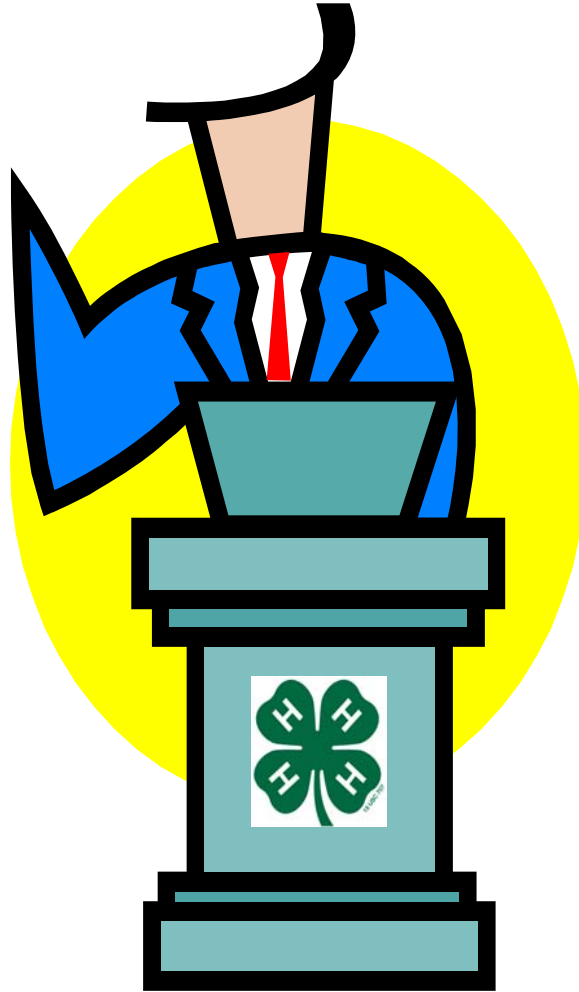


20__

Arkansas 4-H

President's Planning Guide

For the Local Club



County

4-H Club

President

4-H Year

University of Arkansas Division of Agriculture,
Cooperative Extension Service

4-H President's Book

Table of Content

4-H Club Officers	Pg. 1
President Duties	Pg. 2
Preparing an Agenda	Pg. 2, 3, 4
4-H Club Meeting and Order of Business	Pg. 3
Monthly 4-H Meeting Planning Guide	Pg. 5
Leadership Team – Names, address, phone, email	Pg. 6, 7
Committees	Pg. 8
Club Goals	Pg. 9
Agendas	Pg. 10-21
Tips for an Effective Meeting	Pg. 22-23
Motion from Start to Finish	Pg. 24-25
Annual Assessment of Club	Pg. 26
Points to Look for in a Good 4-H Meeting	Pg. 29
Emblem, Motto, Pledge, Slogan and Colors	Pg. 30
The 4-H Club Ritual	Pg. 31-32

Resources

Arkansas 4-H Publications

- 4-H Leadership Guide
- C402 4-H Secretary's Book
- C488 Arkansas 4-H Treasurer's Book
- 4HCH7 Meetings: Ideas for 4-H Club Meeting
- 4HCH8 Election of Officers
- 4HCF1 4-H Meeting Program Plan
 - Club Charter Certificate
 - 4-H Core Competency Unit 1
 - 4-H Core Competency Unit 2

Pursuant to 7 CFR § 15.3, the University of Arkansas System Division of Agriculture offers all its Extension and Research programs and services (including employment) without regard to race, color, sex, national origin, religion, age, disability, marital or veteran status, genetic information, sexual preference, pregnancy or any other legally protected status, and is an equal opportunity institution.

4-H Club Officers



One goal of 4-H is to develop leadership skills. Perspective club officers should be gaining and developing leadership skill. The existing officer team should help develop future leaders by involving members in meaningful committee work. Committees are an excellent training ground for developing club officers.

It's a good idea to pass jobs around so members gain different experiences and perspectives; this means the same member doesn't hold the same office in successive years or serve on the same committee over an extended period of time. A variety of experiences help the member develop new skills. For more information on committees see *Resources* on inside cover.

Club officers are an important part of the leadership team in the local 4-H club. Being an officer helps the member develop leadership skills as he or she performs their required duties.

Allowing 4-H clubs to elect their own officers serves the following purposes:

- All members learn about and participate in elections.
- Those elected learn to be responsible to their organization, leadership skills and parliamentary procedure.
- Members feel ownership in their club meetings.

Club officers are usually elected each year near the beginning of the 4-H program year. A leader should explain the duties of each officer to potential candidates and provide leadership to the election process so candidates are elected for their ability to do the job rather than for their popularity. The organizational leader, an assistant leader or parent-volunteer should be named to help the officers carry out their responsibilities.

A club may elect additional officers other than those listed below. For example, some clubs elect a historian who is responsible for the scrapbook. In other clubs, the offices of secretary and treasurer may be combined into one office. The club's size and the age of membership will determine the number and kinds of officers to elect.

