

4-H Meeting Guide

Parliamentary Procedure..

Parliamentary procedure is one of the most effective means by which individuals can take orderly action as a group.

Depending on the skills that members have, the club can use simple, informal, or formal parliamentary procedures. Club officers as well as club members should learn the appropriate parliamentary procedures they are going to use in making club decisions.

These are the three different meeting styles:

•Simple Style

Characteristics: No formal agenda; group discusses business until they agree on what to do; probably no officers; open discussion.

Settings: Project meetings, small groups, sessions with younger members.

•Informal Style

Characteristics: Flexible meeting agenda; basic parliamentary procedures; chairperson or elected officers; controlled discussion.

Settings: 4-H meetings, school/church/ civic organizations.

•Formal Style

Characteristics: Precise meet-

ing agenda; standard parliamentary procedures following Robert's Rules of Order; elected officers.

Settings: Large gatherings, legislative bodies, 4-H Federation meetings, FFA formal meetings.

Steps In Making A Club Decision

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, or 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. Re-state the motion - The president re-states the motion before the group votes.

5. Vote - The group votes by voice - aye/no; by show of hands; by standing; by secret ballot, or by roll call vote.

Tips for leading a group discussion...

What if no one or few persons will share ideas?

Possible solutions:

1. President asks specific questions, such as:
 - Roger, what do you think of ...
 - John, from your experience at the county fair, would you share your feelings ...
 - Does anyone know of situations where this has worked?
 - What has been your thinking on this point?
2. Use special technique such as the following:
 - BUZZ GROUP - When member ideas are needed to solve a problem, divide into small groups and have each group report their best ideas back in a short time.
 - CIRCLE RESPONSE - The discussion leader calls on each person in the group for an idea. If the person isn't ready to share, he can say "pass". The secretary or notetaker can make a list of the ideas for the group to review.
 - BRAINSTORMING - The discussion leader divides the group if it is large. A time

limit is set and the group members tell every idea they can think of in a short time. There is no time to discuss or judge the ideas. That comes after the brainstorming.

Discussion is not solving the problem.

Possible solutions:

1. President asks questions to redirect the discussion such as:
 - That's interesting, but just how does this point fit in with the issue being considered?
 - Let's take a look at the problem from another point of view. What would the person looking at the display be interested in learning?
 - Are we missing some important information?
 - We haven't heard from several members. Would they be willing to share their ideas with us?
2. President proposes that a committee be appointed to consider information presented, to locate additional information, and to propose an appropriate course of action for the club.

Time is short and a decision must be made.

Possible solutions:

1. President tells of time limitation and asks for motion or proposed decision such as:
 - May I ask for two or three final comments before we close?
 - According to my watch, we're scheduled to finish discussion in about 5 minutes. Is there a final comment?
2. President summarizes discussion and proposes a decision such as:
 - It appears that our group favors several courses of action. Would someone like to make a motion on the first suggestion so we can vote to accept or reject it?
 - As I listen to the discussion, I hear that group saying that we should have a Share the Fun number. Would anyone like to make a motion in that regard?

In any discussion, carefully stated questions keep the discussion moving in the desired direction.

Helpful Hints...

• *An important aspect of an informal meeting is that the president keeps good order and recognizes one person at a time...*

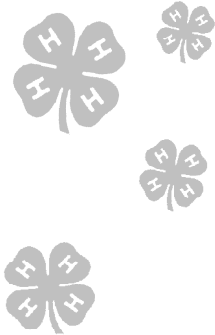
Demonstrate how the president keeps order by using balls. Whoever has the ball can talk. Others should be quiet and wait their turn. What happens if there are two or three balls going at the same time?

• *Helping club members learn orderly business procedures in the club setting...*

Demonstrations of parliamentary procedures are useful at club meetings. Demonstrations could be presented at each meeting until members learn the basic points. Clubs could also appoint a parliamentarian to listen to business and report to the club on how they are doing at the conclusion of each meeting.

• Club members need to know how important they are in conducting the business of the group. Through each member's involvement, the decisions of the club are made in an orderly and fair way.

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Who's On The Program?

There are three main parts to a club meeting:

1. Recreation
2. Business
3. Program (Education)

These parts do not have to be in the order listed above. In fact, varying your meeting format can help keep your meetings exciting.

