

How to Conduct a Meeting Using Parliamentary Procedures

This set of guidelines will allow everyone to be heard and to make decisions without confusion. There will be no discussion of any topic that does not pertain to 4-H. Please do this before or after the meeting. This will help our meeting to proceed and conclude in a timely manner. Any topic brought forth that is not under discussion at that time will be halted and put into the Agenda under New Business as long as it pertains to 4-H business. Then we will get back to the subject at hand.

How to conduct a meeting:

I. Call to Order

The President says, "The meeting will please come to order."

II. Flag Salutes

The President will call the Sergeant-at-Arms forward to lead the flag salutes

III. Minutes

The secretary reads a record of the last meeting. The president will then ask if there are any changes or corrections to be made, if not then will ask for a motion to accept the minutes as stands or as amended, ask for a second, ask if there is anymore discussion, take a vote.

MOTION: any youth member can make a motion:

1. Present the motion. "I (say your name) move that"
2. Second the motion. "I (say your name) second (shows support) the motion."
3. Debate the motion – President will ask if there is any discussion, opinions
"I think"
4. The motion may be amended at the end of discussion if it has been found it needs to be, if this is so, a member or the member who made the motion will state "I move the motion to be amended to say"
5. Vote on the motion (make a decision)

At this time the president will repeat the motion and then ask "All those in Favor say AYE, all those opposed STAND. The motion is then carried (PASSED) ore denied.

IV. Treasurer's Report

- a. Money deposited – checking account
- b. Bills paid
- c. Money turned over to the treasurer
- d. Bills presented to be paid

V. Historian's Report

VII. County Council Report

VIII. Other Officer's Reports

- a. Outreach
- b. Hi 4-H
- c. Birthday
- d. Etc.

IX. Committee Reports

Report on what your committee is doing or will be doing, stick to the facts. If you need anything, money or permission to do something not in the norm for your committee, state this and ask for a motion to be made.

X. Demonstrations

XI. Roll Call

Members say “here” as their name is called by the Secretary or Sergeant of Arms and marked down on roster.

XII. Communications

Correspondence received by the club is read by the secretary.

XIII. Unfinished Business

Anything that had been on the agenda from the previous meeting and was unable to conclude, items that needed more information, a motion that was tabled, etc.

XIV. New Business

Anything that was not listed in the agenda to be discussed. Raise your hand and be recognized by the president.

XV. Announcements

Dates, upcoming events, etc.

XVI. Jr./Teen Leader Announcements

At this time Jr. Leaders, Teen Leaders announce what date and time of their next meeting. If a project does not have a Jr./Teen Leader the adult volunteer will speak.

XVII. Adjournment Time

The meeting has concluded. The President will ask for a motion from the floor to make a motion to adjourn the meeting.

XVIII. Program

Any activity the club may have planned for the evening. Example: Dinner, Party, Games