

## Acknowledgments:

New Mexico 4-H Officer Handbook, New Mexico State University, State 4-H & Youth Development

4-H Officer Training made Easy... Facilitator's Guide—Maryland Cooperative Extension

Officer's Handbook—Washington State University cooperative Extension

4-H Club Officers and Adult Partners—Working Together—University of Idaho Extension



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# 4-H OFFICER



# HANDBOOK

This 4-H Officer Handbook Belongs To:

Officer Title: \_\_\_\_\_

Contact Info: \_\_\_\_\_

Name of 4-H Club \_\_\_\_\_

Club Year \_\_\_\_\_ to \_\_\_\_\_

Club 4-H Volunteer Organizational Leader

Address \_\_\_\_\_

Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

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## “To Make the Best Better”

4-H's motto challenges every 4-H volunteer leader and 4-H member. Whether it is 4-H project work, community service, citizenship or leadership opportunities, it is important to strive, “To Make The Best Better!” This 4-H Club Officer Handbook focuses on how 4-H club officers and the 4-H volunteer organizational leaders can work together to improve their clubs. Together, you are responsible for the leadership and guidance of your 4-H Club for your 4-H members. The organizational 4-H volunteer leader serves as a facilitator, counselor, resource provider and coach to the officers. Club officers plan and carry out club meetings. This 4-H motto doesn't just happen. Intentional planning is the main ingredient to having successful experiences. By focusing on the life skills to be developed, a 4-H volunteer organizational leader is able to support officer and club-member growth. The life skills that should be increased through this experience are:

- Planning and organizing skills
- Teamwork, leadership and social skills
- Communication and public speaking skills
- Self-responsibility and decision making skills
- Record keeping and management skills

Club officers and 4-H organizational volunteer leaders have an important responsibility to their club, the Idaho 4-H Program, University of Idaho and to the public. Officers and 4-H Volunteer Leaders are responsible for a public, non-profit organization— a 4-H club. The club should meet goals set for its membership, service and membership for the community. The 4-H Club also has fiscal and legal responsibilities to the University of Idaho.

4-H club members should make the club's decisions, with leadership provided by the club's officers. 4-H Adult Volunteer Leaders are present as advisors, project leaders, resource providers, coaches and facilitators to nurture the planning of the 4-H club as well as youth leadership.



## Additional Resources

The following are additional resources that may be helpful tools for an officer team in planning or carrying out their duties.

- **Design Your Own Clover activity**—a great way to have members share their ideas and interests for club goal and program planning; [http://www.uaex.edu/other\\_areas/publications/PDF/CES689.pdf](http://www.uaex.edu/other_areas/publications/PDF/CES689.pdf)
- **Robertson County 4-H 2012 4-H Officer Manual**—a great resource for ideas for each officer; [https://utextension.tennessee.edu/robertson/utextension.tennessee.edu.robertson.4-H/Documents/2012%20Officer%20Training%20Manual\\_4-5.pdf](https://utextension.tennessee.edu/robertson/utextension.tennessee.edu.robertson.4-H/Documents/2012%20Officer%20Training%20Manual_4-5.pdf)
- **Wisconsin 4-H Community Club Central, Resources for Leaders**—a collection of leadership, officer and training pieces; <http://4h.uwex.edu/clubs/leadership.cfm>
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Many state level 4-H programs have published to the web a variety of handbooks and handouts that can be very useful and may provide you with ideas or solutions.

# Officer Training

Why do an officer training?

- To teach officers their specific officer responsibilities
- To reinforce concepts for members who have been officers previously
- To build teamwork and trust in the club officer team, which leads to a more effective and successful year
- To demonstrate a successful club meeting
- To give officers a chance to learn from each other through asking questions and discussing the characteristics of their club's meetings, activities and members.

Officer trainings are a great way to help prepare youth to serve as functional leaders of their clubs. Trainings also provide a great opportunity for the youth officers and Organizational Leader(s) to bond and form a team.

Ideally you would include outgoing and newly elected officers to the training. This provides a forum for outgoing officers to personally offer insight and tips to the new officers as well as a time to share the status of any ongoing work. This can also serve as a refresher to individuals who have served as officers before. This may also be a great time for past officers to lead portions of the training as a way to further develop their leadership abilities.

In addition to the information provided in this booklet you may want to include a variety of activities and breakout sessions to cover the materials. Below are links to useful training manuals developed by other states.

