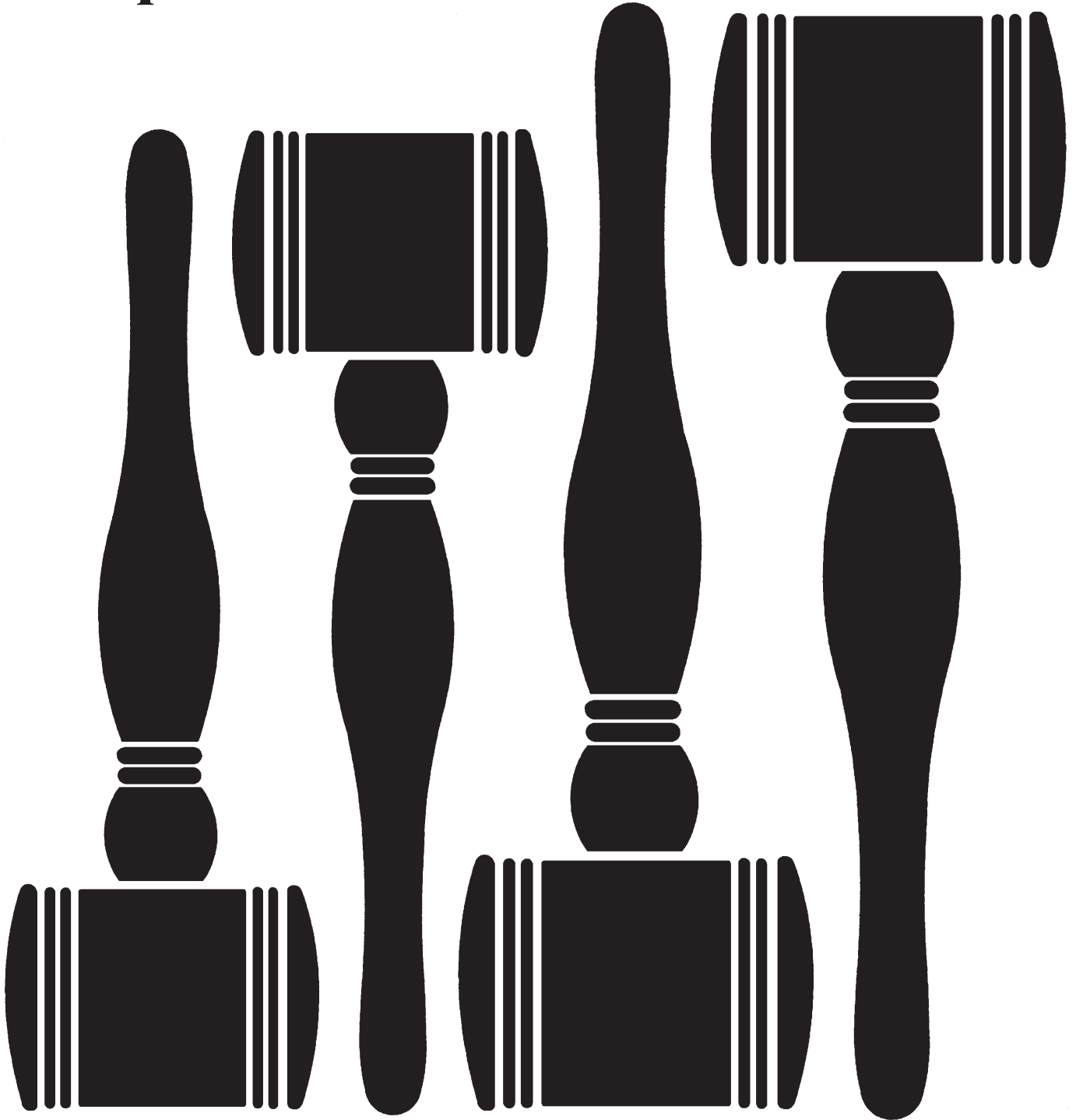




# So you're the club president . . .



**Y**ou, 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 President, I will . . .**

- \_\_prepare meeting agendas with key leader(s)
- \_\_notify leader and vice president 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.
- \_\_make sure everyone serves on a committee some time during the year
- \_\_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 please 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.

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## Problems for Presidents

### Problem

The older members of the Peppy Pals 4-H club usually dominate the discussion of motions. The younger members hesitate to say anything and seem embarrassed when they must address the

chair. How would you make sure that all members of the club have a chance to speak on the motion being discussed?

### Solution

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For additional information, ask for PM 1781, *Simplified Parliamentary Procedure*, at your county office of ISU Extension.

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## 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.

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## Problems for Presidents

### Problem

The Peppy Pals 4-H club has been discussing possible fund-raising activities for some time without reaching a decision. Many members

have offered various suggestions for product sales. What can you do as President to help the group reach a decision?

### Solution

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Consensus Decision Making taken from Biagi, Bob. *Working Together: A Manual for Helping Groups Work More Effectively*, Citizen Involvement Training, Division of Continuing Education and Cooperative Extension Service, University of Massachusetts, Amherst, MA 01003  
*Building United Judgment: A Handbook for Consensus Decision Making*, The Center for Conflict Resolution, 731 State Street, Madison, WI 53703.

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# Program Plan for \_\_\_\_\_ 4-H Meeting

Place \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Pre-meeting Activities \_\_\_\_\_

## 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 \_\_\_\_\_

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**Program Plan for \_\_\_\_\_ 4-H Meeting (continued)**

Program

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Recreation

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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 copy of this form from the Internet, go to <http://www.extension.iastate.edu/pubs/Masterlist.html#4-H> and click on 4H71A, President's Guide.

# Practice for Presidents

Arrange these regular meeting items in order.

\_\_\_\_\_ Treasurer's report

\_\_\_\_\_ Pledge of Allegiance

\_\_\_\_\_ Unfinished business

\_\_\_\_\_ Committee reports

\_\_\_\_\_ Call to order

\_\_\_\_\_ Roll call

\_\_\_\_\_ Pledge to 4-H flag

\_\_\_\_\_ Adjournment

\_\_\_\_\_ New business

\_\_\_\_\_ Minutes of last meeting

## Problems for Presidents

**Problem** Wise-acres 4-H Group has a very good recreation leader; every meeting starts with two or three games and activities and lots of fun. It's difficult to get the business meeting started.

Everyone is quiet for the pledge and roll call, but as soon as that is finished everyone wants to talk and continue to have fun. As president is there anything you can do to help the problem?

### Solution

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**Problem** Tom is president of the 4-H group. In the past year several 4-H'ers have dropped out of the club. Tom is very concerned about it because it has always been a very active group.

The active 4-H'ers are Tom's closest friends and also are the other officers. It's usually the officers who do all the jobs. How can Tom help his 4-H group?

### Solution

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