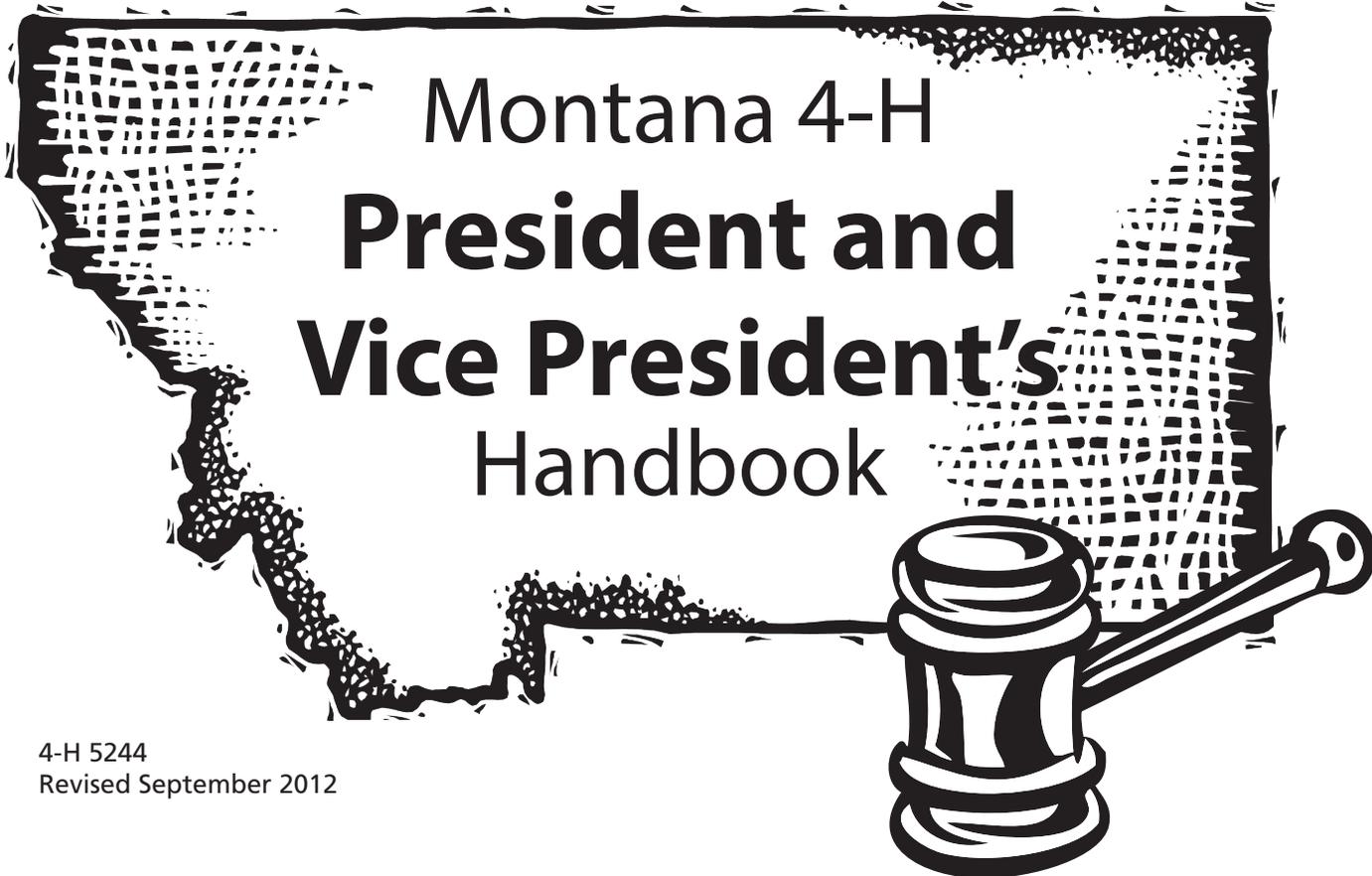




Montana 4-H Center  
FOR YOUTH DEVELOPMENT

A large graphic of the state of Montana with a gavel. The map is filled with a cross-hatch pattern and has a rough, torn-edge border. A gavel is positioned in the bottom right corner of the map, with its head resting on the state's boundary.

# Montana 4-H President and Vice President's Handbook

4-H 5244  
Revised September 2012

County \_\_\_\_\_

Name of Club \_\_\_\_\_

Name of Club President \_\_\_\_\_

Name of Club Vice-President \_\_\_\_\_

Year \_\_\_\_\_

**Montana 4-H** is a part of Montana State University Extension which is a part of the U. S. Department of Agriculture and your local county government. 4-H members are youth who chose to participate in Extension sponsored educational programs which are open to all youth.

The goal of Montana 4-H is to develop life skills, and educate youth and adults for living in a global and changing world by using the resources of the Land-Grant Universities and the U.S. Department of Agriculture.