Maryland 4-H Officer Training made easy... Facilitator's Guide;  
<http://washington.umd.edu/files/2011%20Officers%20Training%20Facilitator%20Guide%20.pdf>

Clemson 4-H Officer Training Manual; [www.clemson.edu/extension/4h/staff/officer\\_handbook.pdf](http://www.clemson.edu/extension/4h/staff/officer_handbook.pdf)

Tennessee 4-H Officer Training Manual: [https://utextension.tennessee.edu/robertson/utextension.tennessee.edu.robertson.4-H/Documents/2012%20Officer%20Training%20Manual\\_4-5.pdf](https://utextension.tennessee.edu/robertson/utextension.tennessee.edu.robertson.4-H/Documents/2012%20Officer%20Training%20Manual_4-5.pdf)

# Represent 4-H

Congratulations on being a 4-H Club Officer! This is a great opportunity for you in your 4-H club. Now that you have been elected as an officer, you, and all other officers of your 4-H club are representatives. Your skills, abilities, standards, ideals, speech and personal presentation represent all Idaho 4-H members. Representing others is one of your most important responsibilities because it *exists at all times*— not just while you are at 4-H events.

As an officer, you will manage the planning, leadership and carrying out of your club's programs and business. You will be a guardian and decision maker of the club's legal, financial, social and educational responsibilities. Officers are responsible for ensuring that the club is inclusive and welcomes all 4-H members and youth in your community!

## Officer responsibilities

- \* Learn and act upon the duties of your office
- \* Be an active member of the officer team
- \* Attend an officer training if available
- \* Attend officer executive meetings
- \* Attend club meetings and activities
- \* Lead planning meetings and events
- \* Give your opinion on issues
- \* Listen to what others have to say on issues
- \* Actively represent 4-H in your community
- \* Let the 4-H organizational volunteer leader know if you are not able to attend the meeting

**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 Officers

Office	Name	Address	E-Mail	Phone #'s
President				
Vice President				
Secretary				
Treasurer				
Historian				

## What about Adults?

### Roles of Adults

With the exception of the Organizational Leader(s), parents and leaders should be present during business meetings to observe and support. The amount of adult guidance will depend greatly on the age and developmental make up of the group.

Remember that Leadership (and the responsible behavior needed by a leader) is not an inborn trait. Leadership and responsible behavior are developed through experience. Much like when a child learns to ride a bike, they will need some support at the beginning, but as they gain confidence and experience they will be able to ride on their own. The same is true of leadership.

The Organizational Leader should serve as an advisor to the officer team. Here are some tips for adults when working to develop a successful youth – adult partnership:

- The leader believes that the club truly belongs to the young people and exists for their benefit.
- The leader believes that young people are capable of managing their own affairs but need the guidance of an interested, knowledgeable adult in making choices and decisions.
- The Leader thinks of the club as “our” club instead of “my club.”



**Our job as leaders is to teach 4-H members, “How to think, not, what to think**

## Leadership Check Offs cont.

### Rate Yourself as an Officer and Club Member cont.

- I encourage new members to join and do things with them at meetings to make them feel welcome.
- I listen to ideas and suggestions from others.
- I am willing to help conduct and take part in the meetings.
- I am ready to try new ideas.

### Watch Out for these things:

Gossiping – Be a trustworthy person for members to go to.

Exaggerating and half-truths – Be credible to members, leaders and parents.

Being a snob – Be friendly. Participate in activities; do your share.

Swearing – Even if you are angry enough to swear, keep it to yourself. It makes you seem out of control.

Teasing – Treat others as you want to be treated; everyone is special.

Unconstructive criticism – Only criticize if you have an idea for improvement, but never be mean with your ideas.

Wearing your feelings – Being too touchy will make people nervous to be around you; take criticism with a calm manner.

Credit: Cecil Eyestone, Leadership – A guide for 12 to 15 year olds, 4-H 204 Rev.



## Ten Rules for an Enthusiastic Officer Team

1. Help each other be right – not wrong.
2. Look for ways to make new ideas work – not for reasons they won't.
3. If in doubt – check it out!
4. Help each other win, and take pride in each other's victories.
5. Speak positively about each other and about your organization at every opportunity.
6. Maintain a positive mental attitude, no matter what the circumstances.
7. Act with initiative and courage, as if it all depends on you.
8. Do everything with enthusiasm – it is contagious.
9. Whatever you want – give it away. (this may sound odd, but it works that way; i.e. power, respect, enthusiasm, compassion, recognition, etc.)
10. Don't lose faith and never give up!