The 4-H officers usually elected in each club are the:

- **President** prepares an agenda with the assistance of the other officers, presides at all business meetings, coordinates club business, appoints committees and establishes a sense of team for the club. (Arkansas 4-H Club Presidents Planning Guide)
- **Vice President** provides leadership in the president's absence, coordinates committees, and may be responsible for educational programs at club meetings. (Arkansas 4-H Leadership Guide)
- **Secretary** keeps written minutes of all meetings and attendance and participation records in the Arkansas 4-H Club Secretary's Book. The secretary also writes correspondence, assists with club scrapbook, monthly reports and activity reports. Annually submits Secretary's Book to county Extension office.
- **Treasurer** takes care of all club finances. The treasurer keeps an accurate record of the club's funds in the Arkansas 4-H Club Treasurer's Book, writes receipts, checks, makes deposits and prepares and submits annual Financial Report to the county Extension office.
- **Reporter** writes and submits interesting and accurate reports about club meetings and club activities to the local newspaper and maintains the club scrapbook. Other responsibilities may include managing club website and assisting with end-of-year reports. (4-H Leadership Guide)
- **Recreation/Song Leader** promotes enthusiasm through games and songs at 4-H club meetings and other activities. (4-H Leadership Guide)

All club members can have a leadership role through the use of functioning committees. Remember serving on a committee is the best learning experience for new members.

Now that you are president . . .

As president of your 4-H Club you have an important job. The members have shown their faith in your ability to assume and carry out leadership responsibilities by electing you to the highest position. Club harmony will depend on your ability to be an effective and fair leader. As a president, fellow officers and club members will look to you on how to conduct a business meeting, cooperate with others and establishing a strong sense of community for the group. Refer to *Resources* for tools to further assist in developing your leadership skills as president.

Duties of the President

- Establish a sense of team with the officers. Make all club members, parents and volunteers feel welcome.
- Check on meeting arrangements, seating, light and temperature of the facility.
- Preside and call meeting to order and direct the business meeting.
- Fairly decide any points of order.
- Appoint temporary secretary if elected one is absent.
- Appoint committees, unless otherwise decided by club action.
- Cast deciding vote in case of a tied vote. You may vote when voting by ballot or roll call.
- Know parliamentary procedure in order to conduct an orderly meeting.
- Guide meetings in a courteous, tactful way, and avoid talking too much. The meeting belongs to the members. The president is only the "pilot" and should avoid giving opinions on the subject under discussion.
- Delegate responsibilities so that every 4-H'er has some job in the club at one time or another.
- Coordinate yearly Program Planning for the club by consulting with other officers or an appointed committee. Use the Monthly Planning Guide for each month. Turn in a copy of club plans to the county Extension office at the beginning of the program year.
- Arrange to have another person (usually the vice-president) conduct the meeting if you cannot attend. Be sure the individual is fully informed and prepared.
- Plan agenda with assistance of secretary, leader and other officers before regular meeting is held. Make agenda available to membership.
- Show courtesy to guests and have them properly introduced to the club.
- Follow-up with Vice President on committee progress. Make sure the Vice President has a written report from each committee.
- Approve payment of bills after action by the club.
- Keep in close touch with organizational leaders and Extension Agent(s).
- Represent the local 4-H at official county events.
- Represent 4-H club to the school, community, civic leaders and general public.
- Make sure that all reports and materials are turned into the county Extension office on time: Monthly 4-H Meeting Planning Guides, Secretary's Book, Annual Financial Report of the Club, End of Year Reports/Scrapbook, etc.

Planning Agenda and Club Meetings

The president should draft an agenda each month using the previous month's agenda and a copy of the secretary's minutes. The draft should be shared with the club leader and officer team during an executive officer meeting for additions and corrections. The agenda should be made available to club members prior to the club meeting. It can be posted on the club web site, mailed, emailed or posted at the school. Posting the agenda gives members an opportunity to review the agenda in advance.

As a professional courtesy, the officer team should contact people on the agenda no later than one week before the meeting to remind them of their responsibility and to make sure they will be in attendance.

Parts of a Monthly 4-H Club Meeting

1. Opening Ceremony – 4-H Ritual and Pledge
2. Monthly Business Meeting
3. Educational Program
4. Speeches/Demonstrations by Members
5. Recreation
6. Refreshments (optional)

With the aid of your officer team or an appointed committee of members and adults, use the *Monthly Program Planning Guide* (pg 5), at the beginning or end of the program year, to help plan monthly meetings for the new program year.

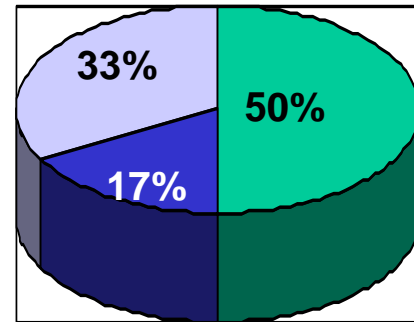
Monthly Meeting for a 4-H Club

A monthly 4-H club meeting will have three parts: Business, Education and Recreation.

