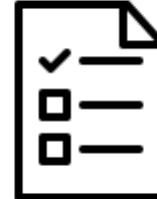




CONDUCTING A 4-H BUSINESS MEETING (PARLIAMENTARY PROCEDURE)

4-H BUSINESS MEETING AGENDA

1. Call to Order
2. Pledge(s)
3. Roll call/attendance
4. Reading of the Minutes
5. Treasurer's Report
6. Committee Reports
7. Unfinished Business
8. New Business
9. Announcements
10. Adjournment



STEPS FOR MAKING A DECISION WITH PARLIAMENTARY PROCEDURE

1. Motion- A motion is a request that something be done or that something is the opinion or wish of the group. Only one motion should be placed before the group at one time.
2. Second- Someone from the group must "second" the motion (agree to the motion) so that it can be discussed.
3. Discussion- The motion "on the floor" is discussed by all members, addressing the pros and cons, etc.
4. Restate the motion- The president restates the motion before the group votes.
5. Vote- The group may vote by voice, hands, ballots, etc.

THINGS TO REMEMBER IN PARLIAMENTARY PROCEDURE

- All members must be "recognized" by the president before speaking.
- Only one speaker at a time.
- Speak only on the subject under discussion.
- Make decisions by motion.
- Motion requires a second.
- Discuss motion until everyone has had a chance to speak.
- Vote. Voice vote, show of hands or ballot.



SAMPLE BUSINESS MEETING SCRIPT

Call to Order & Pledges

President: "The meeting will please come to order. Phil will lead us in the Pledge of Allegiance and Brenda the 4-H Pledge." *Pledges are recited.*

Roll Call

President: "The secretary will please call the roll."

Secretary: "As I call roll, will each member stand and tell the club about a goal you have set in one of your 4-H project areas?" *Roll call is completed. All visitors should be introduced to the group at this time.*

Secretary's Report/Minutes

President: "The secretary will read the minutes from the last meeting"

Secretary: *Read Minutes*

President: "Are there any corrections or additions to these minutes?" *Pause.* "If not, they stand approved as read." If there are corrections, the president should ask the secretary to make the necessary changes and then state "The minutes are approved as corrected."

Treasurer's Report

President: "May we have the Treasurer's Report."

Treasurer: *Announce balance on accounts as well as expenditures since the last meeting.*

Committee Reports

President: "Will Nicole, the chairperson of the community service committee, please report."

Chairperson: *Can report on any of the committee's progress as well as bring any committee motions to the main group. The President should proceed with the motion just like during the business portion of the meeting.*

Unfinished Business

President: "Is there any unfinished business? The first item of business is..." The president, leader or another member will lead the discussion about each business item. Who will lead the discussion is generally identified on the agenda. Follow with the next agenda item. 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. Before moving to New Business the President should ask, "Is there any other unfinished business?"

New Business

President—“If there is no more unfinished business, we will move on to new business. The first item of business is planning a fundraiser. Does anyone have a motion to do a fundraiser?”

Member- “Mr./Madame President.”

President- “Yes, Shelly.”

Member- “I move we hold a fundraiser at Pizza Ranch.”

President- “Is there a second to that motion?”

Member- “I second that motion.”

President- “It has been moved and seconded that we hold a fundraiser at Pizza Ranch. Is there any discussion?” *Discussion follows.* When all discussion has ended, the President should say, “All in favor of having a fundraiser at Pizza Ranch say aye (yes); opposed nay (no). The motion is carried or the motion is lost. Proceed through the remaining agenda items.

President—“Is there any other new business?”

Announcement

President—“If there is no other business, we will move on to announcements. Does anyone have any announcements?”

Member- “Mr./Madame President”

President- “Yes, Laura.”

Member- “I would like to remind everyone that our snacks tonight include water and fruit as part of the healthy living challenge. Be sure to try something new!!”

President- “Are there any other announcements?”

Adjournment

President—“If there are no other announcements, we need a motion to adjourn the meeting.”

Member—“Mr./Madame President.”

President—“Yes, Mitch.”

Member—“I move that we adjourn.”

Another member—“I second the motion.”

President—“It has been moved and seconded to adjourn the meeting. All those in favor say aye (or yes).” *Group response.* “All those opposed say nay (or no).” *Group response.* “The motion is carried and the meeting is adjourned.”

RESOURCES

[So You're the Club President](#)

[Planning and Facilitating 4-H Experiences](#)

[4-H Club Meeting Outline](#)

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