Phyllis Wright, Extension Agent, Warren County, Pennsylvania

## Tips for Being a Good Leader

- Be a Team Player
- Be thoughtful of others
- Be helpful
- Be a good sport
- Be reliable and responsible
- Celebrate others' success
- Be fair
- Have fun with 4-H!



## President

The president leads the monthly club meetings, ensures that the officers provide reports on club business, and strives to engage all members in club committees and club activities. The president should also direct the club towards meeting their goals. The president's leadership directly affects the involvement of the 4-H member in the club!

The duties of the President may include but are not limited to:

- Lead the team of officers in identifying annual goals, activities and events
- Establish a sense of team with the officers and make all participants feel welcome
- Meet with club officers and the 4-H Organizational Leader before each meeting to plan the agenda
- Arranges to have the Vice President take over in their absence
- Appoint a temporary secretary if the elected secretary is absent.
- See that the meeting starts on time
- Guide meetings in a courteous and tactful manner and avoid talking too much. The meeting belongs to the members. The president is only the guide of the meeting and should avoid giving opinions during discussions.
- Appoints committees with the help of the Organizational Leader
- Casts the deciding vote if there is a tie (this is the only time a president votes)
- Helps other officers with their jobs as needed.

In general it is the president's duty to make sure everyone is working together and everyone feels free to be a part of the discussion. The president shouldn't just put in their own ideas, but should encourage others to share ideas and ask questions to help with discussions. The president may need to act more like a facilitator, to watch, listen and ask questions that cause others to think.

## Leadership Check Offs

### Check Yourself

#### Check Yourself as an Officer

A 4-H Club needs officers who will:

- Serve the group best during the next year
- Work with all members and give everyone a chance to participate
- Share leadership by giving others an opportunity to accept responsibility and develop their leadership ability
- Be dependable.
- Help to plan a program for the year that is in the best interest of all club members
- Work well with other officers, committee members, leaders and parents
- Try to make meetings worthwhile and interesting

#### Rate Yourself as an Officer and Club Member

Check the statements that apply to you. You should strive to have all the following checked by the time your term in office is finished.

- I try to know and understand the people with whom I am working.
- I know the duties and responsibilities of my office.
- I attend meetings regularly (at least  $\frac{3}{4}$  of the meetings).
- I am willing to learn more in order to be a better officer.
- I am on time for meetings.
- I try to spend some time at meetings with each club member during the course of the year.
- I accept responsibilities willingly and enjoy doing more than just what is required of me.
- I try to work cooperatively with the leaders and other officers.
- I am willing to give credit to others.

## Committee Opportunities cont.

**Community Service** – This committee collects ideas and suggestions for ways the club can help to improve their community. The committee would then present the ideas to the club for discussion and selection by vote. Following selection of the project, the committee would finalize details of the activity. They then coordinate the club’s efforts and provide updates on the club’s progress.

**Health** – It is recommended that club plans at least one health activity each year. It may be about sight, hearing, balance or coordination, eating healthy, helping to keep the environment healthy, how to make healthy lifestyle choices or other topics of interest to the club. The committee would make suggestions for the club to decide on. Once a selection is made the committee would work out the program details.

**Safety** – If your club would like to have a safety program, you may want a committee to handle it. The committee should check out several ideas such as home safety, fire drills, water safety, etc.. The committee would present ideas to the club for them to select. After selecting a topic, the committee would work out the details and make arrangements for the presentation.

**Special Events** – Committees may be formed to help in planning special events such as parent’s night, achievement day, oral presentation day, fund raising events, or social functions.

## Presidential Phrases

Call to Order	“The meeting will come to order.”
Pledge to the Flags	“(Member’s Name) will lead the pledges.”
Roll Call	“The secretary will please call the roll.”
Reading of the Minutes	“The secretary will read the minutes of the last meeting.”
Approval of the Minutes	“Are there any additions or corrections to the minutes?” If not, “The minutes are approved as read.” After additions and corrections, “I call for a motion to approve the minutes as corrected.”
Treasurer’s Report	“The treasurer will present the treasurer’s report” No motion is required to approve the report. This report is for information only.
Correspondence Report	“The secretary will read the club correspondence.”
Optional Reports from: Other Officers Committees Leaders Project Groups	
Unfinished (Old Business)	Present any old business you know about, or that the secretary’s minutes indicate as unfinished from the last meeting. Then ask, “Is there any more unfinished business?”
New Business	Present any new business you know about. Then ask, “Is there any more new business?”
To Vote	Repeat the motion and call for a vote. “It has been properly moved and seconded that...” “All those in favor please say, “Aye,” (Wait for response) “Those opposed, “Say Nay,” (Wait for response) Then declare the motion: “Motion carried,” or “Motion passed.” or “Motion failed” or “Motion not passed.”
Adjournment	“Do I have a motion to adjourn the meeting?” Motion is made and seconded. “Are there any objections? Seeing none, meeting is adjourned by general consent.”

