

# Four Parts of a 4-H Club Meeting

Part of the Meeting	Things To Do	Responsible Person
<b>Pre-Meeting Activity</b>	<i>Word puzzles, seasonal activities, small crafts, mind puzzles, etc. are all good examples of activities to keep members busy as they arrive.</i>	<i>The recreation chair should work with the club leader to choose a fun pre-meeting activity to get club members interacting!</i>
<b>Business</b>	1. Call to order	<i>President/VP</i>
	2. Flag pledge	<i>Club Member</i>
	3. Roll call/attendance	<i>Secretary</i>
	4. Reading of the minutes	<i>Secretary</i>
	5. Treasurer's report	<i>Treasurer</i>
	6. Committee reports	<i>Committee Chairpersons</i>
	7. Unfinished business	<i>President/VP</i>
	8. New business	<i>President/VP</i>
	9. Announcements	<i>President/VP; club leaders and members</i>
	10. Adjournment	<i>President/VP</i>
<b>Program or Education</b>	<i>A program should be scheduled for each month. This can include educational presentations from club members, guest speakers, etc.</i>	<i>Each club member should be responsible to give a presentation some time during the year. Also, members should share the role of lining up any additional guest speakers.</i>
<b>Recreation and Refreshments</b>	<i>Have fun!! This is your chance to relax and have fun with the rest of your club! Activities should get members up, moving, and interacting with one another.</i>	<i>The recreation leader should have a large group recreation activity (or activities) planned and ready.</i>

## 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

## 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 decisions 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

## Steps in Making a Club Decision (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, 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.