Agenda for Monthly Business Meeting

- I. Call to Order
- II. Opening with Pledges and Ritual
- III. Roll Call/Sign In
- IV. Introduction of Guests
- V. Minutes and Correspondence
- VI. Treasurer's Report
- VII. Reports of officers or club leader
- VIII. Reports of Committees
 - A. Standing committees
 - B. Special committees
- IX. Unfinished Business
- X. New Business
*(Rule of thumb - Unfinished and New Business are items requiring formal discussion and a vote. It is **not** a time for announcements or committee work.)*
- XI. Announcements
- XII. Adjournment for Program or Education

Recreation Education



Business

Program or Education

- Talks and Demonstrations by Members
- Judging Activity or Lesson on a 4-H Project(s)/Activity(s)
- Opportunities to Learn by Doing
- Guest Speakers, videos, etc.
- Special Tours or Group Activities

Recreation and Refreshments

- Games, Skits, Plays, Parties, Songs, etc.
- Snacks or Meal

(Consider an activity or game for members arriving early. Busy hands are constructive hands.)

Sample 4-H Meeting Agenda

Place: Jim Bailes Home

Date: Sept. , 2010

Time: 7:30 p.m.

Order of Business

- I. Call to order
- II. Opening exercises – 4-H Ritual
- III. Roll Call/Sign In: WHAT I LIKED BEST ABOUT MY PROJECT
- IV. Introduction of guests
- V. Minutes and Correspondence
- VI. Treasurer's Report
- VII. Reports of Officers or Club Leader
- VIII. Reports of Committees – Standing and Special
 - A. Standing Committees
 1. Community Service
 2. Fund Raising
 - B. Special Committees
 1. Club T-shirt
 2. County Fair Educational Display
 - C. Project Groups
 1. Speaking Easy
 2. Keepin' ya in Stitches
- IX. Unfinished business: (Taken from agenda's and secretary's minutes of previous meeting)
- X. New business:
 1. Election of officers
 2. Approve Monthly Program Plans for 20__ - __
 3. Appoint committee for Arkansas 4-H Month
- XI. Announcements
 - A. County Council, December 1, 7 pm at the Extension Office
 - B. Fair Entries due August 15. Register on line at www.clovercountyfair.com
 - C. Next meeting for Speaking Easy Project Group, October 14, 7pm at Bob's Plumbing Shop
 - D. Community Service Committee meeting, September 24, 4 pm at Irving Middle School
- XII. Adjournment for Program

EDUCATIONAL PROGRAMS (Presented by special guests, adult volunteers or parents, members or a project groups. Every club member should be encouraged to present at least one speech, illustrated talk or demonstration during the club year.)

“My Woodwork Project” — Bill Rainey (illustrated presentation)

“Judging Clinic on Clothing Selection” — Clothing Project Group Members

“How Environment Affects Our Health” — Mary Ray (speech)

CLUB ACTIVITIES: (health, safety, community involvement, etc.)

- Award certificates to those who finished first aid course.
- Report summary on home safety checks. — Bob Mullins

RECREATION

Recreation and/or Song leader(s) in charge.

REFRESHMENTS

Bill Jones, Sue White, and Rob Gilpin

Monthly 4-H Meeting Planning Guide

Club Name: _____ Month: _____

Meeting Date and Time: _____ Meeting Place: _____

Recreation: _____

Refreshments – Family(s) Responsible: _____

Educational Program or Activity: _____

Program Objectives (what members will learn):

*

*

*

Teaching Method (video, lecture, field trip, hands-on, props, etc.): _____

Program Presenter: _____

Person Responsible for Program Contact: _____

County Event Preparation/Lesson: _____

(Could include preparation for an Activity/Event at the local, county, district or state levels.)

Program Presenter: _____

Club Community Service

Project: _____

Committee Coordinator: _____

4-H Presentation(s) by 4-H members (talk, demonstration, display, etc.)

*

*

*

Scrapbook Page(s)/Monthly Report/Activity Report

Person(s) responsible for completing: _____

Other Activities (fun activities, etc.): _____

Person(s) responsible for coordinating _____

Respectfully Submitted: (Signatures of Planning Team)

Leadership Team

4-H Club _____

County _____

Elected Officers

Office	Name	Address	Phone Number/Email
President			
Vice President			
Secretary			
Treasurer			
Reporter			
Recreation Leader(s)			
Song Leader			
Other Offices/Officers			

Organizational leaders

Name	Address	Phone Number/Email

Project leaders (Health, Safety, Public Speaking, Foods, Technology, Camping, etc.)

Name	Address	Phone Number/Email	Project Area

Activity leaders (Communication Event, Share-the-Fun, Fabric and Fashion, Healthy Living Fair)

Name	Address	Phone Number	Activity

Teen leaders

Name	Address	Phone Number/Email	Project or Committee Leadership Role(s)

Committees

Committee Name	Chairperson
Assignment	Phone/Email
Committee Members	
Committee Name	Chairperson
Assignment	Phone/Email
Committee Members	
Committee Name	Chairperson
Assignment	Phone/Email
Members	
Committee Name	Chairperson
Assignment	Phone/Email
Committee Members	
Committee Name	Chairperson
Assignment	Phone/Email
Committee Members	
Committee Name	Chairperson
Assignment	Phone/Email
Committee Members	

Established Goals

Goals are statements of what the officer team and the members decide to accomplish during the year. These should relate to the major objectives of 4-H. Goals should be determined for:

The general club situation. For example, enroll five new members during the year; 90 percent attendance at all club meetings.

Health/Safety. For example, 95 percent of members take test for physical fitness and participate in activities designed to improve fitness and nutrition

Community Involvement. For example, "Our Environment," Conduct a community survey of pollution causes including air, water and solid wastes, then hold a public meeting to (1) report findings and (2) develop a plan to eliminate the causes.