## Vice President

The Vice President works with the officer team to identify annual goals, activities and events for a club program calendar. It is also the Vice President role to help in developing and carrying out the activities of the club's program calendar, and provide leadership and direction for the club's educational programs.

The duties of the Vice President may include but are not limited to:

- Learn the duties of the President and preside at meetings when the President is absent
- Handle other jobs, such as serving as a committee chair
- Follow-up with any committees who have not reported to the club
- Work with program committee to plan the program for each club meeting

**How to Plan a 4-H Program**  
**SURVEY** the members' interest  
**PRIORITIZE** ideas and select one  
**ESTABLISH** a planning committee  
**PLAN** the program  
**COORDINATE** responsibilities  
**EVALUATE** the completed program

- Contact program guests or speakers immediately after plans for a program have been made
- Greet program speakers and guests at the door and assist the presenter or special guest with any help needed for the presentation
- Introduce speakers or guests to the club, thank them after their presentation and request that the secretary write a thank-you note to the speaker
- Evaluate the effectiveness of club programs and suggest programs for the next year.

**How to Introduce a Presenter or Special Guest**

1. Say his or her Name
2. Tell a little about his or her background
3. The title or topic of the presentation

## Committee Opportunities

### Committees to make tasks easier

Committees allow more people to be involved and allow small groups to tackle large tasks. Depending on the size of your group and how many things the club plans to do, here are some suggested committees and what duties they would have. Your club may need create other committees to serve special needs; just make sure they have a defined set of duties before they begin.

**Program** – This committee would take care of the details to make the club's annual plan possible. This may include scheduling speakers or oral presentations, finding video or other media to help inform the club on topics of interest. Whatever this committee does, they need to confirm plans with their Organizational Leader before the meeting agenda is finalized.

**Membership** – This committee would focus on recruiting new member to their club. They should be able to provide information about when and how to enroll plus encourage other members to help recruit, as well. Members of this committee may also be responsible for following up with new families to make sure they feel welcomed into the club.

**Recreation** – This committee, lead by the recreation officer, plans some fun activity for each meeting. This committee can also suggest and plan larger social events for the club.

## Get Everyone Involved

Members should be actively involved in their club. They should speak up in meetings and share their own ideas. They should volunteer without being coaxed. When members offer input make sure the experience is positive. Offer positive feedback and comments such as “I like that idea, but maybe it would work even better if...”

Every member should be on a committee or hold another important job. Try to have members serve on committees that interest them. Members are more likely to remain involved if they feel appreciated, challenged and feel that they are growing personally.

**Committee Membership**– Committee membership can be appointed by the club president or members can volunteer. All committees should have a 4-H volunteer leader or teen leader serving as an advisor to the group.

**Committee Chair Duties**– The committee chair may be appointed by the club president or selected by the committee members. The committee chair is responsible for the following tasks:

- Set the committee meeting dates, times and places.
- Guide committee discussion and decision making.
- Make sure all decisions are recorded.
- Check to see that all committee members complete their assignments.
- Report about the committee’s progress and accomplishments at the club meetings.

**Committee Meetings**–Committee meetings do not follow any certain type of parliamentary procedure as far as discussion is concerned. However, it is important for all of the committee members to feel welcome in sharing their ideas and opinions so that the best possible ideas are shared. Each committee should:

- Know its specific assignment. The president and club leaders should explain this.
- Give serious thought and study to the problem or tasks.
- Seek opinions and suggestions outside the committee membership, if needed.
- Encourage cooperation among its members in working out details.
- Prepare recommendations for club action.
- Report back to the club.

## Secretary

The secretary’s responsibilities are to maintain careful and accurate notes and prepare minutes for each meeting, maintain correspondence and keep accurate attendance of each meeting.

