

# 4-H Club Meeting Information

for

**4-H Club Presidents  
- and -  
Vice Presidents**



*Source:*

*Education Committee, National Association of Parliamentarians*

## **Parliamentary Procedure for Youth Groups**

### Let's Come to Order

#### The Chairman

*Chairman guides...never dominates*

1. Call meeting to order.
2. Keeps meeting going according to the adopted order of business and the agenda prepared with the secretary.
3. Guides meeting so that all members take part and things get done. Keeps meeting friendly.
4. Tries not to express an opinion.
5. States motion clearly. Puts motions to vote, states whether motion is carried or lost and gives result of voting.
6. When voting is by ballot or by roll call, chairman may vote.
7. Chairman may vote in case his vote would change the results if he has not already voted in a roll call or ballot vote. He does not have to vote if he does not wish to do so.
8. Appoints committees when asked by the group to do so, or he may be given this right in the bylaws.
9. Suggests motions...but does not make them.
10. In speaking, the chairman refers to himself as "the chair."

### Order of Business

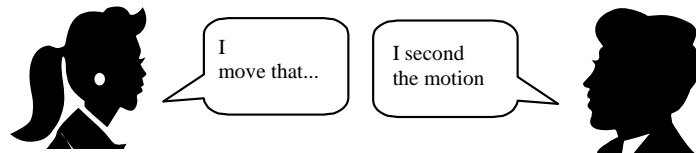
1. "The meeting will come to order." Begin on time!
2. "The secretary will read the minutes of the meeting of \_\_\_\_\_."
3. "Are there any corrections?" If not, (pause) the minutes stand as approved (or as corrected)."
4. Correspondence to be read by secretary.
5. "We will have the statement of the treasurer." "You have heard the statement of the treasurer, are there any questions? The report will be filed with the secretary for audit."
6. Reports from committees: (Executive, Standing, Special)
7. "Is there any unfinished business?"
8. "Is there any new business?"
9. Program - "The program chairman will now present the program."
10. Announcements.
11. Adjournment. "If there is no further business, (pause) and no objections, (pause) we stand adjourned."

You may not need all these things in any one business meeting. You may not have any unfinished business or new business, or committee reports, for example. However, the minutes and treasurer's report should be given at each meeting.

*A Main Motion - to Introduce Business*

Talk to the Chairman - Not to Your Neighbors

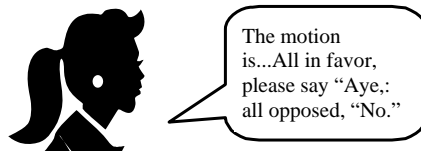
1. Rise, address the chair.
2. Wait for recognition.
3. State your motion. Always say "I MOVE," never "I make a motion that..."



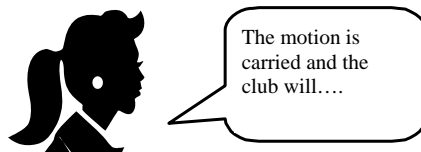
4. Member who seconds motion may do so while seated and needs no recognition.
5. Chair states motion and calls for discussion or debate.



6. What all who wish to speak have done so, the Chair takes the vote.



7. If the Chair is sure from this voice vote whether there are more "ayes" than "nays" he/she says



stating the result of the vote.

## **Order of Business**

### *Ten Steps to a Good 4-H Meeting*

1. Call or Order
2. Pledge of Allegiance and 4-H Pledge
3. Roll Call; Introduce Guests
4. Secretary's Report
5. Treasurer's Report
6. Committee(s) Report(s)
7. Old Business
8. New Business
9. Program for the Meeting
10. Call for Adjournment

## **4-H Pledge**

I pledge My Head to Clearer Thinking,  
*(right hand points to forehead)*

My Heart To Greater Loyalty,  
*(right hand over heart)*

My Hands to Larger Service,  
*(arms slightly bent, palms up)*

and My Health to Better Living,  
*(arms at sides)*

for My Club, My Community, My Country and My World.



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