Montana 4-H Educational programs include 4-H Clubs, after-school programs, 4-H camps, school enrichment, community service, and other events and activities for young people and adults as they work towards attaining life skills such as:

- Fostering positive self-concept
- Learning decision-making skills and taking responsibility for choices
- Developing an inquiring mind
- Relating to self and others
- Acquiring a concern for communities – both local and global

The emblem of the 4-H program is a green four-leaf clover with a white H in each leaf. The four H's stand for Head, Heart, Hands, and Health and represent development of life skills.

**HEAD:** Learning to think, making decisions, understanding 'why', gaining new and valuable insights and acquiring knowledge.

**HEART:** Being concerned with the welfare of others, determining values and attitudes by which to live, and learning how to work with others.

**HANDS:** Learning new skills, improving skills already developed, instilling pride in work, and earning respect for work accomplished.

**HEALTH:** Practicing healthful living, protecting the well-being of self and others, and making constructive use of leisure time.

This four-fold development is vital to every individual. Each of the H's should be an important part of the goals youth identify as they participate in 4-H sponsored programs and educational activities.

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# Learning to Lead

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**Y**ou have been elected President or Vice President of your 4-H club. This is both an honor and a responsibility. As you fulfill your duties you will be representing 4-H in your club, county and community. Youth and adults will look to you for leadership and to set an example for others to follow. Your fellow members expect you to accept the responsibility of leadership, but the cooperation of club members depends on your leadership skills.

To lead means a variety of things to different people. When you state the 4-H Pledge at the beginning of each meeting, you pledge to help your environment by doing your personal best. Your club chose you to be the President, and you accepted an important role in helping your fellow club members fulfill their pledge. You are also using your head, heart, hands and health to lead the next generation of 4-H'ers "to make the best better."

It is the President's responsibility to maintain order at meetings and other club activities and to insure that all members are given a chance to be an active member of the club. It is the Vice President's job to chair the education/activities committee and to make 4-H an enjoyable experience as members participate and learn.

This book is designed to assist you with your role as President or Vice President of your club. It outlines duties and responsibilities and is a resource for setting club goals, program planning, and running a meeting.

At the end of the year be sure to fill out the "Reflection on Leadership" report found at the end of this book. It will help you evaluate your year as an officer and help you become a better leader.

## **4-H CLUB OFFICERS**

Club officers are an important part of the leadership team in the local 4-H club. Being an officer helps members develop leadership skills as they perform their required duties. Electing officers serves the following purposes:

- Members learn about and participate in elections
- Those elected learn leadership responsibility to their organization, and parliamentary procedures
- Members feel ownership in club activities

Club officers are elected annually near the beginning of the 4-H program year. A leader should explain the duties of each officer to potential candidates and provide leadership to the election process so candidates are elected for their ability to do the job rather than for their popularity. To ensure better success, the organizational leader, an assistant leader or parent-volunteer should help each officer carry out his/her responsibilities.

One goal of 4-H is to develop leadership skills through opportunities to lead others. The existing officer team can help develop future leaders among all members by involving them in meaningful committee work. It is also a good idea to pass jobs around so members gain different experiences and perspectives; this means the same member doesn't hold the same office in successive years or serve on the same committee over an extended period of time. A variety of experiences help members develop new skills and appreciation for the leadership roles that others play.

Following is a basic list of club officers, but clubs may elect additional officers. For example, some clubs elect a Historian who is responsible for the scrapbook. In other clubs, the offices of Secretary and Treasurer may be combined while some clubs elect several members to work on recreation as a committee. The club's size and the age of members will determine the number and roles of elected offices.

## Officers Usually Elected

The **President** prepares an agenda with the assistance of the other officers and volunteer leader(s). He/she presides at all business meetings, coordinates club business, appoints committees and establishes a sense of teamwork and unity for the club.

The **Vice President** coordinates committees and is responsible for educational programs at club meetings. He/she would also fulfill the President's responsibilities in his/her absence.

The **Secretary** keeps written minutes of all meetings and records the attendance and participation in the 4-H Club Secretary's Handbook. The Secretary also writes correspondence and assists with the club scrapbook, monthly reports and activity reports. He/she annually submits the Secretary's Handbook to the county Extension office. Officers should check with local county Extension offices for deadlines.

The **Treasurer** handles club finances. He/she keeps an accurate record of the club funds, writes receipts and checks, and makes deposits. The Treasurer also prepares and submits the annual Year-end Financial Summary Report and other required documents to the county Extension office.

The **Reporter/Historian** writes and submits interesting and accurate reports about club meetings and club activities to the local newspaper and county Extension office and maintains the club scrapbook. Other responsibilities may include managing a club website and assisting with end-of-year reports.

The **Recreational Leader** promotes enthusiasm and inclusivity or belonging through games and songs at 4-H club meetings and other activities.