The duties of the Secretary may include but are not limited to:

- Set-up and maintain a secretary’s binder for the program year. This binder should contain: annual goals, program plans, club roster, attendance, meeting minutes, committee reports and correspondence . If you are going to miss a 4-H club meeting, let your officer team and your 4-H Organizational Leader know . Please make sure your secretary’s binder gets to the meeting
- Record the happenings, or “take minutes,” of each meeting
- Read the minutes of the last meeting when the president calls for them
- Make corrections to the minutes if the club members indicate they are needed
- Keep a updated member list and record of attendance at each meeting. Roll call can be done by calling each name, having a sign in sheet or taking attendance as members arrive
- Read aloud to the club members any correspondence received by the club
- Remind members of special meetings. Make sure they know when and where the meeting will be held.
- Write letters (such as thank you’s or requests) on behalf of the club
- Turn in the completed 4-H Secretary’s Book to the Organizational Leader. The Secretary may participate in interview judging and have their book evaluated and awarded during Fair.

### Minutes Should Contain:

- Type of Meeting
- Name of 4-H Club
- Date and Place of Meeting
- Number in Attendance
- Name of Chairperson and Secretary
- Statement that Minutes were read and if they were approved
- All motions– who made them and if they passed or failed
- If there is a close vote on a motion, - include the count of the vote
- Members appointed to committees
- Program Presented
- Meeting Conclusion

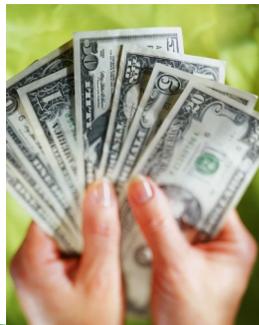
## Treasurer

Duties include helping plan the club's budget for the year, maintaining all the banking records in support of the club expenditures and income plus providing financial records to members, the public and the University.

The duties of the Treasurer may include but are not limited to:

- Meet with club officers and leaders to develop a proposed club budget for the year
- Receive all money for the club
- Put money in a special club bank account
- Pay out money when approved by the club
- Promptly pay all bills authorized for payment by the club budget or by club members
- Maintain financial records in the 4-H Treasurer's Book including copies of all invoices, bills and cash receipts relating to the funds and property of the club
- Check the monthly bank statements for 4-H accounts and balance (reconcile) the club ledger reports
- Provide a report at club meetings of money received, money paid out and the amount of money on hand
- Maintain an inventory of club property and equipment
- Provide records to be passed onto an auditing committee and your 4-H Organizational Leader annually
- Give the new Treasurer complete and accurate records, including: the Check Register, Monthly Ledgers, Bank/ County Office Statements, Copies of any bills, Receipt Book
- Turn in the completed 4-H Treasurer's Book to the Organizational Leader. The Treasurer may participate in interview judging and have their book evaluated and awarded during Fair.

In accordance with some bank policies, minors may or may not be able to sign checks or be listed on 4-H Club Bank Accounts. Every effort should be made by the Treasurer and 4-H Organizational Leader so that the Treasurer handles as many of the above duties with the most involvement possible.



## Nominations and Elections

Nominations can be made by a committee or from the floor by a member. Even when a nominating committee is used, nominations can be made by members when the floor is open for further nominations.

To offer a nomination, a member obtains the floor and states, "I nominate (name) for (office)." The president then asks for further nominations. If there are none, nominations are closed and the vote is taken. Candidates are voted upon in the order in which they are nominated.

### Closing Nominations

Nominations may be closed by a two-thirds vote or by general consent. The motion to close nominations requires a second, cannot be debated and can be amended as to time only.

### Making Nominations and Holding Elections

A second is not required to nominate. A majority vote is required to elect. After the president has asked for further nominations for an office and none are presented, a member may obtain the floor.

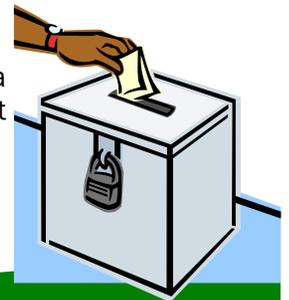
Member: "I move that nominations cease."

Member: "Mr. President, I second the motion."

President: "It has been moved and seconded that nominations cease. This motion is non debatable, amendable as to time only and requires a 2/3 vote. Are you ready for the question? Those supporting the motion that we are closing nominations please rise. Those opposing please rise. There being a 2/3 majority, the motion is carried and nominations are closed." (Proceed to vote on the candidates in the same order they were nominated.)

### Reopening Nominations

The motion to reopen nominations requires a majority vote. A second is required. It cannot be debated, can be amended as to time only.