Summary of Club Participation

Club Goals

Goals for the 4-H Club should be set by the members at the beginning of the year. Example: to have 5 new project leaders, to get 10 new members, to have a 4-H parent night, etc.

Goals for the local club

Accomplished

General 1. 2. 3.	
Health and Safety 4. 5. 6.	
Community Service 7. 8. 9.	
Other 10. 11. 12.	

MONTH _____ **Date** _____ **Time** _____

Place _____

ORDER OF BUSINESS

- I. Call to order
- II. Opening exercises – 4-H Ritual
- III. Roll Call/Sign In
- IV. Introduction of guests
- V. Minutes and Correspondence
- VI. Treasurer’s Report
- VII. Reports of Officers or Club Leader

- VIII. Reports of Committees – Standing and Special
 - A. Standing Committees

 - B. Special Committees

 - C. Project Groups

- IX. Unfinished business: (Taken from agenda’s and secretary’s minutes of previous meeting)

- X. New business:

- XI. Announcements

- XII. Adjournment for Program

EDUCATIONAL PROGRAMS:

Program _____

Talks/Demonstration/Illustrated Talks: _____

CLUB ACTIVITIES: _____

RECREATION: _____

REFRESHMENTS: _____

MONTH _____ **Date** _____ **Time** _____

Place _____

ORDER OF BUSINESS

- I. Call to order
- II. Opening exercises – 4-H Ritual
- III. Roll Call/Sign In
- IV. Introduction of guests
- V. Minutes and Correspondence
- VI. Treasurer’s Report
- VII. Reports of Officers or Club Leader

- VIII. Reports of Committees – Standing and Special
 - A. Standing Committees

 - B. Special Committees

 - C. Project Groups

- IX. Unfinished business: (Taken from agenda’s and secretary’s minutes of previous meeting)

- X. New business:

- XI. Announcements

- XII. Adjournment for Program

EDUCATIONAL PROGRAMS:

Program _____

Talks/Demonstration/Illustrated Talks: _____

CLUB ACTIVITIES: _____

RECREATION: _____

REFRESHMENTS: _____

MONTH _____ **Date** _____ **Time** _____

Place _____

ORDER OF BUSINESS

- I. Call to order
- II. Opening exercises – 4-H Ritual
- III. Roll Call/Sign In
- IV. Introduction of guests
- V. Minutes and Correspondence
- VI. Treasurer’s Report
- VII. Reports of Officers or Club Leader

- VIII. Reports of Committees – Standing and Special
 - A. Standing Committees

 - B. Special Committees

 - C. Project Groups

- IX. Unfinished business: (Taken from agenda’s and secretary’s minutes of previous meeting)

- X. New business:

- XI. Announcements

- XII. Adjournment for Program

EDUCATIONAL PROGRAMS:

Program _____

Talks/Demonstration/Illustrated Talks: _____

CLUB ACTIVITIES: _____

RECREATION: _____

REFRESHMENTS: _____

MONTH _____ **Date** _____ **Time** _____

Place _____

ORDER OF BUSINESS

- I. Call to order
- II. Opening exercises – 4-H Ritual
- III. Roll Call/Sign In
- IV. Introduction of guests
- V. Minutes and Correspondence
- VI. Treasurer’s Report
- VII. Reports of Officers or Club Leader

- VIII. Reports of Committees – Standing and Special
 - A. Standing Committees

 - B. Special Committees

 - C. Project Groups

- IX. Unfinished business: (Taken from agenda’s and secretary’s minutes of previous meeting)

- X. New business:

- XI. Announcements

- XII. Adjournment for Program

EDUCATIONAL PROGRAMS:

Program _____

Talks/Demonstration/Illustrated Talks: _____

CLUB ACTIVITIES: _____

RECREATION: _____

REFRESHMENTS: _____

MONTH _____ **Date** _____ **Time** _____

Place _____

ORDER OF BUSINESS

- I. Call to order
- II. Opening exercises – 4-H Ritual
- III. Roll Call/Sign In
- IV. Introduction of guests
- V. Minutes and Correspondence
- VI. Treasurer’s Report
- VII. Reports of Officers or Club Leader

- VIII. Reports of Committees – Standing and Special
 - A. Standing Committees

 - B. Special Committees

 - C. Project Groups

- IX. Unfinished business: (Taken from agenda’s and secretary’s minutes of previous meeting)

- X. New business:

- XI. Announcements

- XII. Adjournment for Program

EDUCATIONAL PROGRAMS:

Program _____

Talks/Demonstration/Illustrated Talks: _____

CLUB ACTIVITIES: _____

RECREATION: _____

REFRESHMENTS: _____

MONTH _____ **Date** _____ **Time** _____

Place _____

ORDER OF BUSINESS

- I. Call to order
- II. Opening exercises – 4-H Ritual
- III. Roll Call/Sign In
- IV. Introduction of guests
- V. Minutes and Correspondence
- VI. Treasurer’s Report
- VII. Reports of Officers or Club Leader

- VIII. Reports of Committees – Standing and Special
 - A. Standing Committees

 - B. Special Committees

 - C. Project Groups

- IX. Unfinished business: (Taken from agenda’s and secretary’s minutes of previous meeting)

