

SECTION 9

THE CLUB MEETING

4-H Meeting Guide
4-H Club Meeting Agenda Form
Business Meeting Guide
Q&A about Meetings

4-H MEETING GUIDE

CONDUCT EFFECTIVE MEETINGS

Each club should have one regular meeting per month that has been carefully planned along the interests of the members. This meeting is usually held at night at one of the members' homes or in a community building. The president, officers and club advisor should plan a meeting agenda so that everyone understands what is supposed to happen.

PRE-MEETING ACTIVITY

Have something for early arrivals to do.

OPENING ACTIVITY/ICEBREAKER

The purpose of this activity is group building. This is especially important with new groups, but it is still important for continuing 4-H clubs to do. (A list of icebreakers is in the back of this section).

BUSINESS MEETING

Meet with the President and officers before the meeting so that the President has an agenda prepared. Give the president as much information as you can so they can run the meeting.

EDUCATIONAL PROGRAM OR ACTIVITY

The educational program at regular club meetings can be one of the most important parts of the 4-H experience of many members. This part of the meeting provides an opportunity for the members to join in a group learning experience. Some examples include: demonstrations, guest speakers, movies, tours, and learning games.

RECREATION

Kids come to meetings to have fun! Include some recreation in every meeting. Some examples include: games, stories, and group activities.

REFRESHMENTS

Kids like to eat even more than adults! Have parents and members alternate months of bringing refreshments.

DELEGATION

Almost all of these parts can be delegated out to parents and other interested adults. Teens can also take on some of the responsibility. The more people you get involved the better the club will function.



4-H CLUB MEETING AGENDA



CALL TO ORDER

PLEDGE OF ALLEGIANCE AND 4-H PLEDGE

ROLL CALL

MINUTES OF PREVIOUS MEETING – read by Secretary

TREASURER’S REPORT

CORRESPONDENCE – Read by President/Secretary, any important events coming up or items from county newsletter

COMMITTEE REPORTS

- a.
- b.
- c.
- d.

LEADER REPORT (Optional)

PROJECT REPORTS (Optional)

UNFINISHED BUSINESS

- a.
- b.
- c.
- d.

NEW BUSINESS

- a.
- b.
- c.
- d.

EDUCATIONAL PROGRAM: _____

NEXT MEETING DATE: _____

ADJOURNMENT

RECREATION AND REFRESHMENTS

4-H CLUB

Club Members
Boys and Girls, 9-19

Parents/Volunteers/
Leaders

Club Officers

- President
- Vice President
- Secretary
- Treasurer
- Teen Council Delegate
- Committee Chairman
 - Fund Raising
 - Community Service
 - Activity
- Historian
- Reporter

Organizational Leader(s)

- Activity leader
- Community Service Advisor
- Project Leaders
- Committee Advisors
- Membership Advisor
- Parent Helper

Monthly Club Business Meetings

Business
Educational program/Speakers
Recreation/Activity

PROJECT GROUPS

COMMUNITY SERVICE
ACTIVITIES

SPECIAL
ACTIVITIES/EVENTS

4-H COUNTY EVENTS AND
PROGRAMS

RUNNING A SMOOTH 4-H BUSINESS MEETING

4-H club officers conduct a 4-H business meeting with as little input as possible, from you, the leader. This will happen if you have helped officers to understand their jobs and make an agenda in advance.

Business meetings follow a specific procedure:

- ✓ Call to order when the meeting opens – President
- ✓ 4-H pledge, pledge of allegiance – Vice President
- ✓ Roll call – Secretary
- ✓ Reading of minutes of last meeting – Secretary
- ✓ Treasurer’s report – Treasurer
- ✓ Correspondence – Secretary
- ✓ Reports of Committees
- ✓ Leader’s Report – Organizational Leader
- ✓ Project Reports – Project Leaders
- ✓ Old or unfinished business – President
- ✓ New Business – President
- ✓ Educational Program
- ✓ Next meeting date
- ✓ Adjournment
- ✓ Recreation/Refreshments

Minutes of a Meeting

It is the secretary’s job to keep the minutes of each meeting. The minutes should be a record of what is done, not what is said. They should contain:

- ✓ Date and place of meeting
- ✓ Names of members and visitors present
- ✓ Approval of previous minutes
- ✓ All reports and what was done about them
- ✓ All motions, with the name of the person who made them, and whether the motion was carried or lost
- ✓ The educational program that was covered
- ✓ The time the meeting was adjourned
- ✓ Any programs, refreshments, or recreation that happened after the meeting.

