So you’re the club vice-president . . .
You, and all 4-H officers, are representatives. You represent not only the local group, but the whole 4-H program. Your skills and abilities, standards and ideals, grooming, speech, and even smiles represent 4-H’ers everywhere. Representing others is one of your most important responsibilities because it exists at all times—not just while you are at the 4-H meetings. Those who are not acquainted with 4-H, judge it by its officers.

**As Vice-president, I will . . .**

- consult with the president on plans or special work needing to be done.
- confidently preside at the meeting in the absence of the president.
- represent my group at other events in the absence of the president.
- work with the leaders and other officers on committees and other group activities.
- serve as chair of the program committee who plans the annual group program.
- check with the 4-H’ers scheduled to be on the program to see if they are ready or need assistance.
- introduce the program participants.
- remember to thank the people who are on the program.

**Introducing the Program Participants**

Introduction of the participants can be very brief. You will want to include:

1. Presenter's name
2. Brief information about his/her background
3. The title or subject of the presentation

A good example—Lynn Oakland is our club’s guest speaker tonight. He is the county conservation naturalist and is here to speak to us about purple martins. Now I present Mr. Oakland.

**Thanking the Program Participants**

Thank you speeches are to be 30 seconds to one minute in length. Do not write notes for the thank you speech. Listen to the speech for worthwhile qualities. Express thanks for one or two of the following.

- Thought
- Preparation
- Useful information
- Special news to the group
- A long journey to your meeting

A good example—We would like to thank Mr. Oakland for the exciting program about purple martins. It has been especially interesting to learn about the community these birds develop. I’m sure many of us are looking forward to building a purple martin house for our own back yard. We appreciate your informative talk.

**Guidelines for Program Chair**

The vice-president of the group serves as chair of the program committee, introduces the program participants, and thanks those who present the program.

**Steps to Planning a Program**

1. **Select the planning committee.** The program planning committee should represent all the interests of the group. Senior, intermediate, and junior 4-H’ers should help to plan the program.

2. **Survey the members’ interests.** Members, parents, and leaders need a chance to express ideas about what part they would like to provide for the program. Surveying 4-H’ers gives them a chance to share their ideas and feel an important part of the group.

   Surveys may be done by group discussion, suggestion boxes, or roll call.

3. **Plan the program.** Review what the group did last year. What did the group like best? What needs improvement? Was everyone involved?

   Group situations change each year, and you will want to meet the needs of the people involved. Consider the number of 4-H’ers, the age range, the number of leaders, and the county events that are planned. Identify group goals and write them as statements of what members, leaders, and parents want to accomplish as a group.
4. Seek group approval for the plan.
Part of the planning committee’s responsibility is to present the program plans to your group.

5. Assign responsibilities.
Select members, leaders, parents, or resource people to be responsible for each part of the program.

6. Check on program progress.
To make sure that you have a successful program, check with people to see that plans are being carried out. Offer assistance if needed.

7. Evaluate.
At the end of the year, take a look at your total program. Record your ideas, notes, and suggestions for next year’s planning committee.

Problems for Vice-presidents

Problem
At the regular meeting, the group members who are to give educational presentations are either absent or not prepared. What can the vice-president do to help prevent the problem?

Solution

Problem
Group members do not seem interested in the yearly program offered by the planning committee. Some have said it’s so boring they will stop coming to meetings. What action should be taken on this problem?

Solution

Problem
The 4-H meetings never start on time because half the members and the president arrive late. What can you as vice-president do about this problem?

Solution

Thank you
The New Century Pioneers 4-H club presented their Share-the-Fun act as part of your group program. Six of their members acted out a humorous skit entitled “Too Much Excitement at the County Fair.” What would you say to thank them?

Your response
As Acting President,
I will . . .