*Remember all club members can have a leadership role through the use of functioning committees. Committees should get everyone involved in some meaningful way.*

# Duties and Responsibilities

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## DUTIES OF PRESIDENT

- Meet with organizational leader to plan the agenda for the club business meeting.
- Conduct the 4-H meeting while maintaining order and control.
- Resolve disagreements.
- Guide the meeting in a tactful and courteous way. The President is the guide or pilot for the meeting. Avoid giving opinions during the meeting.
- Work with other club officers as a team to plan and follow through with programs and events.
- Appoint committees as needed by the club and define the responsibility of the committees.
- Delegate and make sure that everyone gets to serve on a committee or have responsibility in the club at some time during the year.
- Check frequently with officers and committees to make sure they are doing their jobs and periodically ask them to give a report.
- Cast the deciding vote in case of a tie.
- Be prompt and enthusiastic and attend as many 4-H meetings and activities as possible.
- Let the leader know well in advance if you cannot attend a meeting so the Vice President will have time to prepare to take over the role of President and preside over the meeting.
- At the beginning of the year, the President should record his/her personal goals in "Reflections on Leadership" found on page 19 of the Appendix.

## DUTIES OF VICE PRESIDENT

- In charge of the club's educational program.
- Serve as Chair of the Program/Education Committee.
- Assure that all members and advisors receive a complete club program, outline or booklet.
- Work with all standing and special committees.
- Assure that the club has a well-rounded program, including social activities, community service, demonstrations, project work, recreation, and education.
- Check with those putting on a program to see if they are ready or need any help.
- Work with the club at the beginning of the year to set club goals.
- Assure that a program or presenter is properly introduced and thanked.
- Assume the duties of the President in his/her absence.
- Serve as President if the President resigns, quits the club, or is removed from office.
- At the beginning of the year, the Vice President should record his/her personal goals in "Reflections on Leadership" found on page 20 of the Appendix.

*Progress always involves risk; you can't steal second base with your foot on first.*

*- Frederick Wilcox*

## **RESPONSIBILITIES OF PRESIDENT AND VICE PRESIDENT**

### **PLAN**

- Plan the business meeting with the leader(s) and other officers before the meeting.
- Keep in close touch with local leaders, and the county Extension office. Be sure to read the newsletter each month for announcements and news that applies to the group.
- Help plan the yearly program and record in the *Montana 4-H Secretary's Handbook (4-H 5327)*.

### **PRESIDE**

- The President presides at regular meetings. The Vice President takes the President's place in the event that he/she resigns or is not present at the meeting. For this reason, it is important that the Vice President know all the duties of the President.
- The President should use a pre-arranged agenda. It's helpful to provide a copy of the agenda for each officer before the meeting so that everyone can effectively do his or her part in the meeting.
- The Vice President serves as the chairperson of the program committee and may serve as chairperson on several committees. He/she may also serve as Secretary or Treasurer in his/her absence.

### **PARLIAMENTARY PROCEDURE**

- Parliamentary procedure is essential to conducting an orderly meeting. The parliamentarian, if your club has one, should help the President use correct procedures during meetings.
- The Vice President usually votes on club matters. The President does not vote unless there is a tie.

### **DELEGATE**

- The President delegates responsibilities fairly so every member has a club responsibility at some time. The Vice President helps the President accomplish this.
- The President and Vice President are involved with the planning of programs for the meeting. Examples include scheduling demonstrations and other special presentations.
- The Vice President notifies and reminds people of their involvement in the next meeting.

### **BE OBSERVANT**

- Officers should make substantial efforts to know each member of the club.
- Officers should make new members feel welcome and invite them to be on committees and voice their opinions.
- Officers serve as a role model to younger members and their actions should reflect the high standards of the 4-H program.
- Officers must be courteous to guests and properly introduce them to the club.
- Attitudes should always be positive, so others become enthusiastic about the program as well.

### **WORKING WITH COMMITTEES**

According to Webster's Dictionary, a committee is "a group of people chosen to consider, investigate, and report or act on some matter or cause." With this definition in mind, the Vice President works with all standing and special committees. The President confers with the Vice President on committee work, but it is the Vice President's responsibility to keep track of what each committee is planning and to make sure there is no duplication of programs or overlap of dates and times. The Vice President also monitors discussions to assure that plans being made support the club goals for the year and are not in conflict with the approved club program.

*Accept the challenges, so that you may feel the exhilaration of victory.*

*- -General George Patton*

## Committee Membership

Committees are appointed by the President or named from volunteers. Committee chairs may be named by the President or by the committee. The Vice President coordinates the work of all committees, and should not serve as the chairman of every committee. The number of members needed on a committee depends on the tasks assigned. Too few members and the workload may be too great – too many members make it difficult to get anything accomplished.

## INTRODUCING A PROGRAM OR PRESENTER

One of the duties of the Vice President is to introduce programs and presenters. Introductions should include the program or presenter's name, background about the program or presenter, and the title or subject matter of the presentation. Members giving demonstrations should also be introduced before their presentation.

**Sample Introductions:** *"Lynn Oakland is our club's guest speaker this evening. He is President of the county Audubon Society. Tonight he will speak to us about purple martins. Please join me in welcoming Mr. Oakland to our club."* (Start applause – it fills the time while the speaker comes forward.)

*"Anna Green is a second-year 4-H member. She is enrolled in the breeding rabbit project. Her demonstration will teach us how to properly show a rabbit."*

## Thanking a Presenter

Thank-you speeches should be 30 seconds to one minute in length. Listen to the speech for worthwhile qualities and express thanks for one or two of the following: the speaker's thought, preparation, useful information, special news to the group, or time taken for a long journey to your meeting.