Making and Voting on Motions

Step 1: A member who wants the club to vote on something makes a motion. That member raises one hand, or stands, and waits to be recognized. After being recognized by the president, the member says, “I move that....”

- Step 2: Another member says, "I second the motion." This means that at least one member thinks the club should consider it. (If the motion is not seconded, it is dropped).
- Step 3: The president then asks for discussion. When discussion stops, the president asks, "Are you ready for the question?" If no one requests more discussion, the club is ready to vote.
- Step 4: The president states the motion so everyone can hear it. The members vote when the president says, "All in favor say 'Aye'," and "All opposed say 'Nay'."
- Step 5: The motion is passed if more members vote 'Aye' than 'Nay'. If the president is in doubt about the vote, he should ask for a show of hands or a standing vote.
- Step 6: The president then says, "The motion is carried" or the "The motion is lost," according to the vote.

Ways to Vote

- Voice Vote* The president says, "All in favor of the motion say 'Aye', all opposed say 'Nay'."
- Standing Vote* The members stand so their votes can be counted.
- Show of Hands* The members raise their hands so the president can count their votes.
- Ballot* The president and one or more helpers hand out blank slips of paper so the members can write down their vote.
- Roll Call* Members vote, one at a time, as their names are called.
- Honor System* All members close their eyes and vote by raising one hand.



4-H CLUB MEMBER'S BUSINESS MEETING GUIDE

This guide will help you understand what is required to have exciting and productive 4-H club business meetings. Participating in well run business meetings will help you learn skills that will be useful to you as you grow older. In particular you can learn the following life skills:

• Citizenship	• Leadership
• Decision-making	• Planning and organizing
• Communication	• Getting along with others
• Character	• Stress management

4-H members should take two steps to contribute to well-organized and fun club meetings. The first step is to learn your privileges and responsibilities as a 4-H Club member. The second step is to learn about parliamentary procedure.

MEMBERSHIP - PRIVILEGES AND RESPONSIBILITIES

No organization can exist without active members. The qualifications for club membership are defined in your 4-H Club Constitution. The term "member" in this Guide refers to a person who has full participation rights.

When you join an organization or club, you enter into a "contract" of membership with that group. That contract is an agreement that defines your privileges and also your responsibilities. The Club's constitution and bylaws defines some of those privileges and responsibilities. Be sure to read your club's constitution and bylaws to learn about specific rights and expectations that affect you.

There are other privileges and responsibilities that are generally accepted for members of any club. They include:

1) PRIVILEGES

- a) To attend meetings

- b) To make motions and enter into debate
- c) To vote
- d) To nominate when appropriate
- e) To be a candidate for office
- f) To insist on the enforcement of the rules of the organization and the use of parliamentary procedure in club meetings
- g) To review the official records of the club including the minutes and financial reports

2) RESPONSIBILITIES

- a) To promote the purpose of the club
- b) To comply with and uphold the club's constitution, bylaws and rules.
- c) To use parliamentary procedure when conducting club business
- d) To attend meetings regularly and punctually
- e) To give one's undivided attention to the business as well as to the program of the meeting
- f) To speak up during meetings with helpful input and avoid frivolous matters
- g) To refrain from acts or remarks outside the meetings that will in any way interfere with the work of the club and/or its officers.
- h) To hold office when requested
- i) To willingly and carefully perform any duty assigned in the club

WHAT IS PARLIAMENTARY PROCEDURE AND WHY IS IT IMPORTANT?