__prepare meeting agendas with key leader(s)__
__notify leader several days before a meeting if I must be absent__
__preside at meetings__
__follow parliamentary procedure in a courteous and tactful manner__
__make guests feel welcome__
__help other officers carry out assignments__
__encourage everyone to participate in the meeting__
__avoid dominating the meeting by giving too many personal opinions. __
__delegate responsibilities rather than doing everything myself__
__give others credit for jobs they do__
__thank those who participate in the program or those who help make arrangements__
__represent my group proudly at other meetings and events__
__attend as many 4-H meetings and activities as possible__
__be prompt and enthusiastic__

Guidelines for Conducting Business Meetings
A well-planned 4-H meeting consists of the business meeting; an educational program that may be talks, discussion, presentations, or special speakers; and recreational activities.

Generally the group meeting follows this order:

4-H Business Meeting Agenda
1. Call to order
2. Pledge of Allegiance, song, or opening thought
3. Roll call and introduction of visitors
4. Minutes of previous meeting
5. Treasurer’s report
6. Report of officers and committees
7. Unfinished business
8. New business
9. Announcements, leader’s report
10. Adjournment
11. 4-H Pledge

1. Call to Order
The president rises and says, “The meeting will come to order.” Meetings should begin and end promptly, according to stated times.

2. Pledge of Allegiance, Song, or Opening Thought
The president or someone he/she assigns leads the group in the pledge. One or two lively songs make a good beginning for a meeting. A thought for the day or similar activity could be substituted.

3. Roll Call and Introduction of Visitors
The president stands and says, “The secretary will please call the roll.” The secretary remains seated and announces how roll call is to be answered, then calls the names of the 4-H’ers. All visitors should be introduced to the group at this time.

4. Minutes of Previous Meeting
The president stands and says, “The secretary will read the minutes of the last meeting.” The secretary rises and addresses the chair. “Mr. (or “Madam”) President,” then reads the minutes and is seated.

The president asks, “Are there any additions or corrections to these minutes? (waits a moment) If not, they stand approved as read.” If there are corrections, the corrections are made and the president continues, “Are there any further corrections to the minutes? (waits a moment) There being no further corrections, the minutes will stand approved as corrected.”

5. Treasurer’s Report
The president asks, “May we have the treasurer’s report?” The treasurer rises and addresses the chair, reads the treasurer’s report, and is seated. Generally no action is required on this report.

6. Report of Officers and Committees
The president may have plans or ideas to report. The secretary reads any correspondence that has been addressed to the group.

The president asks the chair of each committee to report. The president says, “Will the chair of the ________ committee please report?”

The chair rises, addresses the president, and gives the report.

The president says, “What will you 4-H’ers do with this report?”
If action is recommended by the committee, a motion needs to be made to adopt the report. (See Method to Make a Motion.)

7. Unfinished Business
This part of the meeting contains business that was not completed at earlier meetings.

President: “Is there any unfinished business?”
If the answer is “Yes,” then that business is brought before the 4-H’ers. If not, the president goes on to the next section of the meeting.

8. New Business
New business allows time for 4-H’ers to submit new ideas for the group to consider.

President: “We are now ready for new business.”
The 4-H’ers must address the president and explain any new business they have. Any action taken by the group must be stated as a motion (“I move we have a bake sale.”) and follow the motion process.

Method to Make a Motion
A motion needs to be made by a 4-H’er if the club is to take action on an item of business. A 4-H’er addresses the president and says, “I move that we have a bake sale.”

The secretary records the motion with the name of the person who made the motion.

Second 4-H’er: “I second the motion.”

President: “It is moved and seconded that we have a bake sale. Is there any discussion?” (Discussion usually follows; every speaker addresses the president and is recognized before talking.)

President (when all discussion has ended): “All in favor (repeat the motion) say ‘Yes’; opposed ‘No.’” If the motion carried, the president says, “The motion is carried.” If more people voted ‘No’ than ‘Yes,’ the president says, “The motion is lost.”

9. Announcements, Leader’s Report
President: “Are there any announcements?”
The program for the next meeting is announced by the vice president. The place, date, and time of the next meeting and activities also are announced.

