



Oklahoma 4-H Youth Development

Teen Action and Growth

Developing 4-H Teen Leaders for our club, community, country and world

Order of Business for 4-H Club Meetings

President: The house will now come to order.

President: The Vice President will now lead us in the 4-H Club Ritual.

Vice President: "Stand Please."

Members: [All members rise and stand erect.]

Vice President: "What is our **4-H Club motto?**"

Members: (In unison): "To make the best better."

Vice President: "We will repeat **the 4-H Club pledge.**"

Members: "I pledge

My head to clearer thinking,
My heart to greater loyalty,
My hands to larger service, and
My health to better living, for
my club, my community, my country and my world."

[In repeating the pledge, raise the right hand to side of head when speaking line No. 1, lower right hand over heart when speaking line No.2; extend hands, palms upward, when speaking line No.3; and stand at attention when speaking line No. 4.]

Vice President: "We will now give the **Pledge to the Flag.**"

Members: "I pledge allegiance to the Flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all." [At attention facing the flag repeat together the pledge of allegiance. The right hand should be placed over the heart while giving the pledge of allegiance. Congress, made this change December 15, 1942, Section 7, Public Law 623.]

Vice President: "We will now review the meaning of the club emblem. What is the national **4-H club emblem?**"

Members: "The National 4-H Club emblem is the four leaf clover with the letter "H" on each leaflet running parallel with the mid-rib of the leaflet."

Vice President: "What do the four H's on the club emblem represent?"

Members: "They represent the equal training of the head, heart, hands and health of every member."

Vice President: "For what is the head trained?"

Members: "To think, to plan, to reason."

Vice President: "For what is the heart trained?"

Members: "To be kind, to be true, to be sympathetic."

Vice President: "For what are the hands trained?"

Members: "To be useful, to be helpful, to be skillful."

Vice President: "For what is the health trained?"

Members: "To resist disease, to enjoy life, to make for efficiency."

Vice President: "In the All-Star Emblem, what does the Fifth H represent?"

Members: "The Home."

Vice President: "In what way can we be of help in our home life?"

Members: "By striving to train for a home life that represents true character, comfort and contentment."
Vice President: "Be seated, please."

President: The secretary will now give a report of the number of members present and absent. (May call roll, circulate attendance sheet, etc.)

Secretary: Mr./Madam President, we have _____ members present and _____ absent. (Secretary makes a report based on the method for recording attendance.)

President: Are there any visitors or new members with us this evening/afternoon/morning? (If so, have their host introduce them.) We welcome you to the _____ 4-H club and look forward to getting to know each of you better later in the meeting.

President: The secretary will read the minutes of the last meeting.

Secretary: Read the minutes. (See page 3)

President: Are there any corrections to be made to the minutes? (Wait a few seconds for suggestions. If any, have the secretary correct the minutes.) If not, the minutes will stand approved as read.

Secretary: Mr./Madam President I have a thank-you note from Mr. Armstrong.

President: Please read the note to membership/circulate the note with membership.

President: Would the Treasurer please make a report to the club.

<p>THANK YOU NOTE Dear 4-Leaf Clover 4-H Club, Thank you for repairing and painting my front porch. The new hand-rail and ramp have been very helpful getting in and out of my home. I truly appreciate your thoughtfulness and time. Sincerely, Thomas Armstrong</p>
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Treasurer: Mr./Madam President, we currently have \$250.63 in our checking account. I have two outstanding bills: IGA Groceries for \$25 and Ink Printers for \$15. When these two bills are paid our account balance will be \$210.63. I move that my report be accepted as presented

President: Are there any questions for the treasurer? (Wait a few seconds for suggestions. If any, have the treasurer answer them.) If not, the report will stand approved as presented.

President: We will know here from the Share the Fun Committees.

Chair of Share the Fun: *(This report should be in writing prior to the meeting and a copy handed to the Secretary at the time the oral report is presented.)*

Mr./Madam President, our committee met on February 10. Five committee members were present. We prepared a skit based on feedback from our membership. A copy of the skit is being circulated. If you want to be on the costume or set subcommittee please list your name on the sheet being circulated. Tryouts will be on March 14, at 3pm in the school cafeteria. I move that our report be accepted as presented.

President: Are there any questions for _____? *(Ghost - Keep questions limited and appropriate. This is not a time for doing committee work. The committee should be taking all discussion into consideration for future meetings.)* If there are no further questions the committee report is accepted.

President: Is there any unfinished business? *(If so, discuss it.)*

President: Is there any new business? *(If so, discuss it.)*

President: We will now proceed with the program as planned. *(Talks, demonstrations, video, talent numbers, speaker, lesson, judging activity, group activity, etc.)*

President: Do I hear a motion to adjourn the business meeting for our program and recreation?

A Member: *(Standing)* Mr./Madam President.

President: *(Calls the member by name.)*

Same Member: I move that we adjourn our business meeting for our program and recreation.

Any Member: *(Seated)* I second the motion.

President: The motion to adjourn has been made and seconded – all in favor say, “aye.”

Everyone: Aye. *(Pronounced like I.)*

President: The business meeting is now adjourned for our program, refreshments, and recreation/song, etc.

SAMPLE MINUTES

February 1, 2020 the 4-Leaf Clover 4-H Club business meeting was called to order by the president Mary Green. Thirteen members were in attendance at the meeting. We welcomed Mike Taylor and Jered Martin as visitors. The minutes were approved with one correction. The End of Year Picnic will be May 10th not May 11th.

Two thank-you notes were read: Mrs. Thompson's note thanked the club for the fall clean-up of her yard and Mayor Buck for our clubs assistance during the Montgomery Christmas Parade.

The Treasurer reported that the club checking account has \$275.63. The club approved the payment of \$25 outstanding bill to the IGA Grocery for refreshments served at the New Years Party.

The New Years Committee reported that 20 members participated in the festivities at Mrs. Brown's home on December 31.

The president appointed a Share the Fun committee. They will be responsible for developing the club skit and organizing costumes and set/props.

There was no unfinished or new business.

Following announcements the meeting was adjourned for a program and recreation. Mr. Reed from the Wildlife Department talked about Bird Identification and winter feeding of birds.

Special thanks the Branch family for providing refreshments.

Respectfully Submitted,
Anne Maxwell
Secretary