Parliamentary Procedure refers to a set of rules that exist to ensure that business meetings are organized and orderly. The rules make sure that everyone has a chance to participate, be heard, and help the group reach decisions.

WHERE DID IT COME FROM?

Parliamentary Procedure has a long history. It originated in the early English Parliaments, the legislative body of Great Britain. The first settlers of America brought it with them. It became uniform when Henry M. Robert published his manual on Parliamentary Law. Today, Robert's Rules of Order is the basic handbook that clubs and organizations use to conduct business.

WHAT ARE SOME OF THE BASIC RULES?

Basic rules of parliamentary procedure include: Only one person may speak at a time; the president of the organization announces the order of business and calls on people to speak; when a person wants the group to take action, he/she makes a motion suggesting that action, and the membership takes a vote to decide.

A basic rule for Clubs that use parliamentary procedure is that they follow an order of business. An example Order of Business for a 4-H club meeting is listed below. Actions and wording based on parliamentary procedure that might be used by club officers and members is included to help you learn how to conduct a proper 4-H club business meeting. These actions are just as important for you as a member as they are for the club officers.

THROUGH PARTICIPATION IN 4-H CLUB BUSINESS MEETINGS YOU SHOULD LEARN HOW TO:

• answer roll call	• address the chair
• give a committee or officer report	• make and second motions
• discuss motions	• participate in elections
• vote on items of business	



Order of Business for a 4-H Meeting

1. Call to order - (President stands, strikes gavel)

“This meeting of the _____ 4-H Club will come to order. Please stand and recite the Pledge of Allegiance led by _____ and the 4-H Pledge led by _____.”

Generally the president stands when talking and sits when someone else is delivering a report.

2. Roll Call - *“The secretary will call the roll.”*

(The president will select the preferred way to answer roll call. Another way to do the roll call is to check names of those present off of a list.) The secretary reports to the President the number of members present and absent and if there

are enough members present to have a quorum. The quorum is set in the Club Bylaws and is the minimum number of members necessary to be present to conduct club business.

3. Reading of the minutes - *“The secretary will read the minutes of the last meeting.”*
(Secretary stands, reads minutes, and then sits.)

The president stands and asks, *“Are there any additions or corrections? If not, they stand approved as read.”*

If there are corrections, the president asks them to be made and then says, *“The minutes stand approved as corrected.”*

4. Treasurer's Report - *“We will now have the treasurer's report.”*

The president sits, and the treasurer reports on the following: money received, money spent and the present balance.

The president stands and says, *“Are there any questions about the treasurer's report? If not, the report is received as read.”* (The treasurer's report is approved once a year after an audit.)

5. Other Reports - The president asks for the following reports:

- *Additional Officers' reports*
- *Committee reports*
- *Leaders' reports*

Tip! Put someone in charge of reporting on the 4-H newsletter published by the Extension office. Encourage members to bring their copy!

(If any of the reports calls for an action of the club, usually the person making the report makes a motion for the action to be taken, and it is usually seconded by another person on the committee. The president then repeats the motion and asks for discussion. (See below for “Motions.”)

6. Unfinished Business - (Something discussed but not decided at a previous meeting) *“Secretary, were there any motions postponed until this meeting?”*
“Is there any other unfinished business? If not, we will proceed to new business.”



7. New Business - (Business not previously discussed)

“Is there new business to be brought before the club?”

Member 1: *“Mr. President, I move that _____.”*

Member 2: *“I second the motion.”*

President: *“It has been moved and seconded that _____. Is there any discussion?”*

After discussion is over . . .

President: *“All those in favor of (repeat motion) , signify by raising your hand. All those opposed, raise your hand. The motion carries (or fails).”*

See more information about motions and voting in sections below.

8. Announcements- *“Are there any announcements?”*

Always announce dates of upcoming activities and meetings.

9. Adjournment - The business portion of the meeting can be adjourned before the program and recreation. The President **does not need a motion** to adjourn the meeting.

