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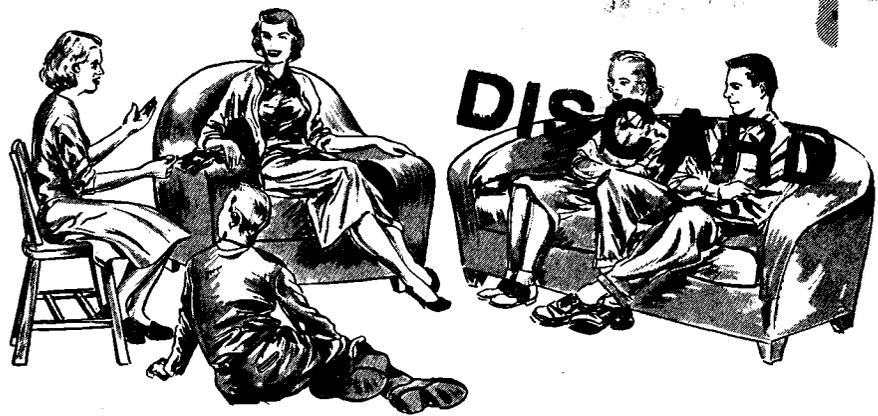
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Manners for Meetings



Parliamentary Procedure for 4-H Club Meetings

Jo Roach

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Club Series A-47

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Manners for Meetings

JO ROACH

4-H Club Department,* Oregon State College

Ask Yourself



How is your 4-H club running these days? Are you having fun? What about the other club members, are they having fun, too? Do they *like* to come to meetings? Does every club member have a chance to “shine”?

What do you do at your 4-H meetings? You always do something on your project. Then, do you ever talk about other things such as health or good manners, for example? Or do you plan a party or a picnic? Or maybe talk about your county fair exhibits or achievement day program? Do you always learn something new?

What Are Meetings For, Anyway?

They give people a chance to think and act together, a chance to plan and to do things together.

You couldn't very well plan your 4-H project *alone* or work out the ideas for a party or a picnic by yourself. You need club members thinking and acting together to really get things done.

How Can You Have Better Meetings?

- elect good officers.
- have officers and club members know their jobs.
- know and understand *Manners for Meetings*. (Parliamentary procedure—the rules governing the conduct of a business meeting—is really good manners in a meeting.)
- plan interesting meetings which *start* and *end* on time.
- give everyone in the club a chance to be on the program sometime during the year.
- arrange for comfortable meeting places with plenty of light, seating and working space, and warmth.

* We acknowledge the assistance of Dr. Earl Wells, head of the Oregon State College Speech Department, for helpful suggestions in preparation of this bulletin.

What Makes Good Officers and What Are Their Jobs?

Good officers are honest, sincere, friendly, and loyal. They let the members of the club help decide what the club will do and give everyone a fair chance. Officers represent 4-H to the people in the community — at school, at fairs, and at home.

Good officers get things done right and on time. They are proud of their jobs and always do their best. They work with their 4-H club leader to plan and to carry out the club program.

The president

- directs the activities of the club and presides at meetings.
- sees that all club members have a part in each meeting.
- arranges for meeting place and sees that the equipment is in place.
- arranges to have another person (usually the vice president) take over if he cannot attend the club meeting.
- appoints committees with the help of the club leader.
- helps plan program of work for the year.
- plans order of business for each meeting.
- casts deciding vote in case of ties.
- sees that other officers have jobs to do.



The vice president

- assists the president and presides when the president is absent.
- can do other jobs in the club such as learn how to fill out the type of record book used in the club and then help other club members to fill out their record books properly; act as *recreational leader*, work out games and other forms of fun for the club; act as *program chairman* for the club, and see that the members are ready to give their part at each meeting; help with local achievement day and exhibits; also help 4-H club leader in making arrangements for special meetings.

The secretary-treasurer



- keeps a record of all 4-H meetings in the 4-H *Secretary's Book*.
- keeps a complete list of all members and calls the roll.
- sends meeting report card to the county extension office after each club meeting.
- reads at the meetings letters received by the club.
- tells members of coming meetings as he sees them, by phone or by post card.

He is sure that each member knows *where* and *when* the next meeting is to be.

- writes letters for the club such as thank you letters, requests for information, and so forth.
- keeps a record of club money, pays club bills, and takes care of other money with the help of the leader.



The song leader

- keeps song books for the club; passes them out and collects them at each meeting.
- leads the club in singing or gets others to lead at 4-H events.
- selects songs and other musical parts of the program.

