

Guidelines for Conducting Good Business Meetings Using Parliamentary Procedure

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:

Call to Order

The president rises and says, "**The meeting will please come to order.**" Meetings should begin on time and end promptly.

Pledge of Allegiance

The president or someone he/she assigns leads the group in the pledge.

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 and then calls the names of the 4-H'ers. Then all visitors are introduced to the group.

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.**" Or if there are corrections, the corrections are made and the president continues... "**Are there any future corrections to the minutes?**" (waits a moment) **There being no further corrections, the minutes will stand approved as corrected.**"

Treasurer's Report

The president asks, "**May we have the treasurer's report?**" The treasurer rises and addresses the chair, then reads the treasurer's report and is seated. Generally no action is required on this report.

Report of Officers and Committees

The president may have plans or ideas he/she wishes 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?**"

Motion

A motion needs to be made by a 4-H'er to accept the committee report. A 4-H'er addresses the president and then says, "**I move that his committee report be accepted.**"

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 this committee report be accepted. Is there any discussion?**" (Discussion usually follows; every speaker addresses the president and is called upon 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; the report is accepted.**" If more people voted 'No' than 'Yes,' the president says "**The motion is lost.**"

Unfinished Business

Unfinished business is business not completed at earlier meetings.

President: "**Is there any unfinished business?**" If the answer is "Yes," than that business is brought before the 4-H'ers. If not, the president goes on to the next section of the meeting.

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 any new business.**"

The 4-H'ers must address the president and then 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 then follow the motion process.

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 meetings and activities also are announced.

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."**

4-H Pledge

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

4-H Business Meeting Agenda

1. Call to order
2. Pledge of Allegiance
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

The Basics of Parliamentary Procedure

1. There must be a Chairperson
 - a. All discussion is run through the chairperson. You must be recognized one at a time to speak.
 - b. The chairperson does not discuss he/she only directs discussion.
 - c. The chairperson only votes in the case of a tie.

2. There must be a Secretary or Recorder
 - a. Notes or minutes should be kept for every meeting.
 - b. These minutes should be posted and/or sent to all involved.
 - c. They are necessary to ensure that all voting members know what is going on.

3. There must be a motion and a second for every item of business
 - a. One should state, "I move to" or I move that" at the beginning of every motion.
 - b. Every motion requires a second to insure that at least one other person is interested in the item of business.

4. An agenda should be prepared for every meeting.
 1. This is a list of the things that are going to happen or be discussed at the meeting.
 2. This should be sent out to members in advance so that they have time to prepare for what is going to happen.

The Four Basic Rules of Parliamentary Procedure

1. One thing at a time
2. Courtesy to everyone
3. The rule of the Majority
4. The rights of the Minority