



4-H Club Officers' Management Guide

Below is a guide for conducting a club meeting. The left column contains what is said during the meeting; the right column contains the instructions. During a club meeting, say only the words in italics in the left column and fill in the blanks with the correct names and dates. Each officer should have a copy of the meeting guide.

| President says: | Instructions: |
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| <i>Will the meeting please come to order?</i> | The president taps the desk with the gavel and waits for quiet. |
| <i>Let us stand and pledge allegiance to the American Flag and say our 4-H Pledge, led by _____ our vice-president.</i> | The vice-president leads the pledges. |
| <i>Will the secretary please call the roll?</i> | The secretary remains seated and calls the roll. Members respond with either "here" or "present." |
| <i>The secretary will read the minutes of our last meeting.</i> | The secretary stands and reads the minutes of the last meeting. |
| <i>Are there any corrections or additions to the minutes?</i> | The president recognizes members who wish to make corrections by calling them by name. The member stands to make needed corrections. If there are changes, the secretary makes them in the minutes and reads the corrected parts. |
| <i>If not, the minutes stand approved as read.</i> | |
| <i>The treasurer will give the treasurer's report.</i> | The treasurer stands to give the treasurer's report. |
| <i>Are there any corrections or additions to the treasurer's report?</i> | The president recognizes members who wish to make corrections by calling them by name. The member stands to make needed corrections. If there are changes, the treasurer makes them in the minutes and reads the corrected parts. |
| <i>If not, the treasurer's report is accepted.</i> | |

| President asks/says: | Instructions: |
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| <i>Is there any unfinished business?</i> | Unfinished business is old business left from another meeting. Old business may have been mentioned in the secretary's minutes. The president recognizes members who wish to discuss unfinished business by calling them by name. The member who has been recognized, stands and addresses the president by saying "Madam (or Mr.) President, I would like to discuss _____ from our last meeting." The unfinished business is discussed. |
| <i>Is there any new business?</i> | The president, any member of the club, local leader, or county Extension agent may bring new business before the club. The president recognizes members who wish to introduce new business by calling them by name. The member who has been recognized, stands and addresses the president by saying, "Mr. (or Madam) President, I would like to dis-cuss_____." The new business is discussed. |
| <i>The program for today is:</i> _____ <i>and</i> _____ <i>is in charge.</i> | The members and officers are quiet and attentive as the program is presented. At the close of the program, the person who presented the program turns the meeting back over to the president, saying, "This concludes our program for today." |
| <i>Are there any announcements?</i> | Members may make announcements about activities and events in which members may wish to participate. The president should announce the date, time, and place of the next meeting. |
| <i>Do I hear a motion that we adjourn?</i> | One member stands and makes the mo-tion: "Madam (or Mr.) President, I move we adjourn." |
| <i>Do I hear a second?</i> | A member raises his or her hand and says, "I second the motion." |
| <i>All in favor say "aye"; opposed, "no." The meeting stands adjourned until _____.</i> | A member raises his or her hand and says, "I second the motion." Members vote. The president taps gavel two times. |