The President states: *“Is there any further business to come before the club?”*

If the President hears none, he/she may declare the meeting adjourned. *“Meeting adjourned.”* (Use gavel.)

10. Program/Project Work - *“We will now ask our Vice President to announce the program.”* The president allows the Vice President/Program chairperson to take charge during this part of the meeting.

11. Team Building - During this part of the meeting, there can be team building activities, recreation, refreshments, and/or celebrating.



Conducting Business Using Motions

Main motion - Beginning of an idea for an action to be taken by the club.

A member rises and asks for the floor:

Member 1: *“Mr./Madame President”*

President: *“Member 1”*

(When the president recognizes a member, we say he/she has the floor.)

Member 1: *“I move that we donate \$25.00 from our treasury to the 4-H Foundation.”*

Member 2: *“I second the motion.”* (sometimes shortened to simply “Second.”)

(A member doesn't have to be recognized to second a motion.)

President: *"It has been moved and seconded that we donate \$25 to the 4-H Foundation. Is there any discussion?"*

Member 3: *"Since we learned today that we have only \$35 dollars in our treasury, I don't think we can afford to give \$25 this year."*

Amendment motion - Changing the main motion

Member 4: *"I move that we amend the motion by substituting the words "\$25" with "\$15."*

Member 3: *"Second"*

President: *"It has been moved and seconded to amend the motion by substituting "\$25" with "\$15." Is there any discussion? Hearing none, we will vote on the amendment. All in favor, raise your hand. All opposed, raise your hand. The motion is amended."*

"Is there other discussion on the main motion? Hearing none, we will vote on the motion to donate \$15 from our treasury to the 4-H Foundation. All in favor, raise your hand. All opposed, raise your hand. The motion passes. Treasurer, please write and mail a check for \$15 to the 4-H Foundation."

"Is there other business?"

Voting on motions - The President decides on the method of voting:

1. Voice vote: *"All those in favor, say "Aye." Those opposed, say "Nay/No."*
2. By standing
3. By raising of hand
4. By ballot (distributing paper on which each member writes yes or no.)
5. By calling roll and asking each person to say "aye" or "no."

The president votes only to break a tie

Amending a Motion - An amendment can be amended in the following ways:

1. Inserting or adding a phrase.
"I move to amend the motion by adding the words "Crawford County" before 4-H Foundation."
2. By striking out a word or phrase.
"I move to strike the phrase 'from our treasury' from the motion."
3. By substituting a word, phrase, or entire statement
"I move that we amend the motion by substituting the words '\$25' with '\$15.'"

After an amendment has been offered, seconded, and discussed, **only the amendment is voted on**. After it passes, the main motion must be voted on as amended. If the amendment fails, the main motion must be voted on as originally stated.

Other Pertinent Rules about Motions

1. Only one main motion may be on the floor at one time. It must be postponed, sent to committee, or voted on before another main motion can be made. A motion to postpone or to send to committee is not a main motion and can be offered to clear a main motion from the floor. Motions to postpone or to send to a committee require a majority vote to pass.
2. With the approval of the members who made and seconded a motion, it can be withdrawn from the floor without a vote.
3. If a motion doesn't receive a second, it dies (is no longer considered).
4. If debate on a main motion drags on and on, any member may call for the vote:

Member 1: *"Mr./Madame President, I move (or call) the previous question."*

Member 2: *"Second"*

The motion to call the previous question may not be debated and requires a 2/3 majority to pass. If it passes, a vote is taken immediately on the main motion.

Electing Officers



Some clubs will have special rules for eligibility to be an officer; for example, some clubs may require that officers be starting their third year in the club. Also, it is important that everyone knows the duties of officers. For the club to have a successful year, the people elected must be willing to carry out those duties! Perhaps current officers can give a short report about the work they've done. In some clubs, each eligible member is asked what office he/she would like to be nominated for.

As nominations for officers open, the members need to know who is eligible to be nominated, and also they need to consider who will work conscientiously in each office.