# Parliamentary Procedure

## Basic Parliamentary Procedure Rules

**Rule 1:** Only one member speaks at a time

**Rule 2:** There can be only one motion before the group at a time.

**Rule 3:** If a motion is amended, vote on the amendment before voting on the original motion. Then, vote on the original motion as amended. (Note: voting on the amendment is just voting to change the motion, not voting to actually approve the original motion.)

### The steps to pass a motion are:

1. Member is recognized and makes the motion.
2. Another member seconds the motion.
3. Discussion is guided by the president.
4. President restates the motion.
5. President calls for vote.

For example if a member said, "I move to have a 4-H open house." The motion was seconded and then a member gained recognition and said, "I move to amend the motion by adding 'on October 1st' after house." A member seconds the amendment. You must first vote on adding "on October 1st". If the amendment passes the motion now reads, "I move to have a 4-H open house on October 1st." After voting on the amendment, you must vote on the original motion as amended. Voting on the amendment means you are adding on October 1st but it does not mean you are going to have the open house. Voting on the original motion as amended means you are voting on having a 4-H open house on October 1st.

## Additional Offices

**Historian** – The Historian keeps a scrapbook as a record of the club's activities. This may involve taking photos as well as organizing news clippings, mementos of events, programs, etc. The Historian may participate in interview judging and have their scrapbook evaluated and awarded during Fair.

**Recreation Leader** – The recreation leader plans and leads fun activities at meetings. This may be planning activities or games that involve all members (and adults) at each meeting. This may also include helping to plan larger social events throughout the year.

**Parliamentarian** – The Parliamentarian's responsibility is to be knowledgeable about parliamentary procedure, clarify rules and help the president conduct an orderly business meeting.

**Other offices** such as sergeant of arms, song leader, chaplin, etc. may be created as needed or desired. Each office should have a distinct set of duties and be an active member of the officer team.

## REMEMBER

Officers should be enthusiastic, tactful and friendly. They should work to get each club member involved and give every member a chance to participate. They need to accept and respect each member and encourage all members to contribute.

# Start With a Plan

## Planning your 4-H year

Before the club year begins, your 4-H Organizational Leader and your officer team should meet and discuss:

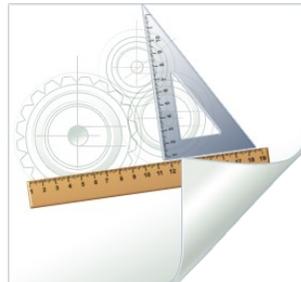
- Review the duties of each officer
- Set annual club goals for membership, programs and community service
- Develop a year-long club program/calendar
- Plan a proposed club budget

## At Your 4-H Club meetings

- Work as a team to set-up and clean-up the meeting area
- Greet guests, members and leaders as they arrive
- Offer help when needed
- Help new or younger 4-H members become acquainted with 4-H terms
- Facilitate club decision making
- Manage the club meeting so that all tasks are accomplished within the set amount of time

## End of the 4-H Year

- Give all reports to your 4-H Organizational Leader and the county extension office



# Parliamentary Procedure Table

Motion	Purpose	Second	Debatable	Amendable	Vote
<b>Main Motion</b>	Bring an item of business before the club	Yes	Yes	Yes	Majority
<b>Privileged Motions</b>					
Fix time for next meeting	Set a time for the next meeting	Yes	No	Yes	Majority
Adjourn	End the meeting	Yes	No	No	Majority
Recess	Take a short break	No	No	Yes	Majority
Question of Privilege	Ask permission to do something	No	No	No	None
Call for Orders of the Day	Brings business back to items already determined on the agenda	No	No	No	None
<b>Subsidiary</b>					
Lay on the Table	Lays a motion aside temporarily to discuss other urgent business	Yes	No	No	Majority
Previous Question	End discussion on a motion	Yes	No	No	2/3
Limit-Extend Debate	Changes limits of debate	Yes	No	Yes	2/3
Postpone Definitely	Puts off motion to a specific time	Yes	Yes	Yes	Majority
Refer to a Committee	Send business to a committee	Yes	Yes	Yes	2/3
Amend	Change the wording of a motion	Yes	Yes	Yes	Majority
Postpone Indefinitely	Kills a motion for duration of a meeting	Yes	Yes	No	Majority
<b>Incidental</b>					
Point of Order	Calls attention to breach of rules	No	No	No	None
Appeal the Decision of the Chair	Challenges decision of chair ruling	Yes	Yes	No	Majority
Parliamentary Inquiry	Ask a parliamentary procedure related question	No	No	No	None
Point of Information	Ask a question of information	No	No	No	None
Division of Assembly	Calls for a revote	No	No	No	None
Close Nominations	End nominations	Yes	No	Yes	2/3
Reopen Nominations	Start nominations again	Yes	No	Yes	Majority
Request to Withdraw a Motion	Withdraw a motion	Yes	No	Yes	Majority
Suspend the Rules	Lay aside current rules	No	No	No	2/3
Objection to the Consideration of the Question	To end discussion and terminate a motion immediately	Yes	No	No	2/3
<b>Renewal</b>					
Reconsider	Revote after motion was disposed of	Yes	Yes	No	Majority
Take from the Table	Brings back motion laid on table	Yes	No	No	Majority
Rescind	Cancel a previous action or order	Yes	Yes	Yes	2/3
Discharge to a Committee	Take matter out of committee's hands before the committee has made a final report on it.	Yes	Yes	Yes	2/3