**Sample thank you:** *"We would like to thank Mr. Oakland for the interesting program about purple martins. It has been especially intriguing to learn about the community these birds develop. We are glad that you could take the time out of your busy schedule to come to our meeting."*

The Vice President should shake hands with the presenter as part of the thank-you.

It is also a good practice to follow up a verbal thank-you with a written one. The club Secretary (or corresponding Secretary) should be given the contact information and instructed to send a thank-you.

## TIPS FOR IMPROVING LEADERSHIP

As the President or Vice President of your club, it is your responsibility to lead the club and set an example for other members to follow. Remember that the other members are a big part of the club and they want to feel like they belong. To accomplish this, members need to be a part of planning the club activities, setting goals, and making club rules. As a leader, involving each member of the club in decision-making and activities is very important.

All members and their parents want to know what is expected from them and what their responsibilities are so they are comfortable in the club. Members also want to see that club goals are being accomplished. As a leader in your club, your year will be more successful if you gain your club's trust. To do that:

- Accept others for who they are
- Only speak for yourself
- Avoid put-downs at all times
- Be responsible with all your tasks
- Expect unfinished business and deal with it positively
- Don't judge anyone for what he or she may or may not do

*If you wish to know what a man is, place him in authority.*

*- Yugoslav proverb*

Avoid behaviors that block club development such as not listening, being discouraging or showing impatience with members and leaders. Not setting goals and/or a meeting agenda can block club success. Using words that some group members may not understand or by using offensive or sarcastic humor will create hostile environments where youth do not thrive or want to participate.

Research has shown that youth see a meeting as successful or unsuccessful according to how often they speak during the meeting. To encourage youth interactions have members sit in a circle.

If your club is large, try breaking into small groups of three to five at some time during the meeting to share ideas and allow everyone a chance to talk.

If your club has one person talking all the time, give the group a ball or some other object. Allow only the person with the ball or object permission to speak. Make sure the ball gets passed around to all members who want it.

It is a good idea for some kind of group-building activity to occur at the beginning of each meeting to make members feel comfortable.

- Walker, K., Phillips, M., McAdoo, S., et al (1999). *LEADS Curriculum Notebook*. Kansas State University Agricultural Experiment Station and Cooperative Extension Service.

## **NOMINATIONS AND ELECTIONS**

At the end of your term as President you will oversee the nominations and elections for the next year. Nominations can come from the floor at a meeting. Ask members to suggest someone for an office during the election meeting. The member says, *"I nominate (name) for (office)."* A nomination does not need a second, although a second can be made to show support.

The President can appoint a nominating committee. The committee chooses candidates for each office and asks them to run for office. The committee then presents its nominations as a report at the meeting. Other nominations can be made from the floor by the members. When there are no more nominations, a member says, *"I move to close the nominations."* If the motion is carried, the members vote on the candidates.

Voting for officers is usually by ballot, this allows members to vote for themselves or others and not be influenced by peers. It takes a majority (one vote over half) to be elected.

Nominations and elections are important club business. Tell the members about the election ahead of time so they can think about the kinds of officers they want to have. Also, make sure everyone knows the duties of each office.

***Good luck in your new role as President!***

*It is one of the most beautiful compensations of this life,  
that no man can sincerely try to help another first without first helping himself.*

*- Ralph Waldo Emerson*

# Setting Club Goals and Program Planning

**C**lubs need to set group goals similar to the way individual members set project goals. Working as a group toward a goal can teach cooperation and service to others. How many goals a club has is up to the club. Consider your club program last year and identify areas that could be improved. Also think about new things your club might want to try. Goals should be specific, measurable and have a time frame. Goals should also encourage participation while meeting the needs and interests of club members. The club calendar/program starts with the club setting goals and planning activities.

The information below outlines some processes for setting club goals and finding activities for club meetings. For more information on developing a club's yearly plan see the *Secretary's Handbook* (4-H 5327).

## **CLUB GOALS**

One idea is to pick a goal that goes with each of the H's in the clover.

**HEAD - A general goal the whole club can accomplish.**

For example, all members participate in an activity such as the county demonstration day.

**HEART - Accepting the responsibilities and showing concern for the welfare of others.** Plan a service project that the whole club does together such as visiting a nursing home.

**HANDS - Learning new skills.** Plan an educational program that teaches the 4-H club members something new.

**HEALTH - Practicing healthy living.** Host a year end picnic, emphasizing heart healthy foods.

Club Goals	Accomplished
A general goal where the whole club can participate <b>(Head)</b> Sample goal: 100 percent of members will give a demonstration to the club by March when the county contest is held and 80 percent will participate in the county contest.	
A project that gets the club members involved in the community <b>(Heart)</b>	
Learn a new skill <b>(Hands)</b>	
Practice healthy living <b>(Health)</b>	



## PLANNING ACTIVITIES FOR MEETINGS

### 1. Surveying Member Interests

Try a few of these methods to help your club generate ideas:

**Brainstorming:** Give members a topic, such as community service. Allow members to offer ideas and suggestions. Record ideas generated on a board or large piece of paper. Do not allow comments or evaluate ideas at this stage. After brainstorming, discuss the ideas and decide which the club wants to pursue.

