



Conducting a 4-H Meeting



Clubs decide how often and when to meet based on members' schedules and goals. Note: to qualify as a Nebraska Club of Excellence, clubs must meet at least six times a year. Meetings can be held at members' homes or at community places such as the library.

Clubs with younger 4-H members may want to keep meetings about 1 – 1½ hours. Clubs with older members may want to have meetings up to two hours.

Leaders and members decide how to run their own meetings, but a suggested format is:

- **Business meeting** (10–20 minutes)
- **Project activity** (40–80 minutes)
- **Recreation** (10–20 minutes)

A 4-H meeting has 3 parts



Business Meeting

Here is a suggested agenda officers may use as a guide in conducting business meetings.

Order of Business:

1. Call to order, pledge
2. Roll call, recognize guests
3. Reading and approval of minutes
4. Officer reports
5. Committee reports (if any)
6. Announcements
7. Unfinished business
8. New business
9. Plans for the next meeting
10. Adjournment

1. **Call to order:** The president opens the meeting by rapping on the desk with a gavel and says: *“The meeting of the _____ 4-H club will come to order. We will open with the Pledge of Allegiance and then the 4-H Pledge.”* The pledge leader says, *“Please stand”* and leads both pledges.
2. **Roll call:** The president says, *“The secretary will now take roll.”*
The secretary says, *“At today’s 4-H meeting, we will answer by _____.”* (See Roll Call Ideas.)
If there are guests, the president introduces them.
3. **Minutes (the notes from the last meeting):**
The president says: *“The secretary will read the minutes of the last 4-H meeting.”*
The secretary reads the minutes.
The president says: *“Are there any additions or corrections to the minutes? (Wait) If there are no corrections, the minutes stand approved as read.”*
(If there are corrections, the secretary will make them. Then the president would say: *“If there are no further corrections, the minutes stand approved as corrected.”*)
4. **Officer reports (if any)**
5. **Committee reports (if any)**
6. **Announcements:** The president says: *“Are there announcements to be made at this time?”*
7. **Unfinished business (unfinished business from previous meetings should be taken care of at this time):** The president says: *“Is there old or unfinished business to come before the club?”*
8. **New business (take care of all new business one item at a time. Anything unfinished must be considered at the next meeting):** The president says: *“If there is no further unfinished business, new business is now in order.”*
9. **Plans for the next meeting:** The president says: *“May we have the date, place and program for the next meeting?”*
10. **Adjournment (a call for the meeting to end):** The president says: *“A motion for adjournment is in order.”*
A 4-H member says: *“I move to adjourn the meeting.”*
Another 4-H member says: *“Second.”*
The president says: *“It has been moved and seconded. The meeting is now adjourned.”*

Basic Parliamentary Procedure

Parliamentary Procedure refers to rules that help maintain order and ensure fairness in business meetings. The rules ensure everyone has a chance to participate, be heard, and help the group reach decisions. Only one person may speak at a time. The president calls on people to speak.

Presenting a Motion: The motion is the way in which the group takes action or makes a decision. Only one main motion can be considered at a time. Each main motion must be acted upon before another main motion can be made.

Member: *“Mr. (or Madam) — President.”*

President: (recognizes the member) *“John Smith”*

Member: *“Mr. President, I move that our club paint the picnic tables in the city park for our community service project this year.”*

President: *“Is there a second to the motion?”*

Another member: *“I will second the motion.”*

President: *“It has been moved and seconded that the club paint the picnic tables in the city park as a community service project this year.”*

If no one will second the motion, the president will announce: *“The motion is lost for want of a second.”*

Discussion or Debating the Motion: When a motion has been made and seconded, the members have an opportunity to discuss the motion before voting. The discussion may lead to a change in the main motion or it may simply give the members more information.

Amending Motions: Some members may feel painting picnic tables is not needed. The motion may be changed by amending it.

Member: *“I move to amend the motion by changing the painting project to the playground equipment instead of the picnic tables.”*

Another member: *“I second the amendment.”*

After discussion, the president will call for a vote by saying, *“All in favor of the amendment say ‘aye.’ All opposed say ‘no.’ The ‘aye’s have it and the amendment is carried.”* The amendment must be voted on before the main motion.

President, *“Is there further discussion on the main motion, as amended, before we vote?”*

Voting: A majority vote (more than half) is enough to pass a motion except in a few cases. There are several methods of voting.

- Voice vote — President calls for vote by saying, *“All in favor say ‘aye,’ all opposed say ‘no.’”* The results of the vote must be announced by the president.
- Division of the House — If the vote is close, it may be necessary to have a division of the house to get an accurate vote. The president says, *“All in favor raise your hand (or stand).”* The vote is counted. *“All opposed raise your hand (or stand).”*
- Roll Call — This method is used when necessary to know how each member stands on the question. The secretary reads the names, the members respond by *“Aye”* or *“No.”* A member not wishing to vote responds by saying *“Present”* or *“Not voting.”*
- Written Ballot — This method is used when a secret vote should be taken, such as in elections. Ballots or slips of paper are provided. The president will appoint a “teller” to count the ballots.

The president reports the results to the group. *“The motion is approved,”* or *“The amendment is lost,”* or *“John Smith has been elected.”* If the motion is carried, the president takes the necessary action to carry out the motion. The president may give instructions to other members or to a committee to take the necessary action.

Roll Call Ideas

- Name of a tree
- Favorite pet
- Country I would like to visit
- A tongue twister
- My favorite season
- Good trait for a babysitter
- A money raising idea
- My favorite book/author
- A person I'd like to be for one day
- One food from the fruit/vegetable group
- Did you know....
- Title of favorite song
- Fact about Nebraska
- Favorite month and why
- My hero is...
- One thing I have learned in my _____ project
- Favorite vacation spot
- My all time favorite movie is
- One safety tip for the kitchen
- A favorite breakfast food
- Favorite summer activity
- Your middle name
- Favorite car
- One idea for an achievement meeting
- Favorite game to play
- A characteristic I look for in a friend
- Favorite subject in school and why
- Favorite contest at the fair
- Favorite sport