President Script for 4-H Meeting

The following guide can be used for planning and leading your 4-H club meeting. The terms/words to use for each part of the business meeting are listed in bold directly below each business meeting part. Keep this form for club records.

Agenda for (club name) _______________ meeting of (date) _______________.

Pre-Meeting Activities _______________.

Meeting

Call to order ____________________________________ President ___________________
"This meeting will now come to order."

Pledge of Allegiance ____________________________________ led by ___________________
"Please stand for the Pledge of Allegiance led by _______."

4-H Pledge ____________________________________ led by ___________________
"__________ will now lead us in the 4-H Pledge."

Roll Call ____________________________________ Secretary ___________________
"The secretary will now call the roll."

Introduction of Visitors ____________________________________ Various members ___________________
"At this time would members please introduce their guests."

Minutes from Previous Meeting ____________________________________ Secretary ___________________
"The secretary will now read the minutes of the previous meeting."

Approval of Minutes ____________________________________ President ___________________
"Are there any additions or corrections to these minutes? (Wait a moment.) If not they stand approved as read.” If there are corrections they are made and the president says, “Are there any further corrections to the minutes? (Wait a moment.) There being no further corrections, the minutes stand approved as corrected.”

Treasurer Report ____________________________________ Treasurer ___________________
"May we have the treasurer’s report.” This report and other officer reports do not require further action.

Committee Reports ____________________________________ Various members ___________________
"Will the chair of the ______ committee please report.”
Following the report the President says, “Does any member wish to present a motion to accept this report?” See below for proper method for making a motion.

Old/Unfinished Business ____________________________________
"Is there any old/unfinished business?” (Use one or the other term.)
Steps in Making a Motion

If there is something the club members need to decide during the business meeting, it requires a motion, a second, open discussion, and a vote. The following steps are used to "entertain a motion" and to decide if club members are in favor of the item of business brought before the club.

The proper way to move a motion is to say, "I move," not "I motion." When an item of business is brought up for discussion these steps are used:

1. President says, "Is there a motion to ____________________?"
2. A member says, "I move ____________________"
3. President says, "Is there a second to the motion?"
4. A different member says, "I second the motion." If no second is made the motion dies and no further action is taken. If the motion is seconded, move on to step 5.
5. President says, "It has been moved and seconded to _____________________. Is there any discussion?"
6. President allows discussion on the motion.
7. When the discussion ends, the president says, "It has been properly moved and seconded that we (President states the motion or has the secretary read the motion). All in favor say 'aye.' (Pause for vote). "All opposed say 'nay'."
8. President says, "Motion passes." or "Motion fails."

NOTE: The following tool helps keep order when a member seeks the floor to make a motion or discuss business. No one should speak unless recognized by the chair and given the floor. When a person wishes to speak the president says, "The chair recognizes (name of speaker) and (name of speaker) has the floor."