- X. New business:

- XI. Announcements

- XII. Adjournment for Program

EDUCATIONAL PROGRAMS:

Program _____

Talks/Demonstration/Illustrated Talks: _____

CLUB ACTIVITIES: _____

RECREATION: _____

REFRESHMENTS: _____

MONTH _____ **Date** _____ **Time** _____

Place _____

ORDER OF BUSINESS

- I. Call to order
- II. Opening exercises – 4-H Ritual
- III. Roll Call/Sign In
- IV. Introduction of guests
- V. Minutes and Correspondence
- VI. Treasurer’s Report
- VII. Reports of Officers or Club Leader

- VIII. Reports of Committees – Standing and Special
 - A. Standing Committees

 - B. Special Committees

 - C. Project Groups

- IX. Unfinished business: (Taken from agenda’s and secretary’s minutes of previous meeting)

- X. New business:

- XI. Announcements

- XII. Adjournment for Program

EDUCATIONAL PROGRAMS:

Program _____

Talks/Demonstration/Illustrated Talks: _____

CLUB ACTIVITIES: _____

RECREATION: _____

REFRESHMENTS: _____

MONTH _____ **Date** _____ **Time** _____

Place _____

ORDER OF BUSINESS

- I. Call to order
- II. Opening exercises – 4-H Ritual
- III. Roll Call/Sign In
- IV. Introduction of guests
- V. Minutes and Correspondence
- VI. Treasurer’s Report
- VII. Reports of Officers or Club Leader

- VIII. Reports of Committees – Standing and Special
 - A. Standing Committees

 - B. Special Committees

 - C. Project Groups

- IX. Unfinished business: (Taken from agenda’s and secretary’s minutes of previous meeting)

- X. New business:

- XI. Announcements

- XII. Adjournment for Program

EDUCATIONAL PROGRAMS:

Program _____

Talks/Demonstration/Illustrated Talks: _____

CLUB ACTIVITIES: _____

RECREATION: _____

REFRESHMENTS: _____

MONTH _____ **Date** _____ **Time** _____

Place _____

ORDER OF BUSINESS

- I. Call to order
- II. Opening exercises – 4-H Ritual
- III. Roll Call/Sign In
- IV. Introduction of guests
- V. Minutes and Correspondence
- VI. Treasurer’s Report
- VII. Reports of Officers or Club Leader

- VIII. Reports of Committees – Standing and Special
 - A. Standing Committees

 - B. Special Committees

 - C. Project Groups

- IX. Unfinished business: (Taken from agenda’s and secretary’s minutes of previous meeting)

- X. New business:

- XI. Announcements

- XII. Adjournment for Program

EDUCATIONAL PROGRAMS:

Program _____

Talks/Demonstration/Illustrated Talks: _____

CLUB ACTIVITIES: _____

RECREATION: _____

REFRESHMENTS: _____

MONTH _____ **Date** _____ **Time** _____

Place _____

ORDER OF BUSINESS

- I. Call to order
- II. Opening exercises – 4-H Ritual
- III. Roll Call/Sign In
- IV. Introduction of guests
- V. Minutes and Correspondence
- VI. Treasurer’s Report
- VII. Reports of Officers or Club Leader

- VIII. Reports of Committees – Standing and Special
 - A. Standing Committees

 - B. Special Committees

 - C. Project Groups

- IX. Unfinished business: (Taken from agenda’s and secretary’s minutes of previous meeting)

- X. New business:

- XI. Announcements

- XII. Adjournment for Program

EDUCATIONAL PROGRAMS:

Program _____

Talks/Demonstration/Illustrated Talks: _____

CLUB ACTIVITIES: _____

RECREATION: _____

REFRESHMENTS: _____

MONTH _____ **Date** _____ **Time** _____

Place _____

ORDER OF BUSINESS

- I. Call to order
- II. Opening exercises – 4-H Ritual
- III. Roll Call/Sign In
- IV. Introduction of guests
- V. Minutes and Correspondence
- VI. Treasurer’s Report
- VII. Reports of Officers or Club Leader

- VIII. Reports of Committees – Standing and Special
 - A. Standing Committees

 - B. Special Committees

 - C. Project Groups

- IX. Unfinished business: (Taken from agenda’s and secretary’s minutes of previous meeting)

- X. New business:

- XI. Announcements

- XII. Adjournment for Program

EDUCATIONAL PROGRAMS:

Program _____

Talks/Demonstration/Illustrated Talks: _____

CLUB ACTIVITIES: _____

RECREATION: _____

REFRESHMENTS: _____

MONTH _____ **Date** _____ **Time** _____

Place _____

ORDER OF BUSINESS

- I. Call to order
- II. Opening exercises – 4-H Ritual
- III. Roll Call/Sign In
- IV. Introduction of guests
- V. Minutes and Correspondence
- VI. Treasurer’s Report
- VII. Reports of Officers or Club Leader

- VIII. Reports of Committees – Standing and Special
 - A. Standing Committees

 - B. Special Committees

 - C. Project Groups

- IX. Unfinished business: (Taken from agenda’s and secretary’s minutes of previous meeting)

- X. New business:

- XI. Announcements

- XII. Adjournment for Program

EDUCATIONAL PROGRAMS:

