

MANNERS FOR 4-H MEETINGS

For Club Presidents and Vice Presidents

4-H Club Meetings

Meetings give people a chance to share ideas and to plan and do things together. A group of people has more information and more ideas than any one member of the group. Together, they can develop even better ideas and do much more than one can do alone. Also, it is more fun to work together and share with friends.

As the presiding officer, you should give every member a chance to speak and have an active part in each meeting. Their participation will make the meeting more interesting for them.

Good meetings are planned in advance. They start on time and end on time and are orderly.

4-H Club Officers

Good officers are friendly and courteous. They get things done right and on time. They work with their 4-H club leaders to plan and carry out the club program.

Officers that let the members of the club decide what the club will do are most successful. They give everyone a fair chance.

Officers of a club represent 4-H to the people of the community.

The 4-H President

- Directs the activities of the club and presides at meetings.
- Sees that all club members have a part in each meeting.
- Arranges for the meeting place and sees that equipment is in place.
- Arranges for another person (usually the vice president) to preside if he cannot attend.
- Appoints committees with the help of the club leader.
- Helps plan the program of work for the year.
- Plans the order of business for each meeting.



- Casts the deciding vote in case of ties.
- Sees that other officers have jobs to do.

A good president does not do everything himself but he sees that some one is responsible for each job and follows up to see that the job gets done. He works closely with the club leader and the other officers and sets a good example by doing his own job well.

The Vice President

- Acts as program chairman for the club, and sees that the members are ready to do their part at each meeting.
- Assists the president and presides when the president is absent.
- Can do other jobs in the club, such as assisting with record books and helping with local achievement day and exhibits.

Getting Ready for a 4-H Meeting

The president and vice president should work with their leader to see that these jobs get done:

- That the date and time of the meeting are set and that every member knows about the meeting. It is usually the secretary's job to notify the other members.
- That the meeting place is available and ready.

- That the meeting place is arranged so that everyone is comfortable and can see and hear. Seating in a circle or around a table is good when possible because everyone has a front seat and is more likely to take part in the discussion.

Order of Business

- Call the meeting to order on time.
- Open with the pledge of allegiance to our national flag and the 4-H pledge. This gets everyone's attention and helps unite them as a group. Different members can be asked to lead the pledges. If they are first year members, they should be asked in advance so they can be prepared. Have the pledge of allegiance first.
- If you have time, discuss the meaning of the pledges or have some one explain a part and tell what it means to him. Be sure he is prepared.
- A song or two if desired.
- Roll call. A roll call topic is fun, helps members learn, and gives everyone a chance to participate. Each member responds to the topic when his name is called. Examples: name a food you like, a food high in protein, a breed of cattle, a kind of tree, an insect, or what you have done on your project since the last meeting.
- Read the minutes of the previous meeting.
- Call for reports of officers and committees.
- Unfinished business.
- New business.
- Adjourn for project work, a guest speaker, recreation, and/or refreshments. These items should be included in the secretary's minutes.

The order of business may be varied to suit the needs of the club.

Committees

Committees can do some things better than the entire club and should be used when needed. A committee can gather information and make plans for tours, programs, and other activities.

When selecting a committee, point out the importance of the job to be done; then choose members who are interested and want to help. Give them as much information as possible about the job; then give them the responsibility for getting the job done and credit for doing it.

Committees often gather information and develop plans which they present to the club for the approval of the entire group.

Making and Handling Motions

Official business at meetings is conducted by making motions and by discussing, amending, and voting on them.

Main motions

A club member who wants to suggest an idea or plan or wants something done makes a 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. (or Madame) President, I move that . . ."

Another club member says, "I second the motion," meaning that he approves or at least favors discussing and voting on the motion. (If the 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, "Are you ready for the question?" (If the answer is "Yes," the group is ready to vote.)

The president asks, "All in favor say 'aye' (rhymes with eye)." . . . "All opposed say 'no'" . . . The motion is passed if more 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. The president may cast his vote to break a tie or to make a tie. In case of a tie vote, the motion fails.

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

Secondary motions

► To amend a motion

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

Members discuss and vote on the amendment and then on the main motion as amended. Any number of amendments may be made one after the other.

President: "A motion has been made and seconded to invite our mothers to a demonstration program on May 11."

Member: "I move to amend that motion by adding at 2:00 p.m. in the Liberty School."

Another member: "I second the amendment."

President: "Is there any discussion?" "Are you ready for the question?" . . . The members vote on the amendment. If the motion to amend is carried, the president states the main motion and the amendment, ". . . invite our mothers to a demonstration program at 2:00 p.m., May 11, in the Liberty School."

Members: Discuss, then vote on the main motion as amended.

► To refer a motion to a committee

A secondary motion may be made to refer a main motion to a committee. A member says, "I move to refer this motion to a committee." The motion must be seconded and requires a majority vote to pass. (A majority vote is over half the members.)

Discussion

It is important that motions be thoroughly discussed and understood before the members vote on them. Delay voting until everyone understands the advantages and disadvantages of the motion. People are often less open-minded after they have voted.

Consensus

Business can be conducted in small groups without motions and voting. Members make suggestions to the group. When the suggestion has been thoroughly discussed and everyone is in agreement, the president may say, "Does everyone agree that we invite

Mr. Jones to our next meeting?" If no one disagrees, he may say, "Okay, we'll invite Mr. Jones. Will the secretary please write a letter of invitation to him." This is called "consensus" and does not require a formal motion and vote.

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.

President: Explains duties of the office then announces, "Nominations are open for song leader."

Member: "I nominate _____."

Nominations do not require a second but may be seconded to show support.

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

Voting for officers should always be by ballot. It takes a majority (more than half) of the votes to be elected. When no one receives a majority, the club votes again, this time for the two candidates receiving the most votes.

Methods of voting

• **By acclamation.** The president says, "All in favor of the motion say 'aye'" . . . "All opposed say 'no'" . . . The president announces the result. If there is any doubt, he should call for a standing or a show-of-hands vote.

• **By standing or raising a hand.** The president counts the votes. He does not vote except to make or break a tie or make a tie. A tie vote fails.

• **By ballot.** Ballots should be prepared in advance. The president votes with the other members. Voting by ballot is recommended for elections.

• **By roll call.** 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.