President: *“Nominations are now open for President.”*

Member 1: *“I nominate Bill.”*

Member 2: *“I nominate Sue.”*

Member 3: *“I move nominations be closed.”*

Member 4: *“Second”*

President: *“It has been moved and seconded that nominations be closed. All in favor, raise your hand. All opposed, raise your hand. The motion passes.* Will the chair of the Nomination Committee please pass out the ballots?”*

* Note: after the nominations are closed, it is appropriate for those nominated to give speeches telling why they want to be elected.

All members should write either Bill's or Sue's name on the ballot. The nomination committee can collect and count the ballots. The president should announce the results of the election for president and then announce that nominations are now open for Vice President.

WANT TO LEARN MORE?

If you would like to learn more about Parliamentary Procedure refer to VCE publication XXX-XXX, *A 4-H Handbook of Parliamentary Procedure*. It provides 4-H members with much greater detail on club meeting management and parliamentary procedure.

Each 4-H Club is required to have an approved constitution and bylaws. VCE Publication 388-211, *4-H Club Constitution and Bylaws* is a tool to assist clubs in creating those documents.

If you are a 4-H Club officer, you should refer to VCE publication 388-274, *A Guide for 4-H Club Officers*. It contains information about the duties and responsibilities of each of the common 4-H club officer positions.

Several other publications will be useful to club officers and leaders. VCE publication 388-210, *4-H Club Goals and Annual Program Plan* and publication 388-542, *Worksheet for Planning a 4-H Club Meeting* and will help club officers and leaders develop annual club work-plans and plan for regular club meetings.

QUESTIONS AND ANSWERS ABOUT 4-H MEETINGS

Question: When is the best time to organize a 4-H club?

Answer: Anytime, but most function on calendar year from October 1 to September 31.

Question: What about club offices?

Answer: Establish offices for what you need, but most clubs have a president, vice-president, secretary, treasurer, reporters, and recreation leaders.

Question: Is a meeting agenda necessary?

Answer: Yes. It helps everyone appreciate the program more. Use the preceding outline. Several days before each meeting:

1. Meet with the president and develop outline as to who is doing what.
2. Contact all those previously scheduled to be a part of the meeting to make sure of attendance.

Question: How do you get meeting program topics planned a year in advance?

Answer: In August get the members to list all the things they want to do and learn at meetings. Organize the topics and arrange into each of the 12 monthly meetings. At the same time, let members accept assignments for all the necessary jobs.

Question: How do you get members to do demonstrations, speeches, and project talks at each meeting?

Answer: At the August planning meeting, list all topics required for each of the 12 monthly meetings and ask members to sign up for the topics they wish to prepare. Before each meeting, have a leader help members get ready.

Question: Should the 4-H club or project group meet more than once a month -- and if yes, what do you call these "extra" meetings?

Answer: Yes, but the number depends on the daily work and school schedules of the adults and members. Schedule any number of meetings per month needed. These "extra" meetings are called ACTIVITY MEETINGS or PROJECT MEETINGS.

Question: Should we develop a meeting agenda for Activity Meetings?

Answer: No. The activity leader should have a lesson plan for what he/she is going to teach. Since time is usually critical, use the time for teaching.

Question: How do I get parents to help?

Answer: Enroll the parents when you enroll their children. Explain what you expect and how they should support their children and you. Give them jobs and make them an important part of the program.

Chapter 8, Section 7: Handling Meeting Problems

(Refer to Chapter 10: “Challenging Personalities” for further information.)

