

4-H EMBLEM

A green four leaf clover with a white "H" on each leaf.
The four H's stand for: head, heart, hands and health.



"To Make The Best Better"

4-H COLORS

"Green and White"

4-H PLEDGE

I Pledge:

My Head to Clearer Thinking,
My Heart to Greater Loyalty,
My Hands to Larger Service,
My Health to Better Living, for
My Club, My Community,
My Country, and My World.

TYPICAL CLUB OFFICER DUTIES

President: Call meeting to order, preside during meeting.

Vice President: Introduce guests, announce the program for the club meeting, and preside in the president's absence.

Secretary: Lead roll call and record attendance at each meeting; read and record the minutes of each meeting.

Treasurer: Maintain records of the club's income and expenses. Announce the treasury balance and any transactions since the last club business meeting.

Reporter: Promote the club's activities. Optional roles may include: preparing and distributing a club newsletter (often online), maintaining a club scrapbook, and/or serving as the club photographer.

Song Leader: Lead 4-H songs during the club meeting.

Recreation Leader: Lead games during the social part of the club meeting.

The organizational leader works with club officers to ensure they "lead" the business meeting. If the president is young, the leader may need to "lead" the discussion about business items and then allow the president to lead the voting regarding the specific issue.

The important thing is to give the youth officers as much responsibility as is developmentally appropriate in leading their own club.

BUSINESS MEETING PROCEDURE

CALL TO ORDER

President *Taps gavel. "The meeting of the _____ Club will please come to order."*

PLEDGES

President *"Will _____ please come forward and lead us in our pledges." The president asks two members to lead pledges before the meeting begins.*

Member 1 *"Please stand for the Pledge of Allegiance." Member leads pledge.*

Member 2 *Member leads 4-H Pledge. "You may be seated."*

INTRODUCE NEW MEMBERS/GUESTS

Vice President *"We are pleased to introduce _____ who is a (new member, guest, etc) to our club. Thank you for joining us." It would be great for the vice president to meet any new members or guests prior to the meeting and learn a little bit of information about them to make their introduction to the group more special.*

ROLL CALL

President *"The secretary will now call roll."*

Secretary *Calls roll.*

READING OF THE MINUTES

President *"The secretary will read the minutes of the last meeting."*

Secretary *Reads minutes.*

President "Are there any corrections or additions to the minutes?" *PAUSE.*
If a member notices a mistake, they raise their hand. When called on by the president, they explain the mistake.

IF CORRECTIONS: "The secretary will please make the correction. Are there any other corrections or additions?" *PAUSE.*
"If not, the minutes stand approved as corrected."

IF NO CORRECTIONS: "If not, the minutes stand approved."

TREASURER'S REPORT

President "Will the treasurer give the treasurer's report?"

Treasurer *Reports on the balance on hand and any money paid out or raised during a fund raiser since the last club meeting.*

President "Are there any questions regarding the treasurer's report? *PAUSE*
If a member has a question about the report, he will raise his hand, and when recognized by the president, will ask his question.

If corrections: *The treasurer will answer any questions about the report. After all questions have been answered say, "If there are no further questions, the treasurer's report stands approved.*

If no corrections: "If not, the treasurer's report stands approved."

COMMITTEE REPORTS

Committee
Chairman

Some of the committees your club might have are: activity committee, community service committee, fund raising committee, special events committee, etc. Committee chairman should report back to the club to inform them of what their committee has been working on and their suggestions for the club. The club may have to vote on something that the committee suggests.

OLD BUSINESS

As the agenda is prepared before the meeting, the president will refer to the minutes of the last meeting to list unfinished business (i.e., business that was discussed at previous meetings that still has unfinished details or decisions to be made).

President "Our first item of unfinished business is..." *The president, leader or another member will help lead the discussion about each business item. Who will lead the discussion is generally identified on the agenda.*

NEW BUSINESS *As the agenda is prepared before the meeting, the president and/or leader will identify new issues for the club to discuss.*

President "Our first item of new business is..." *The president, leader or another member will help lead the discussion about each business item. Who will lead the discussion is generally identified on the agenda. If a decision needs to be made for any business item, the president will accept a motion from the floor, and a vote will be held.*

President *After all new business listed on the agenda has been discussed, "Is there any other new business to bring before the club?"*

Any Member *After receiving the floor from the president, any member may bring up new business or the president may state the business.*

President *If the business requires a decision to be made, the president will ask for a motion.*

Any Member 1 "I move that..."

Any Member 2 "I second that motion."

President "Is there any discussion?"

Any Member *Any member may raise their hand and share their views about the issue when the president calls on them.*

President "All in favor say 'Aye'." All opposed say 'Nay'." *PAUSE.* The motion carries/fails (*depending on the vote*)."

ANNOUNCEMENTS

Your club leader may prepare a list of announcement or prepare a take-home list for each member with important dates and reminders.

President "Here is a list of announcements and reminders for this meeting."

or "Are there any announcements?"

Any Member

After receiving the floor from the president, any member may make an announcement.

ADJOURNMENT OF BUSINESS MEETING

President "If there is no further business, is there a motion that we adjourn?"

Any Member 1 *Raises hand and after receiving the floor from president, says, "I move that this meeting be adjourned."*

President "Is there a second to the motion?"

Any Member 2 *Raises hand and after receiving the floor from president, says, "I second that motion."*

President "The business meeting is adjourned."

CLUB TALKS

President "_____ will give a club talk about (topic) _____."

Member *Gives presentation to club.*

PROGRAM

President "Our vice-president will now introduce our program."

Vice President *Introduces speaker and topic, or explains about the program.*

Leader/Guest Speaker *Presents program.*

Vice President *When leader or guest has completed the program, say, "Thank you Mr./Mrs. _____ for presenting this program."*

RECREATION

If recreation is part of your club meeting:

President " _____ will now lead us in our recreation program."

Leader,
Parent or
Club Member Leads recreation program.

REFRESHMENTS

If refreshments are part of your club meeting:

President "That concludes our meeting. We will now have refreshments.
Thank you _____ for providing and serving refreshments."
Member who provides refreshments helps serve them.

PARLIAMENTARY PROCEDURE

HOW TO MAKE A MOTION....

1. Member raises hand. President will recognize person by calling their name. This indicates that the person recognized has the privilege of speaking ("has the floor") and must not be interrupted.
2. Member then stands and states the motion as follows: "I move that _____."
3. President says, "Is there a second to this motion?" A motion must be seconded. When you make a motion, you are saying that you think it is a good idea that you agree with. The person who makes the motion cannot second the motion.
4. Any member, except the member making the original motion, raises their hand, stands when recognized by the president, and says, "I second that motion," (ie., I think it's a good idea.).
5. After the motion has been seconded, the president re-states the motion saying, "The motion has been made and properly seconded that we _____. Is there any discussion?"
6. Any member that wants to share their views regarding the motion raises their hand and when recognized by the president stands and addresses the club. Only one person has the floor at a time.

After a reasonable time for discussion, the president will say, "If there is no further discussion, we will now vote. All in favor of the motion, raise your hand (secretary counts votes). All opposed to the motion, raise your hand (secretary counts votes). Motion carries (or fails)."

Votes can also be taken orally (aye/nay) or by ballot. On issues where the vote is likely to be close, it may be better to ask member to vote by raising their hand.

IMPORTANT: There can only be one motion on the floor at a time. Once a motion has been made and seconded, it must be voted on, amended or withdrawn by the person who made the vote originally.