

4H•VOL•305
Revised 2010

4-H Parliamentary Procedure - beginners



THE CLUB MEETING

Life Skills we learn in a 4-H meeting.

Cooperation— to work or act together for a common purpose or mutual benefit.

Contributions to Group Efforts— to give or supply along with others for a common purpose.

Managing Feelings — expressing one's feelings appropriately and in proportion to circumstance.

Critical Thinking— strategies for analyzing, comparing, reasoning, and reflecting focused on deciding what to believe or do; discovering meaning; building connections with past learning.

Style of Meeting

Parliamentary Procedure, simply put, is the rules for making sure the members of an organization, like a 4-H club, have time to talk about a topic of interest and arrive at a decision that is the "choice" of the membership.

"Parli Pro" is not as scary when the members, officers and volunteers learn and use the skills.

Skills should be developed over time, gradually increasing the level of information and its practical use. As the age of members increase, so should the "Parli-Pro" skill level.

There are three styles of meetings which could be applied to the 4-H club experience.

Simple—no *formal* agenda; open group discussion. This form might take place during a project group meeting.

Informal—*flexible* agenda, basic

Parliamentary Procedure and controlled discussion practiced by a chair or officer. This style is most often used for committee work.

Formal—*Clear-cut* agenda and standard Parliamentary Procedure followed by officers and membership.

A simple meeting format is a great way to be introduced to the life skills of *Contributions to Group Efforts* and *Managing Feeling*. As skills mature informal meetings, often referred to as committee meetings, provide opportunity for developing "Cooperation and *Critical Thinking*" skills. Youth begin learning to research, make motions and write reports in the process.

The simple and informal meeting styles develop confidence for formal meetings.



Parts of a 4-H Club Meeting

There are six individual parts of a 4-H meeting.

1. Opening Ceremony - 4-H Ritual and Pledge
2. Monthly Business Meeting
3. Educational Program—

which includes Speeches/ Demonstrations Done by Members

4. Recreation
5. Refreshments (optional)

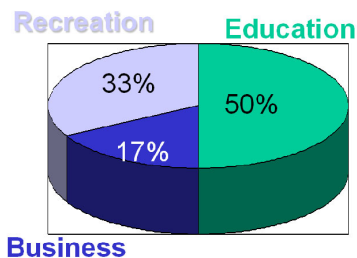
Lets visit each part of the meeting and why it is important to the members and club.





Parts of the Agenda

1. Call to Order
2. Opening with Pledges and Ritual
3. Roll Call/Sign In
4. Introduction of Guests
5. Minutes and Correspondence
6. Treasurer's Report
7. Reports of Committees
8. Unfinished Business
9. New Business
*(Unfinished and New business are items requiring a decision. It is **not** a time for committee work or announcements.)*
10. Announcements
11. Adjournment



Opening Ceremonies

the 4-H pledge. The ritual is a excellent reminder of what it means to be a member.

Thought for the Day

Optional—This is an opportunity to present the group with a thoughtful challenge or inspirational message. The message could tie into the meetings program.

Call to Order

The meeting usually is opened by the president who says: *"The meeting will now come to order."* Meetings should begin on time and should close on time.

Ritual/Pledge

The 4-H ritual should be done at least once a month. On other occasion(s) it can be replaced with

Keep Business to 17%

The purpose of a business meeting is to take care of tasks (business) important to the club.

To help members, officers and volunteers stay on task the group have an agenda. *Agenda is a Latin word for "Things to be Done."* A 4-H club agenda or "to do list" will list the things the club needs to report on, talk about or make a decision about.

The club officers and leader will prepare the agenda in advance and share it with the club membership before the meeting.

The agenda will have the same headings each month. The business under each heading will change.

Educational Program—50%

An important part of the "educational program" is club members conducting speeches, demonstrations or illustrated talks related to their 4-H projects. Each 4-H'er should do one speech, demonstration or illustrated talk at a club meeting each year. This is a

time to show what is being learned.

The rest of the time will be introducing/learning a skill, idea, subject and/or life skill. Guests, parents or teen leaders teach the lesson. The most important thing is that you "Learn by Doing."

Recreation—33%



Recreation can include singing and/or games and snacks and should never be skipped. Youth learn many social skills during this time.

Recreation can be used anytime to have fun—before the meeting; during the meeting; while someone is getting ready; to change the tempo; to relieve tensions; or at the close of the meeting.

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