

Parliamentary Procedure

This activity will allow members to:

- Vote on the service need that will be the club's focus.
- Connect with their fellow club members.
- Increase confidence and team building.

Materials needed:

- One handout per member (print it at buildersclub.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.

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

After the sticker vote, it's time to make it official. In the Kiwanis family, every club practices "parliamentary procedure." Here's a guide for your Builders Club:

Making and voting on a motion:

What is a "motion"? It's when someone officially gets thing 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 for the motion by saying it for everyone to hear.

- In this case, a club officer or other member should "present a motion" to vote on the service need category: "I move that we focus on _____ as our service need."
- Another member "seconds" the motion: "I second that motion."
- The club then decides if the motion should be "debated." That means everyone would talk some more and give opinions. Your club might decide that everyone agrees and doesn't need to debate. But if a member wants to debate, that person should say: "I would like to discuss our plans to choose _____ as our service need."
- After debate (or if nobody wants to debate), it's time to decide. The club president "leads a vote" on the motion: "I move that we adopt this motion and choose this service need for our high-impact service project."

There are several ways the club can vote:

- **Group vote.** The president calls for everyone to vote with their voices, all at once: "All those in favor, say 'aye.' All those opposed, say 'no.'"
- **Roll call.** The president asks for each member to say how they're voting, one by one. Each member says "yes" or "no" when his or her name is called. (A member can also decide not to vote by saying, "abstain" or "present.")
- **Ballot vote.** Each member writes his or her vote on a "ballot" (a slip of paper). Members don't have to put their names on their votes—that way, nobody feels pressure to vote one way or another. The ballots are collected and counted by the president.
- **General consent.** Sometimes everyone knows that a motion probably won't be voted against by anybody. So the president can just say, "If there is no objection . . ." and members show they agree by staying silent. But if someone does object, he or she can say, "I object." Then the matter is voted on—in one of the ways above.

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!