Program _____

Talks/Demonstration/Illustrated Talks: _____

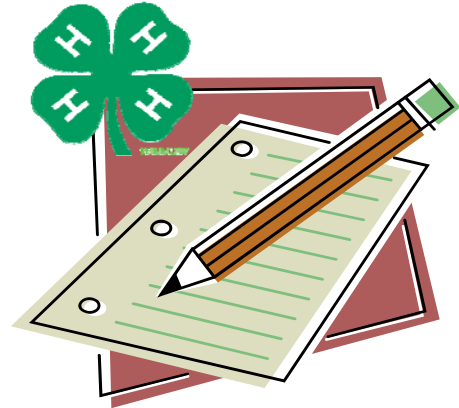
CLUB ACTIVITIES: _____

RECREATION: _____

REFRESHMENTS: _____

Tips for an Effective Meeting

4-H is an organization that teaches members skills and allows them an opportunity to practice the skills in a real life situation. 4-H meetings allow members an opportunity to learn the skills for conducting and participating in good business and committee meetings. As the president of a club strive to learn and apply the following tips.



1. Executive Board (officers) meets two weeks in advance with the club organizational leader to discuss and prepare the agenda. The Vice President should follow-up with any committees who have not reported to the board.
2. Vice President should ask committee chairs to have 2 copies of their committee report prepared. One copy is presented to the secretary and the second to the club leader. Committees prepared to report should be placed on the agenda. The vice president should call every committee chairman to make sure that he/she will be at the meeting and have a report to give. Only those chair people who have a report ready, should be called on at the meeting.
3. Establish and approve standing rules regarding the preparation and use of the agenda:
 - a. Have a deadline for members, volunteers, club leaders and parents to submit items for consideration on the agenda. The standing rules need to be on the agenda at every meeting.
 - b. Only items on the agenda can be discussed, all other items brought up at the meeting will be taken under advisement for the next meeting.

Standing rules make for more efficient meetings and curb the controversy that sometimes occurs without them.

4. If and when possible, make the agenda public record and accessible to families, parents, volunteers, and leaders. This allows people to know when something of interest will be discussed or presented. They can make an effort to attend.
5. Stick to the agenda and do not deviate. (Keep committee reports under committee reports and not under new business.)

To expedite the giving of reports, chair people should sit in the front so that they don't waste time getting to the front to give their reports. Use parliamentary rules of order for presenting and accepting minutes of committee meeting (i.e., the individual making the committee report moves that it be accepted. No second is needed from the body.)

If you have a committee that is researching a project and that committee is supposed to give a recommendation to the members in its report, phrase the recommendation as a "motion", not a recommendation. The motion should come at the end of the report, and the reporting member of the committee (usually the chairman), states: "By direction of the committee, I move that" A motion coming from a committee does not need a second because at least one other committee member has agreed that it should be discussed. This cuts out a step. If a committee makes a recommendation, someone still has to make a motion to accept the committee's recommendation under new or unfinished business.

New and unfinished business should be items presented in the form of a motion that need to be discussed and voted on by the group as a whole. This is not a time to do committee work.

Print announcements on the agenda. Only verbally highlight those things which need further explanation.

6. Follow parliamentary procedure in making a motion – make the motion and gain a second. The motion allows the body to discuss the item prior to a vote.
7. Presidents who know the rules know how to keep discussion moving and when to take a vote without someone having to "call for the question". This president knows that no one can discuss an issue unless a motion is made first and then seconded. This saves time! If a motion isn't seconded, it isn't discussed. (A motion does not mean a person agrees or disagrees with the statement, it only means that it is OK to discuss it. A "second" means a another person is in favor of discussing the idea.) How many times has only one person wanted to do something and no one else wants to discuss it? When no one knows or follows the rules valuable time has been lost by allowing this person to stand and ramble on and on without a motion on the floor.
8. A time waster is ill-conceived motions. Officers and members should be provided with paper and pencil to write a clearly thought out motion. This saves time because the motion doesn't have to be amended many times to make it clear; or it doesn't have to be withdrawn and then start over again. A well thought out motion includes what the group is to do, how and when it is to be done and how much time and money is to be spent.

A Motion from Start to Finish

This simplified version of parliamentary procedure will keep you from becoming so bogged down in procedure that a group does not make progress on an issue.