The yell leader

- selects and teaches the yells.
- stands before the group to lead yells.

The news reporter

- studies the 4-H *Reporters Handbook* well before writing stories.
- writes and sends news stories of club meetings and activities to the county extension office.
- checks with the county 4-H agent about when to send the story. The news will be sent to the papers from the extension office.

What Makes A Good Club Member and What Is His Job?

Every club member is a leader at one time or another, whether he is elected to be an officer or not. He is an important part of a 4-H club because—

- he attends meetings.
- he tells others what he thinks.
- he helps to make meetings interesting.
- he does his own job carefully.
- he joins in all club activities.

4-H club members work together for the good of the club, to make it grow and and be a successful club!



What Is the Order of a Business Meeting?

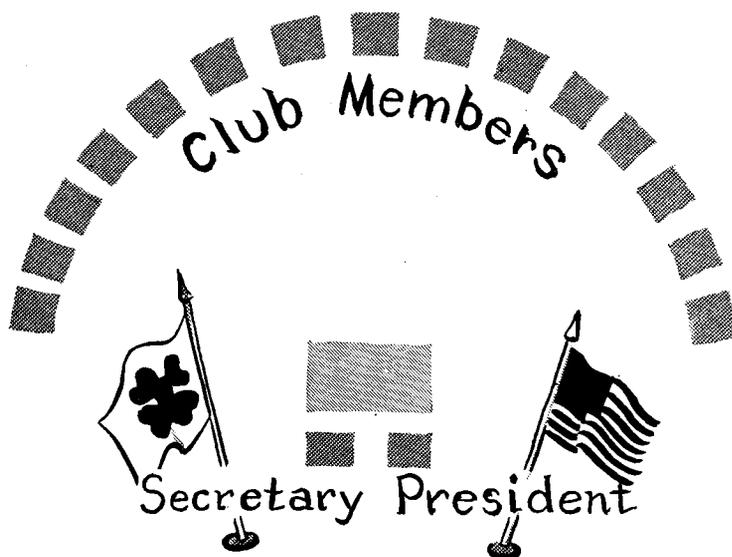
- Call to order (the meeting opens)
- 4-H pledge and pledge of allegiance to the flag.
- Roll call
- Reading of the minutes of the previous meeting (Minutes must be approved as read or corrected.)
- Reports of the officers and what is done about the reports
- Reports of committees and what is done about the reports
- Unfinished business (left over from last meeting)
- New business
- Adjournment of business meeting (the meeting is over)

If There's No Business

When there is no business to be discussed, the president can just call the meeting to order, ask the secretary to call the roll and read the minutes. Then the meeting can be adjourned and the rest of the time be spent in working on the project or other interesting 4-H activity.

The president and the club leader can decide before the meeting if a regular business meeting is really necessary. If not, there is no use spending valuable club time on a long meeting when a shorter one will do.

Sample 4-H Club Meeting



Time for project work or other programs such as a guest speaker and fun comes after the business meeting. In a 4-H club the secretary includes this part of the meeting in the minutes.

President: Will the meeting please come to order? (Member) will lead us in the pledge of allegiance to the flag and (Member) will lead us in the 4-H pledge.

(Two members leading in pledges): Let's all stand and say the pledges.

Members: I pledge allegiance

President: The secretary will call the roll.

Secretary: Today we will answer the roll by telling what we did on our project last week. (There are many different ways of answering the roll which are planned in the program of work.)

Member John: I sheared my sheep.

Member Bob Tate: I built a self feeder.

Member Dick White: I sold my bumper lamb.

Other Members:

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

Secretary: (Reads the minutes)

President: Are there any additions or corrections to the minutes?
(He waits) If not, they stand approved as read.
(If there are any additions or corrections, the president asks the secretary to make them.)

President: We will now have reports from the officers and committee chairmen.

- *President:* reports on coming 4-H events, etc.
- *Vice president:* reports on members' record books, etc.
- *Secretary:* reads letters; gives treasurer's report (if there is no treasurer) of money on hand and money spent since last meeting.
- *Committee chairmen:* report on activities of committee since last meeting.

After each report the president asks if there are any questions. If there are no questions, the president says, "The report is accepted as presented."

If there are questions and if the report needs something done about it, the president asks for a *motion* (request that something be done).

Each motion must be seconded, discussed, and voted on before another main motion can be made.

President: Is there any unfinished business? (Business left from the last meeting can be discussed at this time.)

