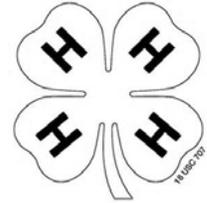


# Mix It Up: Parliamentary Procedure Activity



**Desired Outcome:** Provide group a quick introduction or refresher in parliamentary procedure, specifically effective group discussions and decision making.

**Items needed:** Large bowl, spoon, ingredients for Trail Mix (such as Cheerios, raisins, peanuts, plain and peanut butter M and M's, others as desired), and one unlikely Trail Mix ingredient (broccoli, etc.) serving utensil (paper cups or baggies, napkins, etc.)

**Time:** 15-25 minutes

**Group Size:** 5+

**Set-up:** Display the ingredients at the front of room with the bowl and spoon. I labeled the ingredients so that the audience could see them, but this is optional. A flipchart that outlines the parts of the discussion can also be helpful, but is not required.

**Activity:** Introduce yourself and explain the activity...

“Parliamentary procedure is an agreement between all the members in the group to participate... giving everyone a chance to voice their ideas and everyone a chance to listen. This provides an efficient way to have discussions and address issues as a group. So, tonight we are going to talk about the ingredients that go into effective group discussions – one of the key pieces to parliamentary procedure. While we have this discussion, we are going to be making a delicious snack.

In order to add an ingredient, we will need to have a motion, a second, discussion and a vote. It is the duty of the presiding officer, usually the president to keep order. That means that they will be recognizing, calling on us, to let us know when it is time to say something.

To make a motion, you need to say ‘I move that we *do this.*’ I will make the first motion to get us started. ‘I move that we add the cereal to the snack mix.’

Now the presiding officer will ask, ‘Do I hear a second?’ Getting a second lets the president know that there is more than one person that would like to discuss this.

With a motion and second, it’s time to discuss. Because parliamentary procedure is all about getting participation from the group, we are going to need to hear discussion from at least 3 members before we call for a vote. Discussion is the time for members to ask questions about the effects of the proposal or add their opinions. ”

- Proceed in encouraging discussion and help get motions to add the other ingredients.

- Encourage/Walk-through an amended motion (perhaps to add only ½ of the sweet treat into the mix).
- Plant two members to make a motion and a second to add the “undesirable” ingredient (i.e. broccoli). This will allow the members to voice dissension and vote down a motion.

**Debrief:** Now that we have made our tasty snack mix, let’s review what we have learned about parliamentary procedure.

What is parliamentary procedure? *An agreement to keep meetings orderly and give everyone a chance to participate.*

How do we start a discussion? *Make a motion.*

Why do we need a second, before we discuss a topic? *To confirm that more than one person want to discuss the matter.*

If I want to disagree or ask a question, when should I do it? *During the discussion.*

Who can make a motion? *Any member.*

Who is the presiding officer? *The president, or other officer, leading the meeting.*

Do I have to vote? *No. You can choose to abstain, which means you choose to not vote.*