**Survey:** Ask members to answer written, open-ended survey questions. Questions can be placed on posters around the room for members to add their suggestions or on paper for them to work on individually or in small groups. Examples of survey statements include: *"We could help our community by..."* and *"Just for fun we could..."*

**Roll Call:** Ask members to answer roll call with an idea or suggestion for a club activity, such as something new to try this year, or ideas for a family activity. Encourage creative ideas by asking each member to suggest a new idea.

### 2. Selecting the Program/Education Committee

The Program/Education Committee should consist of three to ten people, representing club members, leaders and parents. Youth members should include different ages, genders, officers and interests. Adult members should include leaders and parents. If your club is small, the program planning committee might be the entire group. If the club is large, the President can appoint representatives or ask for volunteers.

### 3. Planning the Program

Yearly club programs should include:

**Balance of Activities:** Community service, education, social/recreation, business and member recognition.

**Who, What, Where and When:** Include the person responsible, what is planned, and the location, date, and time.

**Member Assignments:** Who is hosting, doing demonstrations, providing refreshments, program responsibilities, etc.

**County-wide Activities:** These may be camp dates, judging dates, quality assurance training dates, fair dates, etc.

**Contact Information:** Leaders, officers, other members, county Extension Office.

### 4. Approving the Plan

The Program/Education Committee presents the proposed program to the club for approval. After their presentation, the committee should be willing to make changes based on membership input. Seek club adoption and then develop a club calendar or program booklet to share with families.

Informed 4-H members and families will participate more, miss fewer meetings, meet deadlines, take part in programs, and be happier and more productive. Members with a club program or calendar will be more likely to have a positive 4-H experience.

### 5. Evaluating the Plan

Evaluation gives members the chance to look at the strengths and weaknesses of the plan. After some discussion you can determine what went well and what could be done differently. Keep tabs on progress throughout the year by asking for suggestions and comments about your club's programs. Good communication is essential to improving the programs your club offers in the future.

*We should be patient with everyone, but above all, with ourselves.*

*- Saint Francis de Sales*

# Running a Meeting and Parliamentary Procedure

## **RUNNING AN EFFECTIVE 4-H MEETING**

It is the responsibility of the President to preside over the meeting, protect the rights of all members, and keep the meeting on track. Here are some tips:

- Arrive 15 to 20 minutes early to organize the room and meet with the hosts and leaders. Arrange chairs and/or tables in a circle or rectangle so members are facing each other. Whenever possible, avoid back rows.
- Start the meeting on time and proceed in a businesslike manner. Tap the gavel twice to begin the meeting, whether or not everyone is present. If the President is late, the Vice President should start the meeting. Remember, when a meeting drags on or is conducted without order, members lose interest in the organization and forget the importance of attending meetings.
- Prepare a written agenda prior to the meeting and have a copy for each member or post it where all can see.
- Display the American and the 4-H flags properly.
- Vary the response to roll call rather than having members say "here." Encourage the use of roll call questions. This gives the members a chance to talk about themselves and lets other members get to know them. Include leaders on the roll call list.
- Know and follow the simple rules of Parliamentary Procedure to keep the meeting running smoothly. (See *Parliamentary Practice for 4-H*, 4-H 5303, for a member-friendly overview of Parliamentary Procedures.)
- Do not allow a discussion to drag on too long. If it does, call for the vote.
- Do not discuss controversial issues while you are in the chair. If you wish to take part in the discussion of a motion, ask the Vice President or another member to take the chair. Take your place in the group and participate in the discussion like any other member.
- Encourage as many members as possible to participate. Don't be afraid to call on quieter members in a non-threatening way.
- While presiding over a meeting, the President should stand to:
  - Open the meeting;
  - Take action on a motion and announce the vote;
  - Address the meeting participants; and
  - Introduce a speaker.
- Communicate upcoming events, dates, and responsibilities.
- Set behavior standards early in the year and remind members of standards when necessary.
- Set goals with the club and work diligently to reach them.
- Vary traditional activities or try something new. Ask other members for ideas to make the meetings and programs more fun.
- End on time. If your meeting has a specific ending time, make sure you adjourn the business meeting in time for the program and recreation/refreshment components.
- Straighten up the room after your meeting. The meeting room should be as neat and clean as it was when your club arrived. Check with the host after the meeting to make sure the room is put back in order.
- Encourage family participation in club activities, educational trips, fundraisers, etc.
- Be courteous and attentive to leaders and appreciative of their help.
- Seek advice from adults but make sure members, not adults, are running the club.

***Remember, the President sets the example and will be watched by other members who will follow that example.***

## COMPONENTS OF A 4-H MEETING

### OPENING AND BUSINESS MEETING 15 to 20 mins.

The opening of a meeting sets the tone of the meeting. This is the time to get members focused on business and to get to know each other. The President calls the meeting to order with two taps of the gavel. Have the Secretary ask a question for roll call. It gives members a chance to talk and tell something about themselves.