Problem	Possible Causes	Helpful Suggestions
Lack of Participation	<ul style="list-style-type: none"> • Members may not know what is expected. • Members may be shy in large groups. • Older and more aggressive members may not give others the opportunity to participate. 	<p>Include everyone in group decisions.</p> <p>Use chart paper or chalkboard to write out expectations so members can hear and see decisions and instructions. Be sure members know how to perform tasks expected. Divide into small groups or “Buzz Groups” for discussion, and have one member report the decisions and opinions to the larger group.</p> <p>Promote a friendly group spirit where everyone’s efforts are praised.</p> <p>Again, small discussion and committee groups may help with this problem. Give talkative members guidance on how to take a leadership role in drawing opinions from shy members.</p> <p>Establish a ground rule that one person does not speak on a topic a second time until everyone who wishes has spoken once.</p>
Poor Attendance	<ul style="list-style-type: none"> • Time and place may not be suitable for many members. • Members may not be getting information about the meeting time and place. • Members may not feel committed to the group. 	<p>Discuss this as a total group and determine if a change is needed.</p> <p>Establish regular time and place for meetings. If the meeting place rotates to members’ homes, make up a roster at the beginning of the year and circulate or post it for members to mark their calendars.</p> <p>Give everyone the opportunity to help decide what the group will do.</p> <p>Be sure there is a warm atmosphere in the group so that everyone feels wanted.</p> <p>Give members responsibilities so they will feel needed. Praise efforts.</p>
Disorderly Meetings	<ul style="list-style-type: none"> • Members arrive late or the group has fallen into bad habits. • Members may not know how to participate in meetings. • Meetings may be too long and detailed, then members lose interest. 	<p>Start with a “fun” activity before business meetings. Involve them in planning and carrying out this recreation.</p> <p>Discuss the problem with members in a large group or break into small groups to discuss the problem and suggest ways to improve meeting conduct.</p> <p>If a small “clique” is causing disruption, give them responsibility for some leadership in the meeting.</p> <p>Hold a workshop on group decision-making and meeting management.</p> <p>Have special training for executive members. Have executive meetings to plan regular meetings so they run smoothly and quickly.</p> <p>Prepare agendas in advance and follow them. Use committees to research alternatives and suggest plans of action to the whole group at next meeting. This will give more members the feelings of belonging and responsibility.</p>

Problem	Possible Causes	Helpful Suggestions
Poor Group Relations	<ul style="list-style-type: none"> • Some members may want to “run the show,” which may not be acceptable to others. • Some may feel that adult leaders are too dominating. • Atmosphere may not be one of acceptance and support, allowing for ridicule if someone “goofs.” 	<p>Use committees to discuss plans, so that many members have an opportunity to share in the direction of the club. Use workshop and game activities as leadership training to encourage participation by all members and to allow members to evaluate their own behavior.</p> <p>Work to establish mutual trust between members and leaders.</p> <p>Have committees of members and leaders work together to increase cooperation.</p> <p>Build self-confidence by focusing on member’s efforts and strengths.</p> <p>Help members recognize the difference between ideas and personalities. Encourage discussion about ideas rather than people.</p> <p>Anticipate positive behaviors rather than failure. Trust that members will make responsible decisions. Accept members as they are. Don’t make acceptance dependent on their behavior.</p> <p>Recognize improvement and effort, not just accomplishments. Encourage cooperation rather than competition. Focus on contributions.</p>
Failure to Accept Responsibility	<ul style="list-style-type: none"> • People may not know what is expected of them. • People may not feel able to do the task. • People may have other things that are more important to them. 	<p>Make decisions as a group so that those given the responsibility had part in the planning.</p> <p>Develop contracts which clearly state each person’s responsibility. Give recognition and thanks for responsibilities carried through.</p> <p>Match assignments with abilities and interests.</p> <p>A small group and committee format allows people to volunteer for what they can do.</p> <p>Encourage people to assess their available time and and the importance of the task. Encourage people to be honest and open about these factors.</p>
Lack of Parental Support	<ul style="list-style-type: none"> • Parents lack information. Parents may not feel committed to the group. 	<p><i>Involve parents</i> – Keep them informed about what the group has done, is doing now and plans to do.</p> <p><i>Ask parents what they think</i> – Invite them to the first meeting. Consult them for their ideas on what might be done. Parents can help you out when you are in a pinch, but should be also called upon when things are going smoothly.</p> <p><i>Give parents some responsibilities</i> – Give them a phone call once in a while to enlist help on a particular item. They are often more willing when asked to help.</p>

Reference

MSU, Cornell and Canada.