1. **To Make a Motion:** Raise your hand and when recognized by the President “I move that ...”
 - a. Have the motion in writing. Make the motion as short and accurate as possible (what the group is to do, how and when it is to be done and how much time and money is to be spent).
 - b. Speak up so you can be heard by everyone.
 - c. Committee chairs make a motion on behalf of their report. No second necessary.
2. **Motions must be Seconded:** Raise your hand and say “Second”
 - a. A motion must be seconded.
 - b. If no second is received, the motion fails.
3. **Discussion:** After a motion is made and seconded, the President will open the floor for discussion. The maker of the motion has the first opportunity to speak, this then becomes the time to explain and persuade people to vote for the motion. If you are opposed, this is the time to tell the group why the motion should not pass. Amendments are made during the discussion.
4. **Call the Question** (or how to end discussion of a motion) This is not a mandatory step. If the group gets long winded and is repeating what everyone has said, the committee needs to make a decision. In that case you:
 - a. Raise your hand, get recognized by the President and say “I call the Question”.
 - b. The President will then state “The question has been called, all in favor of ending discussion on this motion, say aye. Those opposed, say ney.”
 - c. There must be a majority of 2/3 to pass the motion to end discussion, then the motion must be voted upon.
 - d. If there are not sufficient votes to pass the motion to end discussion, more discussion continues.
5. **Voting on a Motion:** Prior to voting on a motion, the President will repeat the exact wording of the motion.
 - a. **Voice Vote** The President will ask: “Everyone who is in favor, please say aye.” He/she will then ask: “Anyone who is opposed please indicate by saying “nay”.”
 - 1) The President will then declare whether the motion passed or failed.
 - b. **Roll Call Vote** The President may call for a roll call vote when he/she thinks an item is of such importance that members’ votes need to be on the record or when it appears that a voice vote will be very close.
 - 1) Members may ask for a roll call vote when they do not agree with the President’s interpretation of the voice vote. Or...
 - 2) The member, after being recognized by the President, states: “I ask that a roll call vote be taken”.
 - 3) The person making an original motion can include in the motion the statement that the motion be decided by a roll call vote.

6. **Amending a Motion:** If you decide you want to amend a motion, you can do it three (3) different ways.
- a. **Friendly Amendment:** You can ask the Member who made the original motion whether he/she would agree to a friendly amendment. This is usually used when a point needs to be clarified.
 - b. **Early Amendment:** If you want to amend a motion during the discussion stage (before the motion has been voted upon), you follow the following procedure:
 - 1) Be recognized by the President and then state “ I ask the motion be amended to state ...”
 - 2) The amendment must be seconded.
 - 3) The amendment must be discussed.
 - 4) The amendment must be voted upon and must pass by a majority vote.
 - 5) If the amendment passes, then discussion resumes on the amended motion, followed by a vote on the amended motion.
 - c. **Late Amendment:** If a motion has already been voted on, you can attempt to amend the motion by the following:
 - 1) Be recognized by the President and then state “ I ask the last motion be amended to state ...”
 - 2) The amendment must be seconded.
 - 3) The amendment must be discussed.
 - 4) The amendment must be voted upon and must pass by a 2/3 majority vote.
 - 5) If the amendment passes, no other vote is required.
7. **Tabling a Motion:** If you believe that a motion should be deferred to later in the meeting, you should:
- a. Be recognized by the President and then state: “I move that we table this motion until a later time due to”
 - b. The motion to table must be seconded.
 - c. The motion to table must be discussed.
 - d. The motion must be voted upon and must pass by a majority vote.
8. **Postponing a Motion:** If you want to postpone the discussion on a motion until a future meeting or until some future time, you should:
- a. Be recognized by the President and then state: “I move that we table this motion until ...”
 - b. Your motion should state whether you are postponing until a specific future meeting or whether you are postponing the motion indefinitely.
 - c. The motion to postpone must be seconded.
 - d. The motion to postpone must be discussed.
 - e. The motion must be voted upon and must pass by a majority vote.

Sources http://www.wahshashe.org/resources/training/BASIC_PARLIMENTARY_PROCEDURE.doc

Annual Assessment of Club

Each club is expected to complete an end of year report of club activities and submit it to the county Extension office. The end of year report may be a form your county has in place or it could include scrapbooks being submitted for club awards. The report should provide a means for assessing whether the club meets the following criteria:

1. Submitted annual set of *Monthly 4-H Meeting Planning Guides* to the county Extension office. Kept Extension Office informed of changes and additions.
2. Actively recruited and meet regularly with volunteers and youth from a variety of racial, ethnic, religious, and socioeconomic groups in your community.
3. Completed an end of year report of club activities and submitted it to county Extension office.
4. Provided an annual financial accounting to county Extension office for any funds raised or collected in the name of 4-H including account numbers and balances.
5. Completed a regular enrollment process for 4-H members and volunteers.
6. Had a team of local parent(s)/volunteer(s) attending Parent-Volunteer continuing education/training opportunities.



4-H CLUB CHARTER FORM

4-H Year 20____ - 20____

Directions:

- Form will be completed electronically, using this form in the pdf format.
- Once completed, form will be e-mailed to county Extension Office as an e-mail attachment.
- In addition to charter form all other required attachments will need to be scanned for submission with charter form.

CLUB/GROUP INFORMATION

Club Name _____ Type of Club: _____

Primary Club Contact: _____

Club Address Line 1: _____

Club Address Line 2: _____

City: _____ State: _____ Zip: _____

Contact Phone Number: _____ E-mail: _____

Website: _____

Affiliation: _____

CLUB/GROUP MEETING INFORMATION

Meeting Day (Ex: 2nd Tuesday): _____

Regular Meeting Location: _____

Regular Meeting Time: _____

Is this club in a racial mixed community: (i.e. all ethnicities live in the area served by the club)?: YES NO

Is this club integrated as to the racial and ethnicity of the membership?: YES NO

CLUB/GROUP OFFICERS *(list all officers for current year)*

President: _____

1st Vice-President: _____

2nd Vice-President: _____

3rd Vice-President: _____

Secretary: _____

Treasurer: _____

Reporter/Public Information: _____

Other: _____

Other: _____

Club Leader (Adult): _____

Club Leader (Adult): _____

CLUB/GROUP FINANCIAL INFORMATION

Does this club/group have a bank account(s):

_____ YES _____ NO

If YES, complete the following table

Name of Financial Institution	City, State	Phone Number	Type	Account Number

Date of Last Financial Review of Account(s):

CLUB/GROUP GENERAL INFORMATION *(answer each question by placing an 'X' in appropriate area)*

4-H Club: Does this club have six or more members from at least two different families?: YES NO

4-H Club: Is every 4-H member enrolled into at least one project?: YES NO

Points to Look for in a Good 4-H Meeting

This sheet can be used to evaluate all your meetings. You should be able to answer YES to most of the questions. The ones you answer with a NO are areas you will want to improve.

