called General Consent. If there is a single objection however, the matter must be put to a vote.

For elections, if there is only one candidate proposed, the presiding officer may declare that person the victor without a vote unless By-Laws state otherwise. If a person has the floor and needs help phrasing the motion, the presiding officer may help them do so. If a person wishes to withdraw their motion, the presiding officer may do that. It is up to the presiding officer to decide if a misuse of parliamentary procedure occurs, specifically the delay of action at a meeting because that is out of order.

The Secretary - The Secretary is responsible for the minutes of the meeting. The minutes are written record and are of vital importance as they constitute the permanent record of the organization. A Secretary should record all of the following: all adopted and defeated motions, name of the maker of the motion, names of all members present, names of all those elected or appointed, number of votes on each for every vote, names of the person who seconded a motion, motions withdrawn, and entire reports by officers. Secretaries do not record discussion or personal opinion. Write the minutes as promptly as possible. Immediately send a copy to the President and alert the President of the unfinished business. Then sign and date the minutes. The Secretary should also keep the record of official membership, a list of all committees and their members, and a current copy of the By-Laws. The secretary should also send out meeting notices reminding members of when the next meeting is.

The Treasurer - The Treasurer is responsible for the funds of the organization. He/she receives and disburses the funds as directed by By-Laws or membership. The Treasurer maintains a record book of all financial matters and specifically a detailed account of all money in and all money out. The Treasurer gives a brief report at each meeting providing a summary of collections and expenditures, and any unusual items. The Treasurers report is not adopted. However it is allowed to be questioned and discussed. Afterwards it should be immediately filed for audit. The treasurer may also be responsible for the preparation of a budget.

By-Laws - By-Laws are the rules of the organization used for governing itself. The By-Laws should be reviewed from time to time to ensure they reflect the current needs practiced by the group. They require a 2/3's majority vote to change or amend.

### **Guided Discussion Questions:**

1. What could the ingredients of your pizza represent?
2. What is the point of taking a vote to make a decision?
3. What could you do to push for toppings that appeal to you?
4. What could happen if the voting is tied?
5. How does this activity help you understand the way our government and smaller governing bodies work?