One club leader said their club has one meeting where they run the whole thing backwards, including the business meeting. Now *that* causes some excitement and more importantly - ***interest!!!***

The main point of this meeting guide is to explore **what club's can do for their programs.**

Program Planning

Planning a club's yearly program should be a group effort between the adults and youth in the club. Here are several ideas for ways to plan programs:

1. Appoint a committee of adults and youth to plan the year's programs. Designate who is in charge for each month, who is to contact the speaker, presenters for the program.
2. The executive committee made up of officers and club leaders. Again, assign or designate who is to organize each month's program, contact speakers, etc.
3. Assign club families to each month to be in charge of organizing a program for the club meeting. A list of suggestions from the group may be helpful.

Encourage your youth members to

take an active role in planning club programs. You will hear what their needs, concerns, and interests are.

Variety Is The Spice Of Life

Incorporate variety in you club's yearly program. Along with the usual speaker presentation, try some of the ideas listed below and on the back of this sheet.

What youth get out of the program can make or break a 4-H club and it's effectiveness . This is the "FUN" that we all need in our lives.

PROJECT MEETING NIGHT—With today's busy schedules, utilize some of your club meetings to do "hands on" project activities.

TOURS—Make one meeting a special event and take the club on a tour of a local business, museum, local places of interest - especially those related to a project area.

(Continued on back...)

CLUB EXCHANGE—Invite another club for a special program presentation or evening of fun and recreation.

CULTURAL/INTERNATIONAL NIGHT—Invite a foreign exchange student to talk about their country. Or, invite local residents to talk about countries they have visited, immigrated from, etc. to learn about the rest of our world.

PARENT'S NIGHT —

Or, Grandparents, alumni, etc. Ask some of them to be part of the program - talking about the past or something unique that happened in their life.

SKIT/DEMONSTRATION

NIGHT—Divide into groups and work on and present impromptu skits or demonstrations for the club.

COMMUNITY SERVICE PROJECT— Spend one whole meeting "doing" your club's community service project.

PROJECT QUIZ BOWL— Make project learning into a game. Come up with a series of questions and organize the group into teams. Provide a bell or some kind of noise maker and just like on the T.V. Quiz shows and have a blast!

CAREER NIGHT—Line up a panel of people to speak about careers for the future. Help members connect their interests and project activities with future career plans goals.

SAFETY/FIRST AID/CPR— Everyone needs to know about

safety and first aid in their lives. Contact local paramedics, ambulance volunteers, or medical personnel to talk about these issues.

SURF THE "NET"—Set up a meeting night with the Winona County Extension Office or local school and explore the Information Highway.

MINI FAIR—Have 4-H members bring in "exhibits" and have a preview run of the fair complete with judging - especially helpful for new members.

OR...CHECK OUT THE LIST BELOW OF PROGRAM MATERIALS AVAILABLE FROM THE EXTENSION OFFICE.

Look What We've Got For You....

EMPOWER - A new waste management curriculum, **Environmental Management Power**, complete with leader's guides, activity sheets, special project ideas, discussion guides, and more.

Talking With T.J. - A video and activity packet in two parts. The first part talks about team work - something all clubs could use help with. And the second part is on working

through conflicts. Both provide some hands on activities to make the point. This curriculum is geared toward elementary aged youth and could easily be taught by teens or teen/adult teams.

SPACES - This series of 4-H activities focuses on the environment, learning about all parts of our world, learning about ourselves and others, etc. It comes complete with mixers

and games that tie in with the concept being taught. Materials are easy to copy and directions for use easy to follow.

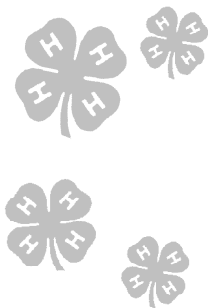
FOOD and YOU - An exciting curriculum that explores the "science" of food and nutrition with hands on activities.

...and there are more new curriculums for you to come in and explore.

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Tips For Formal Meetings...

- Officers, committee chairperson, and members should know their jobs.
- Basic parliamentary procedure should be used for the business meeting.
- Only one person should speak at a time.
- Meetings should start and end on time. They are best planned to last 25 minutes or less, so boredom doesn't have time to set in.
- Officers, committee chair-persons, and leaders should meet before the meeting to plan the business agenda.
- Programs should be planned several months in advance.
- Every member should be on the program sometime during the year. Get all members involved in special club projects.
- Leaders and parents should support the members and officers as they strive to reach club goals.