# Parliamentary Procedure

## Types of Motions

**Main:** Their purpose is to introduce items to the membership for consideration.

**Subsidiary:** Their purpose is to change or affect how a main motion is handled; it is voted on before a main motion.

**Privileged:** Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.

**Incidental:** Their purpose is to provide a means of questioning procedures concerning other motions.

## Ending a meeting

When all items on the meeting's business agenda have been completed, and if no further business items are put forward for discussion, the president calls for a motion to adjourn or end the meeting as follows:

A member is recognized by the president and says, "I move to adjourn the meeting." Another member says "I second the motion."

Or the president can say, "Is there a motion to adjourn the meeting?" A member says, "So Moved." A member seconds it and the president says, "Seeing no objections, this meeting is adjourned."



# Club Planning

Officers and 4-H Organizational Leaders should hold regular monthly planning meetings. These meetings will assist the club in meeting their goals, establish a calendar of events and plan program activities and agendas for the monthly club meetings. The meetings also help address club issues as well as improve communication between the 4-H officer team, the 4-H club and it's families.

## Planning the Club Year

Club officers and 4-H Organizational Leaders should use the Annual Plan of Meetings and Activities to organize and schedule the 4-H club's events and activities for the year. It is very important to identify and focus the club's calendar around the current year's 4-H club goals.

## 4-H club's yearly goals:

Develop goals for your 4-H membership, programs, community service and leadership. Here are some examples of goals the 4-H club may have:

- "This club will increase membership by 15 youth this year."
- "The club will conduct three service learning projects this year."
- "Every 4-H member will have the opportunity to serve on at least one club committee."

## Committee Appointments

- Make sure each member has the opportunity to serve on one or more committees during the club year.

## Parents and Leaders

Parents and leaders are very instrumental in the success, growth and retention of 4-H members. Plan parent orientations, membership events and project leader planning sessions to ensure active adult involvement and leadership in the club.

## Set Monthly Officer Meetings

4-H Officers and volunteer leaders can plan and discuss 4-H club programs and events. These should be in addition or prior to regular club meetings.

## Budget

Develop a proposed budget for club consideration based on the program calendar, historical and anticipated activities.

# Planning Your 4-H Meeting

Your club meetings should consist of three segments:

**Business Meeting, Program & Social Activities.** Your meeting should take about 45-90 minutes. A well planned and organized meeting will keep the interest of the members and minimize possible disruptive behavior. The meeting times and order of the meeting should be arranged to meet the needs of your club. There is no one size fits all for 4-H meetings. You may need to have your social activities first, then your business meeting then program or you can have the business meeting, program and conclude with social activities.

## Social Activities

4-H members want to have fun! This is a great avenue for your 4-H club to get to know each other too! The song and/or recreation leader can organize the social activities or you can utilize a committee for this portion's leadership. Icebreakers, games, activities that are appropriate for all ages and that fit into the time frame allowed for them will help the members and families to socialize.

## Business

This portion of the meeting should always begin at a promptly scheduled time. Meetings that run smoothly will keep the club member's attention. Keep to the agenda and discourage excessive discussion on individual issues. Officer, committee and project reports should be complete but brief. Larger clubs often schedule alternating reports at each meeting rather than have all project groups or committees reports at every meeting.

## Program

This part of your 4-H club meeting is a great way for 4-H members to learn. This portion needs to be tailored to the interests of the membership. Outside guest speakers can be invited to address topics of interest. You don't have to have a guest speaker at every meeting. This is a perfect time for 4-H members to give oral presentations. You can also invite county level 4-H teen or leader groups to discuss upcoming county events, public speaking skills or project information.

