



PARLIAMENTARY PROCEDURE

The 6 Methods of Voting

GENERAL CONSENT

This method of voting can be used to speed up a meeting and the voting process for regular items such as minutes or items that everyone appears to be in favor of. A motion may be passed without a formal vote being taken. If there are any objections, the motion must be processed using the 6 steps of a motion.

Put it to Use: **“Are there any objections to (state the motion)?”** [pause] If no objections are made you may state **“Hearing no objections, (state the motion)”**.

With minutes: **“You have received the minutes. Are there any corrections to the minutes?”** [pause] **“Hearing none, the minutes are approved as presented.”**

VOICE VOTE

This traditional way of voting has members verbally say “aye” or “no” in response to the question.

Put it to Use: **“Those in favor of the motion say aye.”** [pause] **“Those opposed say no.”**

Make it Fun: In 4-H meetings you don’t always have to use the words “aye” and “no” as voice responses. You can liven up your meetings by having members respond in other fun and creative ways as well. A quack, moo, hip hip hooray, or what’s up are sure to get everyone’s attention.

“All those in favor of the motion quack once” [pause] **“All those opposed same sign.”**

SHOW OF HANDS

A method of voting in which the members raise their hand to show their vote. This method is best used only in small groups where everyone can see each other, or the results may be in question.

Put it to Use: **“Those in favor of the motion please raise your hand.”** [pause] **“Those opposed please raise your hand.”**

RISING VOTE – STAND AND MAYBE COUNT OFF

If a voice vote has a questionable result, the Rising Vote may be used to see the result easily. It can be easier than a show of hands to determine the results as well since sometimes it is hard to see a series of hands clearly within a room.

If the result of the vote is not obvious by having delegates stand, you may count the result by having the standing members count off. After they shout out their number, they then sit down so an accurate count can be taken.

Put it to Use: **“Those in favor of the motion, please stand.”** [pause] **“Please be seated.”** [pause] **“Those opposed to the motion, please stand.”** [pause] **“Please be seated.”**

Another Take: To accommodate members of your group that may not be able to stand, consider using a voting card instead of standing. A voting card is an obvious sign or colored sheet of paper that members raise to vote.

BALLOT VOTE – WRITE IT DOWN

A ballot vote is used for elections or any other time the pressure of the group might keep people from voting what they really believe. A “Teller” is elected or appointed to collect the votes and tally them. The teller, secretary, and president also need to ensure that only one ballot is given each eligible member. It is important to make sure ineligible members, guests, and parents present not be given a ballot as well.

Put it to Use: **“Please mark your ballots clearly, fold them one time, and hand them directly to a teller.”**

ROLL CALL VOTE – CALL THE ROLL

This method is opposite of the ballot vote in that every member’s vote is known. Each member’s name is called by the Secretary, at which time the member states his or her vote by saying ‘aye’, ‘no’, ‘present (abstain)’, or ‘pass’. If a member calls out pass that person may vote before the results are announced. The secretary then records the vote and it is kept on record. This method of voting should only be used when members are responsible to others that have a right to know, such as in public office.

Put it to Use: **“The secretary will now call the roll.”**

Created by Jody Koubsky, University of Minnesota Extension, December 2014
Source: *The Complete Idiot’s Guide to Robert’s Rules Second Edition* by Nancy Sylvester, PRP, CPP-T

