

TO THE PRESIDENT: This is a "script" you can use to conduct the 4-H meeting until you've gained a little experience. You can read the words in **BOLD** print as they are written or just as a guide. It will be easier if you fill in the blanks with the names of the members you will ask to give reports. Write in pencil so you can use this form again.

President: "**The meeting will please come to order. We'll begin with the pledge to the flag followed by the 4-H pledge.**

_____ (name) will lead the pledge and the 4- H pledge".

President: "**The secretary will now call the roll and read the minutes of the last meeting**". After the roll has been called and the minutes read you will say:

"**Thank you _____ (name) for your report. Are there any additions or corrections?**" (Wait for questions)"**If not, they stand approved as read**". (If there were additions or corrections say: The minutes stand approved as corrected.)

President:"**We will now have the Treasurer's report**". (After the report you say:)"**Thank you _____ (name) for your report. Are there any questions about the Treasurer's Report?** (Wait for questions) **If not, it stands approved as read**".

President:"**Now we will have committee reports. Are there any committees that need to report?** (After each report say:)"**Thank you _____ (name) for your report**". **Are there any more committee reports?**" When all committee reports have been given say: "**If there are no more committee reports we will move to Old Business**".

"**Does anyone have any Old Business?**"(Old Business is anything the club has previously discussed.

After an old business item has been discussed, ask:)"**Is there any more old business?**" (Wait to see if there's anymore Old Business and if not say:)

"**If there's no more Old Business, we'll move to New Business. Does anyone have any New Business to bring before the club?**" (Wait - After a new business item has been discussed, ask:)

"**Is there any more New Business?**" (When all the new business has been discussed ask:) "**Is there any other business for the club to discuss?**" (Wait) "**If not, I'll accept a motion to adjourn the business meeting**". (Call on a club member who should say: "I move the meeting be adjourned").

Ask: "**Is there a second to the motion?** (Call on a different member to second the motion by saying:"I second the motion.")

Then call for a vote to end the meeting by saying: "**It has been moved and seconded that the meeting be adjourned. All in favor say Aye.**" (wait, then say:) "**All opposed say Nay.**"

Then, since the vote will usually be in favor of adjourning say: "**The business meeting is adjourned. Please remain seated until we receive directions for the next part of the meeting.**"

HELPFUL HINTS FOR PRESIDENT

1. Decide who you will ask to lead the pledges and give reports. Fill in their names in the blanks and go over the President's part before you call the meeting to order. If you are unsure of a word, ask an adult.
2. Members should not speak until the President (you) ask them to. Try to have as many different members take part in the meeting as possible by not always calling on the same people to make or second motions.
3. Speak loudly and clearly. Make the club believe you know what you're doing and that you are in charge.
4. The proper way to make a motion is to say: "I move . . ." It is not correct to say: "I make a motion we. . ."
5. After a motion has been made, nothing can happen until someone agrees with the motion and seconds it. After you call on them, the member just says: "I second the motion".
6. There is no such thing as firsting or thirding a motion. The correct way is to make the motion and second the motion. After the motion has been made and seconded there is a time for members to ask questions. After all questions have been asked the motion should be put to a vote.
7. The President calls for the vote by saying: "All in favor of the motion say Aye (sounds like "eye" and means yes). Then the president says: "All opposed (means against) the motion say Nay (means no). If more members vote for it than against it the President says: "The motion carries" (passes) or "The motion fails" if there weren't enough votes for it.
8. If the vote is close, ask the members to vote by a show of hands.
9. A day or two before each meeting a good President will call the members who have reports and remind them they have a job to do. If they've forgotten they'll still have time to get their job done. If you wait until they get to the meeting it's usually too late. Be a good President, remind your members of their jobs!

Vice - President

Presides at the meeting of the club when the president is absent.

May have special leadership assignments:

- chair the program committee
- introduce program speakers and guests
- help the officers and leaders when necessary

If you are unable to attend a monthly club meeting, please contact the President or Club Leader prior to the meeting.

Secretary

Keeps a record (minutes of the meeting) of the activities and decisions of the club and:

- reads minutes at the business meeting.
- sends meeting reports to the Cooperative Extension Office in the county.
- writes letters for the club. The secretary's book has more information.

If you are unable to attend a monthly club meeting, please contact the President or Club Leader prior to the meeting and make arrangements to give them your secretary's report.

Treasurer

Keeps the club's money and:

- Keeps an accurate record of money received.
- Pays the club's bills.
- Gives a treasurer's report at the business meeting. The treasurer's record has more information.

If you are unable to attend a monthly club meeting, please contact the President or Club Leader prior to the meeting and give them your treasurer's report.

Photographer

Helps keep a photographic record of the club's activities during the following:

- Regular Meetings
- Club Achievement Night
- Other Special Club Events

Give pictures to the Club News Reporter as necessary for submission to the newspaper.
Prints pictures for placement in the Club's Scrapbook.

Keeps negatives/CD's of club pictures in a binder in the club room for members to be able to print pictures for their personal 4-H Record Book and/or 4-H Scrapbook.

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Committees

A committee (a small group of members) may be appointed to do certain tasks for the club.

Members

The members of the club should be just as involved in the meetings and activities of the club as the officers. Listen to what is going on. Ask questions when discussions or reports are not clear. Bring ideas to the meetings and be willing to talk about them. Discuss the ideas of others. Vote when a motion is being decided. Members should get involved in as many of the club activities as possible.

Planning for the club

Besides conducting the club business meeting, the officers may also help with planning the club program for the year. The club program will include:

- Goals for the club to work toward.
- Where the meetings will be held.
- What will be done at each meeting.
- What activities the club will have.

Planning for the club may be done in several ways. If the club is small, all members and the leaders may work together to plan what will be done for the year. If the club is larger, the leader, junior leaders and the officers may work out the program. Still another way is to form a number of committees to plan parts of the program. A recreation committee may plan the fun part of the program while the activities committee plans for taking part in various county or state-wide activities.

The club's program should be recorded in the secretary's record on the pages provided.