# Parliamentary Procedure

## Discussion Tips

- Always gain recognition from the chair.
- Speak on the motion that is on the floor. (Don't bring up a topic that isn't on the same topic as the motion.)
- Give reasons why the motion is a good or bad idea or reasons for amendment.

## Amend

Amending a motion can happen in three different ways.

1. You can add or insert to the motion
2. Subtract or withdraw from the motion
3. Insert and withdraw from the motion

If you decide to amend a motion, here the necessary steps to accomplish it. After the original motion was made and seconded, during the discussion a member (after gaining recognition by the chair) may say:

- "I move to amend this motion by ...(state the proposed change)
- The proposed amendment must be seconded
- Discuss the amendment
- Vote on the amendment
- If the amendment passes, discussion continues on the original motion as amended. If the amendment does not pass, continue discussion on the original motion.
- A vote is taken on the motion in it's final form.

# Parliamentary Procedure

## Voting

After a reasonable amount of time for discussion the president calls for the vote. The president should repeat the motion so that the membership or assembly understands what they are voting on. The president asks the members to vote yes or no by saying, "All those in favor please say aye; all opposed say no". The president then indicates whether the motion was passed, or defeated.

## Ways to Vote

Voice Vote – The president says "all in favor of the motion say 'aye,' all opposed say 'no.'"

Standing Vote – Members stand so their vote for or against can be counted

Show of Hands – Members raise their hands so the president can count their vote for or against.

Ballot – The president has helpers pass out blank or pre-printed slips of paper so that members can write down their votes. Ballots are then counted by a few appointed individuals and the results are reported back to the club.

Roll Call – Each member votes for or against as their name is called.

Honor System – Members close their eyes and vote by a show of hands.

# Planning Your 4-H Meeting

## Things that can be done during meetings:

- Oral presentations
- Citizenship
- Health
- Picnic's
- Tours
- Fair plans
- Achievement activities
- Guest Speakers

## Basics of Business Meetings

### Order of a Meeting

Parliamentary Procedure is an orderly way of conducting a business meeting. Club Officers should become familiar with the basics of parliamentary procedure. It may be beneficial to do an annual club training on the basics of parliamentary procedures and how all members can participate.

### If there is no Business

If there is no Unfinished or New business to discuss, the president should call the meeting to order and the secretary should take the roll, then the business portion of the meeting can be adjourned.

The President, officer team and Organizational Leader can decide ahead of time if a regular business meeting is necessary. Remember; don't have a long meeting when a short one will do!

## Agenda for a Regular Business Meeting

1. Call to Order
2. Opening Ceremonies- Opening with Pledges
3. Roll Call or Sign In
4. Introduction of Guests
5. Minutes and Correspondence
6. Treasurer's Report
7. Reports of Officers or Club Leader
8. Committee Reports
9. Standing Committees
10. Special Committees
11. Reports of Membership
12. Unfinished Business
13. 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.)
14. Announcements
15. Adjournment for Program, Education or Recreation



## Parliamentary Procedure

This type of decision making is guided by a set of rules and procedures called, "Robert's Rules of Order." These rules provide a way for every 4-H member to have an opportunity to voice their opinion on how their 4-H club should make decisions. These rules assist in keeping courtesy and respect in the 4-H club. Parliamentary Procedures rules are followed in the Unfinished (Old Business) and New Business portion of the 4-H meeting.

### **Gain Recognition**

Before a member can bring any business (item for discussion) before the club, it is necessary to get permission to speak to the group. The term is called, "Gain Recognition from the Chair." To do this, the member should ask for the president's attention by standing and saying, "Mr. President," or "Madam President." The president will allow or recognize one member at a time to speak to the group.

### **Motions- "I move..."**

To make a motion means that a member wants to propose an action for the club to consider. First the member must seek and gain recognition from the president. Then the member states the motion by saying, "I move that....."

A motion cannot be discussed or voted upon unless another member confirms that it should be discussed. It is not necessary for the member to gain recognition from the president if they are seconding a motion. The member can simply say, "I second that motion." If a motion is not seconded, it is declared by the president to be lost without a vote.

The president generally repeats a motion that has been seconded and it becomes property of the assembly (membership). The president will ask if there is any discussion on the motion. During this discussion time members can gain recognition from the president and share their opinions and thoughts about the motion. If a member wants to change the motion they would move to amend the motion.