In the business meeting members share ideas and plan activities. They also learn how to use basic principles of parliamentary procedure, make decisions as a group, and insure a smooth and effective meeting.

### EDUCATIONAL PROGRAM 30 to 40 mins.

The second part of the meeting is the educational program. It may be a speaker, video, field trip, clinic, tour, member demonstrations, or project work session. This is an important component of the meeting and should take up about 50 percent of the time. Well-organized educational programs make learning fun and can really help the members of the club bond as a group. This portion of the meeting is the responsibility of the Vice President and committees.

### RECREATION AND REFRESHMENTS 15 to 20 mins.

Recreation and social time provides members the opportunity to talk, get to know other members, catch up on personal happenings, and have fun. It is usually held at the end of the meeting. However, a recreational activity can be useful at the beginning of the meeting as an icebreaker. If it is an icebreaker there needs to be an end point that is strictly followed so that the business meeting starts on time. The recreation officer leads this program.

Traditionally, refreshments are served at the end of the meeting, giving more time for visiting and for members and parents to get to know each other. Once again, the group should be flexible. If a group is meeting right after school, you may want to start with a snack; although some clubs may decide not to provide snacks. Refreshments should be a shared responsibility of all club members, as it is a good way to get more people involved in the running of the club. Consider healthy snacks like fruits and vegetables as alternatives to traditional cookies and punch.

## A 4-H MEETING HAS 3 MAIN PARTS:

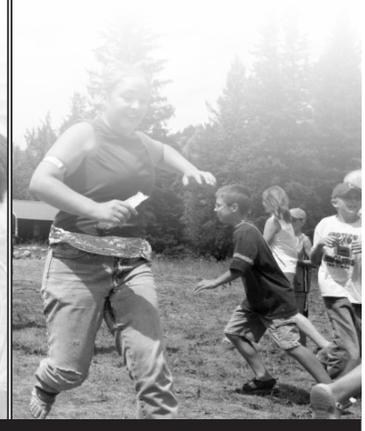
Opening & Business  
15 to 20 minutes



Project Activity  
30 to 40 minutes



Recreation & Refreshments  
15 to 20 minutes



## BASIC PARLIAMENTARY PROCEDURE

Parliamentary procedure is a systematic and democratic way to develop policies and carry out action in a group. Parliamentary procedure has four main objectives: to discuss only one item at a time, show courtesy to everyone, abide by the rule of the majority, and respect the rights of the minority.

**A Main Motion is used** to get group approval for an action item.

1. A member wanting the club to make a decision raises his/her hand.
2. The chair calls on the member.
3. The member presents the motion by saying, *"I move . . ."* (NOTE: It is improper to present a motion by saying, *"I make a motion . . ."* or *"I motion . . ."*)
4. Another member seconds the motion (a second is required to assure that more than one person is interested in the motion).
5. The chair restates the motion and calls for discussion (discussion allows members to express their opinions and helps members consider all aspects of the motion).
6. Following discussion, the chair calls for a vote (voting assures that more than half the members voting want a motion approved).

If the chair is unsure of the voting results, he or she may call for another vote with a show of hands or by having the members rise to vote.

**An Amendment is used** to change the wording of a main motion.

The wording may be changed by adding words, striking out words, or inserting words.

1. During discussion of a main motion, a member who thinks the wording of the motion needs to be changed raises his or her hand.
2. The chair calls on the member.
3. The member presents the amendment by saying, *"I move we amend the motion by inserting the words . . ."* or *"I move we amend the motion by striking out the words . . ."* etc.
4. Another member seconds the amendment.
5. The president restates the amendment and calls for discussion. Discussion is based on the merits of the amendment, not the original motion.
6. Following discussion, the chair calls for a vote.
7. If the amendment passes, the chair calls for discussion on the motion as amended.
8. If the amendment fails, the chair calls for further discussion on the original motion.
9. The chair then calls for a vote on the motion as amended or the original motion (if the amendment failed).

### **Example of a Main Motion**

1. The chair says, *"Is there any further new business?"*
2. Susan has an item she wants to discuss, so she raises her hand and sits quietly until the chair calls on her.
3. Susan then says, *"I move that the club donate five dollars per member to the Extension office from the club treasury."*
4. Bill says, *"I second the motion."* (The person seconding the motion may do so without being called on by the chair.)
5. The chair says, *"It has been moved and seconded that the club donate five dollars per member to the Extension office from the club treasury. Is there any discussion?"*
6. Members raise their hands and wait to be called on by the chair to discuss the motion.
7. Following discussion, the chair repeats the motion and calls for a vote, *"We shall now vote on the motion that the club donates five dollars per member to the Extension office from the club treasury. All those in favor say, 'aye.' All those opposed say, 'nay.'" Motion passes (or fails).*

