

ORDER OF BUSINESS

1. Call to order
2. Opening - 4-H Pledge, 4-H Creed, American Pledge, Poem
3. Minutes - Chair: "Will the secretary read the minutes of the last meeting?"
4. Approval of Minutes - Chair: "Are there any corrections to the minutes? If not , the minutes are approved as read."
5. Correspondence - Chair: "Is there any correspondence?" (If action is necessary, motion is made by reporting member.)
6. Treasurer's Report - Chair: "The treasurer will now report...Are there any question?...This has been read for your information and will be placed on file for audit. Motion is made to approve the treasurer's report."
7. Approval of Bills - Chair: "Are there any bills to be approved?" (Motion is made to approve the payment.)
8. Reports - Officers and Committee Chair people - Only if a report is to be made. (A report requiring action should include a motion for such action.)
9. Unfinished Business - Chair: "Is there any new business?"
10. New Business - Chair: "Is there any new business?"
11. Announcements - Chair: "Is there any announcement?" These could be from the County newsletter
12. Adjournment - Chair: "Is there any further business?" if not, there needs to be a motion to adjourn.
13. Program - Chair: "The program committee will now present the program."
14. Fun and games or refreshments.

MAKING A MOTION TO INTRODUCE BUSINESS

Member

1. Member rises and addresses the Chair
2. Waits for recognition from the President
3. Member states the motion: I move that..."
4. Another member seconds the motion while seated

President

1. The president states the motion... "It is moved and seconded that..."
2. President calls for discussion or debate. "Is there any discussion?"
3. The president takes a vote when all who wish to speak have done so. Chair: "The motion is that the club...All in favor say Aye, those opposed say no."
4. The president announces the results of the vote: "They Ayes have it and the motion is carried and the club will..." (Or "the noes have it and the motion is lost)."

AMENDING A MOTION

Amend means to change wording of a motion to make it more acceptable before taking final action.

Amendments are made after motions have been made.

To Amend a Motion

1. Rise and address the president
2. The president recognizes the member by name
3. The member states the proposed amendment by saying , "I move to amend the motion by adding _____." Your motion might be to amend by striking out and adding or by substituting a word or

- sentence in a motion
4. Second the motion to amend.
 5. The president calls for discussion by saying, "It has been moved and seconded that the words _____ be added to the motion. Is there any discussion on the proposed amendment?"

If the motion is carried, the president states the motion as it is amended and the club proceeds to discuss and vote on the motion.

If an amendment does not carry, the president takes up the original motion, completes discussion and takes a vote.

A motion can be amended only once.

VOTE

Five Ways

- Voice
- Show of Hands
- Standing
- General Consent
- Ballot

BASIC PARLIAMENTARY PROCEDURE



ORDER OF BUSINESS

MAKING A MOTION

AMENDING A MOTION

VOTING