



## 4-H Club President's Guide

The following is the order of business for a complete 4-H Club Meeting

- A. **Business Session**
  1. Call to order
  2. Opening,: Flag salute, 4-H pledge or inspirational saying
  3. Roll call of members
  4. Reading & approval of minutes (the report of the last meeting)
  5. Treasurer's report
  6. Committee reports
  7. Unfinished business
  8. New business
  9. Adjournment of business session
  
- B. **Program:** (Project Session, demonstration, discussion or special program). May be planned by program committee or vice-president, can be led by members, parents, leaders, or community resource people.
  
- C. **Fun, Social Session:** Songs, games, recreation, refreshments

### WORDS TO BE USED BY PRESIDENT IN CONDUCTING A 4-H CLUB MEETING

1. **Call to Order :** "Will the meeting please come to order?"
  
2. **Opening:** "Please stand for the flag salute and the 4-H Pledge." Note: may be varied by reciting the motto/slogan, creed, the meaning of the word "H" on our emblem or other inspirational sayings.
  
3. **Roll Call of Members:** "The Secretary will please call the roll". Note: Roll call topics can be used at this time, i.e.; Have each member say a favorite sport, color, vacation spot, hobby or music group.
  
4. **Reading & Approval of Minutes:** "The Secretary will now present the report of the last meeting." After the secretary reads the minutes, the President says: "Are there any additions or corrections to the minutes as read?" (Pause) OR "Is there a motion to accept the minutes?" Vote on minutes as read or corrected. Announce vote.
  
5. **Treasurer's Report:** "The Treasurer will now present the financial report." After report, the President asks, "Any questions? After any questions, ask "Is there a motion to accept the treasurer's report and place on file.
  
6. **Reports of Committees:** "Are there any committee reports at this time?"

7. **Unfinished Business:** “Is there any unfinished business to come before the club?”  
Unfinished business is business that has been previously discussed by the group.
8. **New Business:** “Is there any new business to come before the club?”
9. **Adjournment of Business Session:** “If there is no further business to come before the meeting or suggestions for the good of the club, the motion to adjourn is in order.”.
10. **Program or Project Session:** Announce type of program or introduce people presenting program.

**NOTE:** Remember, under unfinished business & new business, the President handles all issues on the agenda and facilitates motions:

1. Recognize member wanting to make motion (member makes motion)
2. “Is there a second?” (Recognize person making second)
3. Ask: “Is there any discussion?”
4. When club is ready to vote: restate, or have secretary restate the motion.
5. Vote, then announce results of the vote.