### **Amendment Example**

1. During discussion on the main motion to donate five dollars to the Extension office from the club treasury, Kathy raises her hand and is called on by the chair.
2. Kathy says, *"I move to amend the motion by striking out the words, 'from the club treasury' and adding the words, 'with profits from the bulb sale.'"*
3. Ted says, *"I second the amendment."*
4. The chair says, *"It has been moved and seconded that we amend the motion by striking out 'from the club treasury' and adding 'with profits from the bulb sale.' Is there any discussion on the amendment?"*
5. Following discussion on the amendment, the chair repeats the amendment and calls for a vote, *"We shall now vote on the amendment to strike out 'from the club treasury' and add 'with profits from the bulb sale.' All in favor say 'aye.' All opposed say 'nay.'"* Amendment passes (or fails).
6. If the amendment passes, the chair says, *"Is there any discussion on the motion as amended that the club donates five dollars per member to the Extension office with profits from the bulb sale?"* The motion as amended would be voted on after discussion.
7. If the amendment fails, the chair says, *"The amendment fails. Is there any further discussion on the motion that the club donates five dollars per member to the Extension office from the club treasury?"* The original motion would be voted on after discussion.

**Referring to a Committee is used** to give an item of business to a smaller group from the club for the purpose of gathering more information or to work out details.

The motion should include how many members should be on the committee, how the members are selected, when they report back, if they have the power to act, or if the club must vote on their recommendations.

**Adjournment is used** to end a meeting. If no motion is on the floor, a member may be recognized and say, *"I move we adjourn the meeting."* A second is required. The chair repeats the motion and then takes the vote.

If a motion is on the floor and a member moves to adjourn, the motion still requires a second, but whether or not to adjourn must be discussed before the vote.

### **Example of Referring to a Committee**

1. During discussion on a motion to go on a field trip, Jim raises his hand and the chair calls on him.
2. Jim says, *"I move to refer the motion to go on a field trip to a committee of five volunteers to report back at the next meeting."*
3. Amy says, *"I second the motion."*
4. The chair says, *"It has been moved and seconded that the motion to go on a field trip be referred to a committee of five volunteers to report back at the next meeting. Is there any discussion on referring the motion to a committee?"*
5. Following discussion on referring the motion to a committee (NOT on the main motion), the chair repeats the motion and calls for a vote, *"We shall now vote on referring the motion to go on a field trip to a committee of five volunteers to report back at the next meeting. All those in favor say 'aye.' All those opposed say 'nay.' Motion passes. Are there any volunteers to serve on the committee?"*
6. The chair picks five volunteers and instructs them to gather information and report to the club at the next meeting.
7. If the motion to refer to a committee failed, the chair would say, *"Motion to refer to a committee fails. Is there any further discussion on the motion to go on a field trip?"* The motion would be voted on after discussion.

## MORE BASIC PARLIAMENTARY PROCEDURE

### Motion and Member Etiquette

- Restate the motion clearly before discussing and voting.
- Wait to confirm that a motion has a second. If it does not get a second, it dies (is not discussed further).
- Allow the member who made the motion to discuss it first.
- Discuss only one main motion at a time.
- Making or seconding a motion does not necessarily mean the member favors the motion, only that he or she wants the motion on the floor for discussion.
- When voting, the President votes only in the case of a tie. (If the President chooses not to vote in a tie, the motion fails).
- Members do not have to vote if they choose not to. They also do not have to serve as an officer or committee member if they do not want to. Each member has the right to decline any nomination.

### Use of the Gavel

The gavel symbolizes authority and the President should use it to run an orderly meeting. Club members and officers should understand the use and meaning of the gavel.

#### When the President taps the gavel -

**One tap** signals the completion of a motion and announces adjournment.

**Two taps** calls the meeting to order and signals officers to take their seats. If officers are seated and the gavel is rapped twice they should stand.

**Three taps** signals all members to stand.

**A series of sharp, loud taps** is used to restore order.

### Ways to Vote

**Voice Vote** The president says *"All in favor of the motion say 'aye.'"*

**Standing Vote** Members stand so their votes can be counted.

**Show of Hands** Members raise their hands so the president can count their votes.

**Ballot** The President has one or more helpers hand out blank slips of paper so members can write their vote.

**Roll Call** Members vote as their name is called.

**Honor System** Members close their eyes and vote by raising their hands.

### Order of Business

1. Call to Order
2. Pledge of Allegiance and 4-H Pledge
3. Roll Call and Introduction of Visitors
4. Reading and Approval of the Minutes from the Previous Meeting
5. Introduction of Visitors
6. Reading of Communications
7. Treasurer's Report
8. Officer Reports
9. Reports of Standing and Special Committees
10. Unfinished Business
11. New Business
12. Leaders Report and Announcements
13. Adjourn the Business Meeting
14. Educational Program (speaker, demonstrations, etc.)
  - may be placed after roll call
15. Recreation and/or Refreshments

*The speed of the leader determines the pace of the pack.*

*- author unknown*



Montana 4-H  
**President and  
Vice President's  
Forms**



## PRESIDENT'S SCRIPT FOR THE MEETING

The following guide can be used for planning and leading your 4-H club meeting. The terms/words to use for each part of the business meeting are listed in bold directly below each business meeting part. Keep this form for club records.