10. Adjournment
The president asks, “Is there a motion for adjournment?”
4-H’er: “Mr. (or “Madam”) President.”
President: “John”
4-H’er: “I move that we adjourn.”
Second 4-H’er: “I second the motion.”
President: “It is moved and seconded that we adjourn. All in favor say ‘Yes’; opposed ‘No.’ The motion is carried and the meeting is adjourned.”

11. 4-H Pledge
The president appoints someone to lead the group in the 4-H Pledge.

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Two Methods to Use for Decision Making

Method One — Parliamentary Procedure
Parliamentary procedure can be an effective way for a 4-H club to conduct business. It helps keep order by introducing structure—only one item can be discussed at a time. It helps groups reach decisions through majority rule, yet ensures that everyone has a voice. Depending on the skills of your club members, you can choose to follow simple, informal, or formal parliamentary procedures.

Simple
Characteristics — No formal agenda; group discusses business until they agree on what to do; usually no officers; open discussion.
Settings — Project meetings, small groups, sessions with younger members.
Informal
Characteristics — Flexible meeting agenda; basic parliamentary procedures; chairperson or elected officers; controlled discussion.
Settings — 4-H meetings, school/church/civic organizations.

Formal
Characteristics — Precise meeting agenda; standard parliamentary procedures following Roberts' Rules of Order; elected officers.
Settings — Large gatherings, legislative bodies; large 4-H meetings, FFA formal meetings.

Steps for Decision Making under 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. It is debatable and amendable.

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 votes by voice — yes/no; by show of hands; by standing; by secret ballot; or by roll call vote.

Method Two — Consensus Decision Making
Sometimes groups have trouble making decisions or solving problems. Parliamentary procedure may seem to get in the way and cause members to feel they do not have a chance to share their ideas. When this happens in your group, you can use consensus decision making.

Under this method, the group reaches agreement on an issue that they have been discussing. The method encourages each member to suggest ways to solve a problem. The goal is to give everyone the opportunity to share ideas and thoughts with the group. Consensus results in creating many ideas, which usually leads to a solution that everyone finds acceptable. Rather than having one side win, all members accept the final decision and feel responsible for carrying out the decision.

Steps for Consensus Decision Making
1. Definition — Define or explain the problem that needs a decision.

2. Ideas — Give everyone a chance to suggest ways to solve the problem.

3. Discussion — Discuss the ideas that have been suggested. They can be changed or improved as they are discussed.

4. Selection — Decide on the best idea to solve the problem. Everyone may not agree that it is the best solution, but everyone should agree to accept the solution and help make it work.

5. Action Plan — Put the decision into action. Decide who will do what, by when, and how. Record these items in the minutes.

6. Evaluation — Evaluate the solution after trying it. Determine how well it is working, and make some changes, if necessary.

Consensus decision making will not work if:
• Someone in the group blocks the consensus process to promote his or her own ideas.
• The group has members who always want their own way.
• The discussion does not stay on the topic.
• The group has little time or patience.

Consensus Decision Making taken from
Program Plan for ____________________ 4-H Meeting

Place ___________________________ Date__________________________ Time________________________

Pre-meeting Activities __________________________________________

**Business Meeting**

Call to order

Pledge of Allegiance, song, or opening thought: ________________________________

Roll call and introduction of visitors ________________________________________

Minutes of previous meeting

Treasurer’s report ____________________________

Report of officers and committees

________________________________________________________

Unfinished business

________________________________________________________

New business

________________________________________________________

Announcements, leader’s report

________________________________________________________

Adjournment

4-H Pledge ______________________
Program Plan for ______________________ 4-H Meeting (continued)

Educational Program


Recreation


Officers and leaders should plan in detail at least one week prior to the meeting and notify each person with a part on the program so he or she will be prepared. Planning ahead and notifying participants means faster, better business meetings and more interesting programs.

You can copy this form and use it to plan regular 4-H meetings. To download a PDF of this form from the Internet, go to http://www.extension.iastate.edu/store and enter 4H 71B in the box. Then print pages 7-8.