- _____ 1. Do the officers and leaders plan agenda in advance and check meeting plans beforehand?
- _____ 2. Are committees appointed to take care of club business? Do committees function effectively outside of club meetings so they are prepared to present at business meetings of the club? Do they have a written report for the secretary and club leader?
- _____ 3. Is the president prepared? Does the president call the meeting to order on time, keep the meeting rolling and close it on time?
- _____ 4. Do officers, committee chairs and club members use correct parliamentary procedure?
- _____ 5. Is the business part of the meeting short and snappy? Are people prepared and does the club and officers stick to the printed agenda?
- _____ 6. Do all or most of the members feel comfortable enough to take part in the meeting? Are guests introduced and made to feel at home?
- _____ 7. Is there an opportunity for members to get to know each other?
- _____ 8. Are all announcements short and to the point?
- _____ 9. Is there a educational program in addition to the business meeting and recreation? Is the educational program of interest to everyone? Do members understand the programs relevance to them and their 4-H project work? Did everyone learn something? Does the meeting have variety in educational programs and activities?
- _____ 10. Are club members encouraged and presenting speeches and demonstrations at club meetings each month?
- _____ 11. Is there recreation or musical involvement during the meeting? Is recreation suitable for the location and age of the group?
- _____ 12. Is there a common courtesy shown between officers, members, volunteers, leaders and parents?
- _____ 13. Do officers avoid doing all the talking? Do officers delegate responsibilities to other club members through committee assignments?
- _____ 14. Are leaders, volunteers and parents given a chance to voice their opinions without taking over meetings? Do leaders/volunteers/parents avoid doing all the talking?
- _____ 15. Is there fun, learning and fellowship at the meeting?



2004 Clover

EMBLEM

The green four-leaf clover has a white “H” on each leaf to represent one of the four H’s:

**Head, Heart,
Hands and Health.**



2004 Clover

4-H MOTTO

“To Make the Best Better”

4-H PLEDGE

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.

4-H SLOGAN

“Learn by Doing”

COLORS

The white stands for purity.
The green, nature’s most common color,
represent life, springtime and youth.



4-H Club Meeting Agenda



The following order of business may be used by any kind of 4-H club. The parts shown in parentheses should not be read.

President: The meeting will now come to order and we will have a song led by _____, the song leader.

Song Leader: Let us all stand and sing _____.

Everyone: (All sing.)

Song Leader: Be seated.

President: The secretary will now call the roll and give a report of the number of members present and absent.

Secretary: (Calls roll.) Mr. President, we have _____ members present and _____ members absent.

President: We will now review the meaning of our emblem. What is the National 4-H Emblem?

Members: The Four-Leaf Clover with the letter "H" on each leaf.

President: What do the four "H's" represent?

Members: The equal training of the Head, Heart, Hands, and Health.

President: For what is the Head trained?

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

President: For what is the Heart trained?

Members: To be kind, true, and sympathetic.

President: For what are the Hands trained?

Members: To be useful, helpful, and skillful.

President: For what is the Health trained?

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

President: What is our Motto?

Members: "To Make the Best Better."

President: We will now stand and repeat the Pledge of Allegiance to our flag and the 4-H Pledge. These will be led by _____. (All stand.)

Members: (Facing the U.S. Flag)

"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."

Members: (Facing the emblem)

"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."

President: Be seated.

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

Secretary: (Reads the minutes.)

President: Are there any corrections or additions 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.

President: The treasurer will now give a report of the club income and expenses. (No action is required on the treasurer's report. It is information only.)

President: We will now have reports from any standing or special committees. (No action is required on these reports unless recommendations are provided that the club should act upon.)

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

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

President: Are there any new members who wish to join? (If so, have the secretary give them a card to be filled out after the meeting.)

President: Is there any other business to be presented to the club. (If so, do whatever is to be done.)

President: We will now proceed with the program as planned. (Devotionals, talks, method demonstrations, films, talent numbers, etc., are given.)

President: Do I hear a motion to adjourn?

A Member: (Standing) Mr. President.

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

Same Member: I move that we adjourn.

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 meeting is now adjourned. (Refreshments, recreation, etc., will follow adjournment.)



DIVISION OF AGRICULTURE

RESEARCH & EXTENSION

University of Arkansas System

Pursuant to 7 CFR § 15.3, the University of Arkansas System Division of Agriculture offers all its Extension and Research programs and services (including employment) without regard to race, color, sex, national origin, religion, age, disability, marital or veteran status, genetic information, sexual preference, pregnancy or any other legally protected status, and is an equal opportunity institution.

Rev. 11/5/14