Agenda for (club name) \_\_\_\_\_ meeting of (date) \_\_\_\_\_

Pre-Meeting Activities \_\_\_\_\_

### **AGENDA ITEM**

#### **1. Call to order (President )**

*"This meeting will now come to order." (tap gavel twice)*

#### **2. Pledge of Allegiance and 4-H pledge**

*"Please stand for the Pledge of Allegiance led by \_\_\_\_\_."*

*" \_\_\_\_\_ will now lead us in the 4-H Pledge."*

#### **3. Roll Call (Secretary)**

*"The Secretary will now call the roll."*

#### **4. Introduction of Visitors (Vice President and Members)**

*"At this time would the Vice President and members please introduce their guests."*

#### **5. Minutes of previous meeting (Secretary)**

*"The secretary will now read the minutes of the previous meeting."*

#### **Approval of minutes (President)**

*"Are there any additions or corrections to these minutes?" (pause.) "If not, they stand approved as read." If there are corrections they are made by the President saying "Are there any further corrections to the minutes?" (pause.)*

*"There being no further correction, the minutes stand approved as corrected."*

#### **6. Reading of Communications (Secretary)**

*"Are there any communications that have been sent since the last meeting?"*

#### **7. Treasurer's Report (Treasurer)**

*"May we have the Treasurer's Report?" This report and other officer reports do not require further action.*

#### **8. Other Officer Reports (Various Officers)**

*"Are there any other officers who would like to report at this time?"*

#### **9. Committee Report from Standing and Special Committees (Various members)**

*"Will the chair of the \_\_\_\_\_ committee please report." Following the report the President says, "Does any member wish to present a motion to accept this report?" See page 13 for proper method for making a motion.*

#### **10. Old/Unfinished Business**

*"Is there any old/unfinished business?"*

#### **11. New Business**

*"We are now ready for new business. On the agenda is ..."* After items on the agenda have been addressed say,

*"Is there any other new business?"*

#### **12. Organizational Leaders Report and Announcements**

*"Are there any further announcements?"*

#### **13. Adjournment**

*"Is there a motion for adjournment?" After the motion has been made the President says, "Is there a second?" After the second has been made the President says, "It has been moved and seconded that we adjourn. All those in favor say 'aye,' (pause for a vote) all opposed 'nay'. The meeting is adjourned."*

#### **14. Educational Program (Vice President)**

(Speaker demonstrations etc.) The educational program may be placed at a different time in the meeting to accommodate a speaker or program. After the speaker, the meeting would resume at the point the meeting was at before the speaker started.

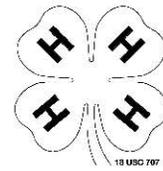
*"At this time I will call on \_\_\_\_\_ to introduce tonight's speaker" or "Present the program."*

#### **15. Recreation/Refreshments (Recreation Leader)**

*See appendix for meeting planning sheets and [montana4h.org](http://montana4h.org) for blank and complete sheets.*

# Planning the Meeting Agenda

Use this guide to plan your 4-H meetings. Make copies as needed.



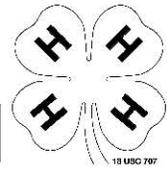
Agenda for  4-H Meeting

Location  Date & Time

Pre-Meeting Activities

<u>Meeting</u>		<u>Person in Charge</u>
Call to Order	President	<input type="text"/>
Pledge of Allegiance	Led by	<input type="text"/>
4-H Pledge	Led by	<input type="text"/>
Roll Call	Secretary	<input type="text"/>
	<u>Topic</u>	<input type="text"/>
Introduction of Visitors	Various	<input type="text"/>
Minutes from Previous Meeting	Secretary	<input type="text"/>
Treasurer's Report	Treasurer	<input type="text"/>
Other Officer & Leader Reports	Various	<input type="text"/>
Committee Reports	Vice President	<input type="text"/>
		<input type="text"/>
Unfinished/Old Business		<input type="text"/>
		<input type="text"/>
New Business		<input type="text"/>
		<input type="text"/>
Announcements		<input type="text"/>
Adjournment		<input type="text"/>
Educational Program		<input type="text"/>
Recreation		<input type="text"/>
Refreshments		<input type="text"/>

# Leadership Team



4-H Club

Year

## Elected Officers

Officer	Name	Phone Number	Email
President			
Vice President			
Secretary			
Treasurer			
Reporter			
Recreation Leader(s)			
Other Officers			

## Organizational Leaders

Name	Phone Number	Email

## Project Leaders

Name	Phone Number	Email	Project Area

# Reflections on Leadership

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## Yearly President's Report

As President of \_\_\_\_\_ 4-H club I want to achieve the following things this year.

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Describe your progress toward your goals and whether you achieved them.

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What do you think were the accomplishments, challenges of the club/group?

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In reflecting on your year as President, pick three of the quotes found throughout this book and relate them to what you have learned this year.

1. \_\_\_\_\_

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2. \_\_\_\_\_

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3. \_\_\_\_\_

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## Yearly Vice President's Report

As Vice President of \_\_\_\_\_ 4-H club I want to achieve the following things this year.

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Describe your progress toward your goals and whether you achieved them.

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Reflect on your year as Vice President; evaluate the club's program plan. What things worked well?

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What would you change for next year? How? Why?

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Find one quote from this book and relate it to what you have learned this year.

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