Club Meeting

There are 3 main parts to a club meeting:

1. Recreation
2. Business
3. Program (Education)

The Order Of A Business Meeting

1. Call to Order
2. Opening exercise such as pledge or song
3. Roll Call, introduction of guests
4. Reading of the minutes
5. Treasurer's report
6. Correspondance
7. Bills outstanding
8. Reports of committees
9. Unfinished business
10. New Business
11. Announcements
12. Adjournment

Club Officers

GOOD CLUB OFFICERS ARE:

- enthusiastic, tactful and friendly
- prepared to work with each member
- willing to see that each member contributes to the club
- are proud of their jobs
- prompt in completing tasks
- ready to learn and prepare themselves to do a good job

OFFICER DUTIES:

Clubs should decide which officers they will need to lead the club. Most clubs elect a president, vice president, secretary, and treasurer. These officers and the key leader usually compose the Executive Committee of your club.

The Executive Comiittee meets before the business meeting to arrange the agenda. It gives over-all leadership to the club in reaching the club's goals.

CLUB OFFICERS NEED TO KNOW:

- duties of their offices and be able to carry them out.
 - basics of parliamentary procedure so the club can make decidsion in an orderly way.
 - how to lead a discussion
 - ways to involve members in identifying programs of their interest
 - a generous supply of good program and recreation ideas
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Who Does What?...Officers' Duties

The University of Minnesota, including the University of Minnesota Extension Service is an equal opportunity educator and employer.

President and Vice President

Presidents and Vice President work together to determine the specific duties that each will have in the club. They should determine "who will do what" from the following as well as add any items that may be specific to your club.

- Presiding at all meetings. (Vice President does this when the president is absent).
- Preparing the meeting agenda with the Executive Committee and key leader.
- Making sure that the meeting place is ready.
- Making sure that the program is ready and thanking the participants.
- Introducing and welcoming guests.
- Appointing and working with committees.
- Arranging for the election of officers.
- Serving as chairman of Exec. Committee.
- Representing club at country or special occasions.
- Leading officers and members in planning interesting programs.

OPTIONAL OFFICERS:

Reporter

The club reporter keeps the community informed about special 4-H club and members activities. Newspaper, radio, and TV reporters should be kept informed by this 4-H club officer. This can be done by writing news stories, taking photographs, and preparing radio and TV announcements. Advance as well as follow-up stories are both important. Send copies of these items to your extension office.

Historian/Scrapbook Chair

This member keeps a scrapbook of news stories and photographs concerning club and member activities. In some clubs the secretary or

Secretary

Accurate club records help maintain orderly business from one meeting to the next. These books serve as historical documents. Club secretaries and 4-H leaders need to determine what records are important to maintain. Duties are as follows:

- Keeping accurate minutes of all club meetings and the Exec. Committee meetings.
- Keeping a complete list of all members and calling the role.
- Reading letters to the club at meetings.
- Writing the club's letters.
- Notifying members when and where meetings will be by phone, post card, or in person. (May also be the responsibility of a calling committee).
- Serving on the Exec. Committee.
- Assisting in deciding club goals and the annual club program.
- Calling meetings to order when both the Pres. and V.Pres. are absent.
- Completing all club records and reports.

reporter may be in charge of maintaining the scrapbook. The person who has this job should be able to take photos or arrange to have it done.

Song Leader

Group singing helps the club members take part, feel more at ease, and center their attention on the program. The song leaders can set the mood for the meeting. A good song leader:

- keeps copies of the music and distributes and collects it at club meetings;
- leads the singing, and is ready for songs at anytime;
- teaches new songs, and sometimes arranges for someone else to teach new songs.

Treasurer

Club funds should be handled in a business-like way. In some clubs the Exec. Committee establishes a club budget at the beginning of the year that guides the club in making financial decisions. The president should appoint an auditing committee to review the books and make sure all is in proper order at the conclusion of the year. Treasurer duties include:

- Keeping an accurate record of all money received by the club and all money spent.
- Making a report at each meeting including all money collected, all money spent, and the balance in the treasury.
- Paying bills only as voted upon by the club and with the approval of the leader.
- Turning over funds and accurate records to the newly elected treasurer.

Recreation Leader

"Playing" time is important at each club meeting because it promotes cooperation and increases member interest through active participation. Recreation leaders may have a committee to help them so that more than one person has an opportunity to lead. A good recreation leader:

- plans recreation before the meeting begins so it will fit the ages, space and facilities available;
- know the games thoroughly and show enthusiasm and self confidence in leading;
- plan for special recreational events such as parties, picnics, roller skating, etc., throughout the year.

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