



4H•VOL•312
Revised 2010

4-H Parliamentary Procedure - beginners



THE AGENDA

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.

Preparing an Agenda

Agenda in Latin means "Things to be Done." This means that the agenda for a committee or business meeting is a well thought out list task that need to be done.

Ask these questions as the agenda is prepared:

1. "What do we want to accomplish at this meeting?" Make "your purpose" a high priority.
2. "Can certain things be done more efficiently by a committee/ sub committee with final approval by the members?"
Don't waste the group's time by having it act like a committee.
3. How much time needs to be dedicated to this project?

4. Prepare a timeline of the task to be done and when they need to be done. This helps everyone see the big picture and the importance of them doing their part.

How can others be involved?

3. The agenda should break the task down into manageable pieces which others can do. Or in other words...what needs to be done to make things happen.
4. Follow the agenda or the group will have not discussed the important items before the meeting adjourns.

Carry out the Agenda

- Call the meeting to order at the designated time.
- Insist that members write each motion on a piece of paper and give it to the chair. This will save time in having to reword the motion(s).
- Insist that members follow the rules of debate:
 1. Each member must obtain the floor – rise and be recognized by the chair before beginning to speak. (In groups under 12 and depending how the room is arranged, it may not be necessary for the members to rise, but to raise his/her hand for recognition.)
 2. Members keep discussion to the topic.
 3. Member can speak only twice on each motion unless the members adopt another set of rules.
- As chair, don't let silence drag on, if no one rises to speak, take a vote.
- Don't let members deviate from the agenda or the current discussion



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To Do:

An agenda always has the date, location and time noted in the heading.

Sample Committee Agenda

Purpose—task at hand
Timeline of the project
Budget
Location, Date, Time
Program—educational program, games, tour, speaker, etc.
Publicity—flyers, news, invitation, correspondence, registration, decorations
Food—estimated number of people, menu, paper products

Club Picnic Committee 3/3/15 3:30-4:30 pm Ms. Jones Office

Purpose—Plan End-of-Year Picnic

Timeline:

1. Committee Assignments March 3
2. T-shirt design and cost by April 1
3. Publicity complete by April 1
4. Decoration list due May 1
5. Menu and grocery list due May 1
6. Games and supply list due May 1

Budget—Total \$100

Date—June 12, 2015 at Andrews Park, 6-9 pm

Theme—

1. Theme
2. T-shirt color
3. Cost

Program—

1. Games

Publicity—

1. flyers,
2. newsletter article
3. invitations,
4. registration deadline
5. decorations

Food— \$75

1. estimated number of people
2. menu
3. paper products

4-H Club Meeting Agenda Outline

1. Opening ceremony – 4-H Ritual and Pledge
2. Monthly business meeting
3. Educational Program
Speeches/demonstrations done by members
4. Recreation
5. Refreshments (optional)

Agenda 4-H Business Meeting 5/6/15 Town Hall 7 pm—9 pm

- I. Opening Ceremony—Ritual
- II. Roll call/sign in
- III. Introduction of guests
- IV. Minutes & correspondence
- V. Treasurer’s report
- VI. Reports of committees
 - A. Club T-shirt
 - B. Budget
- VII. Unfinished business
 - A. T-shirt Design
 - B.
- VIII. New business
 - A. Approve Budget
 - B.

*(Unfinished and New business are items requiring a vote. It is **not** a time for announcements.)*
- IX. Announcements
 - A. Camp Registration due 5/25
 - B.
- X. Adjournment for program

Program or Education

- Talks & demonstrations by members
- Judging activity or lesson on a 4-H project(s)
- Opportunities to learn by doing
- Guest speakers, videos, etc.
- Special tours or group activities

Recreation & Refreshments

- Games, skits, plays, parties, songs, etc..
- Snacks or meal

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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.

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