President: Any new business? (Club members discuss new business—that is, future plans for club activities, things to be done before next meeting, etc.)

President: Are there any announcements? (Club members or leader make any announcements at this time.)

President: If there is no further business, is there a motion for the meeting to be adjourned?

Member: I move that the meeting be adjourned.

Member: I second the motion.

President: All those in favor of the motion say "Aye"; those opposed, "No". The motion is passed (if more members vote "Aye" than "No"). The meeting is adjourned.

Making or Handling of Motions

Main motions-

A club member who wants to suggest something—an idea or plan—or wants something done makes a *main motion*.

He raises his hand or stands and waits to be recognized by the president. (The president recognizes him by speaking his name.) The club member says, "Mr. President (or Madame President) I move that"

Another club member says, "I second the motion," meaning that he approves of the motion. (If the main motion is *not seconded*, it is lost.)

The president then asks for discussion by the club members; when the discussion stops, he repeats the motion and asks the members, "Are you ready for the question?"

The members vote when he asks "all in favor say 'aye'," all opposed say 'no'."

The motion is passed if more club members vote "aye" than "no." More "noes" defeat the motion. If the president is in doubt as to the vote, he should ask for a show of hands or a standing vote. (See page 11.)

The president then says, "The motion is carried," or "The motion is lost," according to the member votes.



Secondary motions

► *To lay a motion on the table*

Main motions can be laid on the table (to delay action till a more favorable time) with no action taken. They are not discussed and must be voted on immediately.

A main motion laid on the table may be taken from the table by a motion to take from the table.

Member: Mr. President (he waits to be recognized by the president) I move to lay the motion on the table.

Another Member: I second the motion.

President: It has been moved and seconded to lay the motion on the table. All those in favor say "aye." All those opposed say "no." (President says if the motion is carried or not, according to the member vote.)

► *To refer a motion to a committee*

A motion may be referred to a committee. It must be seconded. It is discussed only as to *whether* it should be referred to a committee and to *which* committee.

A member makes a motion by saying, "I move to refer this motion to a committee," and the motion must be seconded and requires a majority vote to pass. (A majority vote is over half the members.)

► *To postpone a motion to a definite time.*

Main motions may be postponed to another definite time; that is, they may be discussed and voted on at the next meeting or later in the same meeting, just as the members wish.

► *To amend a motion (to add to a motion)*

Motions can be amended (changed) by members moving to amend; all motions to amend must be seconded like main motions.

Members discuss and vote on the amendment and then on the main motion with the amendment; any number of amendments may be made one after the other.

President: A motion has been passed to invite our mothers to a demonstration day on May 11.

Member: I move to amend that motion, Mr. President, by adding Saturday morning at 10:30 in the Liberty school to the motion.

Member: I second that motion.

President: Is there any discussion? Are you ready for the question? (He asks the members to vote on the amendment to the motion.)

If the motion to amend is carried, he states the main motion with the amendment—that the mothers are to be invited to a demonstration day Saturday morning, May 11, at 10:30 in the Liberty school.

Members: Discuss and then, at the request of the president, vote on the motion as amended.

Nominations and Elections

Nominating and electing officers are important parts of club business. Much of the success of your club will depend on the officers you elect.

Nominating or suggesting someone for an office is done usually from the floor; that is, a club member nominates someone to be an officer. A nomination does not require a second although a second may be made to show support.

A nominating committee, selected by the president, makes a list of candidates—usually two—for each office. These nominations are presented in the form of a committee report to the club. Other nominations may be made from the floor by the members.

When there are no more nominations, a motion is made to close the nominations. If the motion is carried, the members vote on the candidates. It takes a majority of the votes to be elected.

Voting for officers should always be by ballot.

Methods of Voting

- by word of mouth; the president says, "all in favor of the motion say 'aye'."
- by standing or raising a hand.
- by ballot—the president appoints one or more members as tellers who give ballots (blank slips of paper) to members to write their votes.
- by calling the roll—each member votes as his name is called.
- by the honor system—each club member closes his eyes and votes by raising his right hand. (By closing your eyes you are "on your honor" not to see how the other club members vote.)

Minutes of a Meeting

The minutes of a meeting are a record of *what is done*, not of *what is said*. They should contain:

- name of club
- place, date, and officers present
- number of members and visitors present
- approval of previous minutes
- all reports and what was done about them
- all main motions carried or lost; the name of the person making the motion should be stated.
- time the meeting was over

Check the *Record Book for 4-H Club Secretary* for a sample copy of minutes.