

4-H MEETING GUIDE

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| 1. | “This meeting of the _____
4-H Club will now come to order.” | 1. | Tap the gavel two taps. |
| 2. | “We will now have the Pledge of Allegiance
led by _____, and
_____ will lead us in the
4-H Pledge. Please stand.” | 2. | Say the Pledge of Allegiance, 4-H Pledge,
and everyone be seated. |
| 3. | “The Secretary will now read the Minutes of
the last meeting.” | 3. | Secretary reads minutes. |
| 4. | “Are there any corrections to the Minutes as
read?” | 4. | Wait a few seconds. |
| 5. | “Do I hear a Motion to accept the Minutes as
read?” | 5. | A member makes the Motion. |
| 6. | “Do I hear a Second to the Motion?” | 6. | A member Seconds the Motion. |
| 7. | “The Motion has been moved and Seconded
and the Minutes stand approved as read.” | 7. | |
| 8. | “We will now hear the Reporter’s News
Report.” | 8. | Reporter gives Report. |
| 9. | “The Treasurer will now give the financial
report.” | 9. | Treasurer reads his Report. |
| 10. | “The Parliamentarian will give us a few
pointers.” | 10. | Parliamentary Procedures should be read. |
| 11. | “We will now hear the Community
Resource Development (CRD) Report.” | 11. | CRD Chairman reads his Report. |
| 12. | “We will now hear the Photographer’s
Report.” | 12. | Photographer shows club any pictures that
have been printed in the newspaper and any
pictures that were taken during the last club
meeting or 4-H events. |
| 13. | “Is there any Old Business to come before
the group?” | 13. | A member may bring up some Old Business.
Old Business would be discussed at this
time. |

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| 14. | “Is there any New Business to come before the group?” | 14. | A member may bring up some New Business. New Business would be discussed at this time. |
| 15. | “If there is no further Business, we will now turn the meeting over to the Vice President for the Club’s Special Program.” | 15. | A special program should be conducted at every meeting. Vice President will introduce the Special Program. |
| 16. | “We would like to thank the Vice President for this month’s Special Program.” | 16. | Thank them <u>only</u> if a program was conducted. |
| 17. | “At this time, we would like to turn the meeting over to our 4-H Agent(s) _____.” | 17. | The agent(s) will discuss a certain topic at the end of their program, then they will turn the meeting over to the President. |
| 18. | “If there is no further Business, do I hear a Motion to adjourn?” | 18. | A club member should make a Motion. |
| 19. | “Do I hear a Second to the Motion?” | 19. | A club member should second the Motion. |
| 20. | “All in favor, say ‘Aye’ (eye/I).” | 20. | Wait a few seconds. |
| 21. | “All opposed, say ‘No’ .” | 21. | |
| 22. | “The ‘Ayes’ have it. The monthly meeting of the _____ 4-H Club is now adjourned.” | 22. | Tap the gavel two times. |