



4H•VOL•307
Revised 2010

4-H Parliamentary Procedure - beginners



MEETING GUIDE

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.

Conducting Good Meetings

This is a suggest procedure the officer of your club may use as a guide in conducting club meetings. Variations may be used. **Bold** type indicates suggested statements the officer may make.

The president opens the meeting by rapping the desk with a gavel.

The gavel, the presiding officer’s symbol of authority, may be rapped at

opening of meeting, at conclusion of business meeting, at close of recreation period and at adjournment if needed to secure attention or if desired to add dignity or emphasis.

The use of the gavel should never be abused.

Example of a Club Meeting

The meeting of the ___ 4-H Club will come to order. The Vice President will lead us in the 4-H Club Ritual.

Optional— **___ will lead us in the thought for the day.**

The secretary will call the roll which is to be answered by (a project completed since the last meeting, etc.) The secretary calls roll and reports number present.

Do we have any special guests? Introduce people attending the meeting as a visitor or who will be presenting a program.

The secretary will read the minutes of the previous meeting. Secretary reads the minutes.

Are there any additions of correction to these minutes? (Pause) **If not, they stand as read.** President signs minutes.

At this time the we will have a Treasurers report. A balance of club finances should be reported. Bills requiring payment should be presented and approved. A written report should be provided to the secretary. The treasurer will say **“I move that we reimburse Mrs White for the \$21 spent to purchase supplies for our program at today's meeting.”** The president waits for a second or asks for a second, discussion and a vote.

Are there any communications? Secretary reads communications/ letters of general interest to the club.

The officers will now give their reports. Limit these reports to conferences, meeting or other events that have been held. Do not confuse reports with announcements given just prior to adjournment.





Five Points of a Good Meeting

1. Members participate in the meeting.
2. Officers are elected to serve and they insure that a meeting is simple, practical and a good use of time.
3. An agenda is prepared and shared with the membership before the meeting.
4. All members and officers having some knowledge of how to conduct meetings.
5. Everyone is proud to be a 4-H member.

Tap of the gavel

One tap—adjournment, completion of business and members to be seated.

Two taps—call the meeting to order.

Three taps—all members are to stand in unison.

Four taps—restore order to a meeting,

Oklahoma State University, in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, financial aid, and educational service.

Issued in furtherance of Cooperative Extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Samuel C. Curd, Director of Cooperative Extension Service, Oklahoma State University, Stillwater, Oklahoma. This publication is issued by Oklahoma State University as authorized by the Dean of the Division of Agricultural Sciences and Natural Resources and has been prepared for both internal and external distribution.

Editors- K. Knoepfli and C. Allen 9/2010

(Continued from page 1)

Committee reports will now be given. Committee chair or a member of the committee will present the results/recommendations of duties performed and the work completed. Report should be in writing and presented to the secretary for the minutes. The chair will say **“I move the report be accepted as presented.”** This motion does not require a second.

Committee recommendations requiring discussion or a vote of the membership will be handled under New Business.

Is there unfinished business to come before the club? Unfinished business may come under the heading of one of the following:

- Business pending at last adjournment (meeting).
- General orders left over from last meeting.
- Special matters postponed as general orders.

If an item appears in the minutes of the previous meeting, the secretary should call it to the attention of the president when s/he calls for unfinished business. If no unfinished business appears in the minutes of the last meeting, the secretary should state this fact.

Since there is no unfinished (or other) business, we are open for new business. A 4-H'er addresses chair and is recognized. s/he then states the motion.

It has been moved and seconded that the ___ 4-H club spend \$5 per member to purchase a green club T-shirt from the BIG T Printers. Is there discussion? Discussion follows and when the motion is ready for a vote, the chair again states the motion.

Those in favor that the ___ 4-H club spend \$5 per member to purchase a green club T-shirt from the BIG T Printers. Signify by raising your right hand. After the vote is counted

and recorded, call for vote of those opposed by the same sign. Vote is counted and the president announces the outcome of the voting.

Is there any more new business to come before the club? Dispose of all new business.

Are there any announcements?

Announcements should pertain to tours, meetings, etc., scheduled for future dates. At this point, the leaders, parents, and guest may make any comments/announcements.

Are there any further announcements? This is not a time for taking care of business forgotten earlier in the meeting.

If not, will a member program committee announced the program for our next meeting. The program is announced.

A motion for adjournment of the business meeting is in order. Act on the motion for adjournment.

The motion carried, the business meeting is adjourned. Will the program chair please introduce the program for today?

The program chair introduces the program, speeches or activity. Recreation and snacks usually follow the program. The program chair says, **“There will now be a recess for recreation. The recreation leader will take charge.**

The recreation leader explains the first game and divides the group, if necessary, while they are still seated, then moves to the recreation area in an orderly manner. If the game is a contest type, the recreation leader, at the close of the game, should announce the winners. When recreation is completed, the leader announces the close of recreation and the president announces the completion of the meeting.