



4-H (PROJECT)  
(TOPIC OF SHEET)

Developed by (Name), (Title), (County)

Intermediate\*



Include clip art as appropriate.

(Topic or other, creative title)

Introduce the topic with a focus on the life skill (i.e., communicating) in a brief paragraph.

Supplemental pages are designed to supplement project activities. The sheets have a narrower focus than activity sheets do. Supplemental sheets should include experiential activities, but may contain more factual information than can be found on an activity sheet.

The back of this sheet is taken from the intermediate-level supplemental sheet on parliamentary procedure. It shows examples of factual information and activities.

The Process

The process for developing supplemental sheets is similar to that for all Extension publications. Sheets will be reviewed by at least three people and assigned a "W" number (for Web-based publications).

**Send activity sheets to Alice Ann Moore** in the state 4-H Youth Development office. The state 4-H staff will work with the developers and Marketing and Communications Services to design, edit and finalize the sheets.

A Little Explanation of . . .

Level\*

**Beginning:** grades 5-6 ~ **Intermediate:** grades 7-8 ~ **Advanced:** high school

Life Skill\*\*

Life skills are the basis of the Tennessee 4-H Youth Development program. Youth develop life skills through their project work. County, regional and state programs are designed to enhance life skill development, and Tennessee has an evaluation system to measure program impact.

Therefore, **each activity sheet should be targeted toward a specific life skill.** The skill should be mentioned in the introductory paragraph and included throughout the sheet. Activities should also enhance the development of the life skill.

For more information on life skills and the Life Skill Evaluation System (LSES), visit <http://4h.tennessee.edu/lifeskills/eval/help/>

The ten targeted life skills are as follows:

- ◆ Achieving goals
- ◆ Building relationships
- ◆ Communicating
- ◆ Leadership
- ◆ Ethical decision making
- ◆ Responsibility
- ◆ Healthy Lifestyle Choices
- ◆ Positive self-esteem
- ◆ Responsible Citizenship
- ◆ Teamwork

Facts and Activities

Include project information and activities to help the 4-H'ers learn, develop life skills and have fun.

For more examples of supplemental sheets, visit [www.utextension.utk.edu/4h/projects](http://www.utextension.utk.edu/4h/projects)  
For more information on developing sheets, visit [www.utextension.utk.edu/4h/projects/template.htm](http://www.utextension.utk.edu/4h/projects/template.htm)

Hands-on Activity or Fun Facts

Use boxes to highlight experiential (hands-on) activities or important information. See examples (on the back of this sheet) from the intermediate level parliamentary procedure sheet, which supplements the leadership/personal development project.



Include a graphic with the activity if appropriate.

## 4-H (PROJECT) (TOPIC OF SHEET)

*The information on this page is taken from the intermediate-level supplemental sheet on parliamentary procedure.*

### Voting Procedures

Voting may be done in any one of four ways:

1. **Voice Vote** - "Those in favor say 'aye'; those opposed say 'nay.'"
2. **Show of Hands** - "Those in favor raise their right hand." Count the vote. "Those opposed raise their right hand." Count the vote.
3. **Standing Vote** - "Those in favor please stand." "Those opposed please stand." Note that a standing vote does not have to be counted. The chair may simply decide which group was larger and announce the result of the vote.
4. **Written** - This would be by secret ballot. Members would vote on a piece of paper and turn it in to the chair. This allows an individual to vote without other members knowing how they voted.

A **tie vote** is when both sides have an equal number of votes. If this happens in your meeting, the motion fails because there is not a majority of members supporting the motion.



### Does the Chairman Vote?

The chairman (president) of a group must generally not show favoritism in a meeting. Therefore, the chairman typically does not vote. However, sometimes the chairman will have the opportunity to cast his/her vote. **A chairman may vote ONLY to make or break a tie.** For example, if a vote is exactly 50-50, the motion fails unless the chairman chooses to vote 'yes' and pass the motion.

If a vote is 50 'yes' to 49 'no,' the motion would pass unless the chairman chooses to vote 'no' and make a tie, thus causing the motion to fail.

Remember, **a chairman is never required to vote unless he/she chooses to do so.**

### Practice! Practice! Practice!



The best way to keep enhancing your parliamentary procedure and leadership skills is to practice! Here are some ideas.

- ◆ Mentor younger 4-H members in your county who are interested in leadership and parliamentary procedure.
- ◆ Help your 4-H leader plan a 4-H officer training workshop.
- ◆ Make a list of careers that use parliamentary procedure skills. Interview at least two people in these fields. Share what you learn with others in your 4-H group.

*Reviewed by (Name), (Title), and members of the state 4-H Youth Development staff  
Edited by Lori Jean Mantooth, Extension Assistant, and Wanda Russell, Publications Editor*

### Serve Up Some Knowledge

Now that you are on your way to further developing your parliamentary procedure skills, it is time to share them with younger 4-H members! Visit a 4-H meeting of younger 4-H members and conduct a demonstration about parliamentary procedure. Try this fun way of teaching these skills or develop your own lesson plans.

#### Let's make "Meeting Trail Mix."

**Needed:** Large bowl, spoon, ingredients for trail mix (Honey Nut Cheerios®, raisins, peanuts, M&M's®, others as desired), plates, napkins.

#### Steps:

1. Display the ingredients and talk about the importance of parliamentary procedure to the smooth operation of a meeting.
2. Tell your audience that you are going to make trail mix and that they will learn how to correctly make a motion in a meeting.
3. Explain that all of the ingredients will be added to the bowl as motions are made. The 4-H'ers must say "I move that we add..." Ask for a second, discuss and vote on each ingredient. If the 4-H'er says "I make a motion" or "I motion," ask them to restate it correctly!
4. Be sure to have at least one ingredient that the members would NOT want in the trail mix, such as pickles. If someone moves to add this ingredient, the members can practice defeating a motion.
5. As soon as all of the ingredients are added, the members can eat the trail mix as a snack.



*Adapted from Wisconsin 4-H, 2001*

For more ideas contact your 4-H office or visit the 4-H leadership and personal development Web site:  
[www.utextension.utk.edu/4h/projects/leadership.htm](http://www.utextension.utk.edu/4h/projects/leadership.htm)