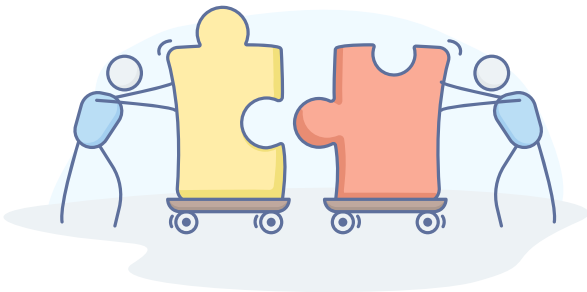




# ***Congratulations!***

## **You Are President of Your 4-H Club**

Congratulations! You have been elected to lead your club! This comes with great responsibilities to not only represent your club, but also your county and the entire 4-H Youth Development program in Michigan. Every successful 4-H club has a good team of officers. A good officer displays teamwork and cooperation among members through leadership and organization. Each officer is a piece of the puzzle and has an important role to play for the overall success of the club. This guide will help you in your role and responsibility as president.





## Checklist for Presidents

### Responsibilities of the president always

- Represent the club proudly.
- Regularly attend events and meetings.
- Lead by example; be positive.
- Help the other officers to carry out their assignments.
- Make sure as many members as possible get to serve on a committee at some time during the year.

### Responsibilities prior to the meeting

- Work cooperatively with other officers.
- Notify the leaders and the vice president several days before the meeting if you will be absent.
- Consult with the club leaders and secretary ahead of time to prepare for each meeting (for example, old business items for the agenda).
- Work with the leader to prepare a meeting agenda before the meeting.

### Responsibilities during the meeting

- Sit next to or near the secretary during the business meeting.
- Conduct the meetings according to parliamentary procedure and in a courteous and tactful manner.
- Make guests feel welcome.
- Encourage everyone to participate in the meeting.
- Delegate responsibilities rather than trying to do it all yourself.
- Give others credit for jobs they do.
- Thank those who participate in the program or those who help to make arrangements.
- Remain neutral throughout the meeting.
- Keep members on topic, so meetings do not go too long.

## Parliamentary Procedure Basics

### When does the president vote?

A president should vote only to make or break a tie concerning motions. However, he or she may participate in ballot voting such as election of officers.

### Can the president make a motion?

It is good practice that the president not make motions but he or she can ask for a motion such as "I will now entertain a motion to. . ."

### Can the president enter into the debate?

The primary role of the president is to facilitate discussion, remain impartial and refrain from giving personal input.

### Do the minutes need to be read before being approved?

If the minutes were not sent out in advance of the meeting, they *do* need to be read before approval.

### Do you have to vote to accept the minutes?

A vote is needed to accept the minutes. However, the president should ask for corrections to the minutes before a motion is made and seconded.

### Does the president have to acknowledge a person before they can speak?

Yes, the president must acknowledge a person, and only one person may have the floor at a time

### Does a treasurer's report have to be approved?

The treasurer's report is a statement of indisputable numbers and cannot be contested; therefore, it is placed on file and not approved.

### When is a motion necessary?

Motions are needed when the club is trying to move something forward. For example, a group may discuss their yearly fundraising ideas but until a motion is made and seconded, no action can be taken.

### How does a president address someone who is talking out of turn?

When a member talks out of turn or brings forth business that is not presently being discussed, the president may call them "out of order." The president should carefully point out that there is a more appropriate item on the agenda to discuss.



## A motion is in order

- Always rise when making a motion.
- A member must be recognized before making a motion.
- State the motion: “I move to . . . .”
- Motions must be seconded.
- Restate the motion after it is made.
- Ask for discussion, ensuring all sides are represented.
- After discussion, a vote is taken.
- Only one motion is permitted on the floor at a time except amendments to the original motion.

## To amend a motion

A motion may be amended during discussion by:

- Inserting or adding a word or phrase.
- Striking out a word or phrase.
- Substituting a word, phrase or entire statement voted upon before the original motion.

Voting on the amended motion

- Vote on the amendment.
- If the amendment passes, vote on the original motion with the amendment inserted.
- If the vote on the amendment fails, then vote on the originally stated motion.

## 5 ways of voting

1. By acclamation or voice (In favor, say aye; opposed, say no.)
2. By standing
3. By raising of hand
4. By secret ballot
5. By roll call (Each member answers individually.)

## How to use the gavel

The gavel is used as a symbol of authority to support an orderly meeting. The number of times a president raps the gavel has meaning and the membership is to respond.



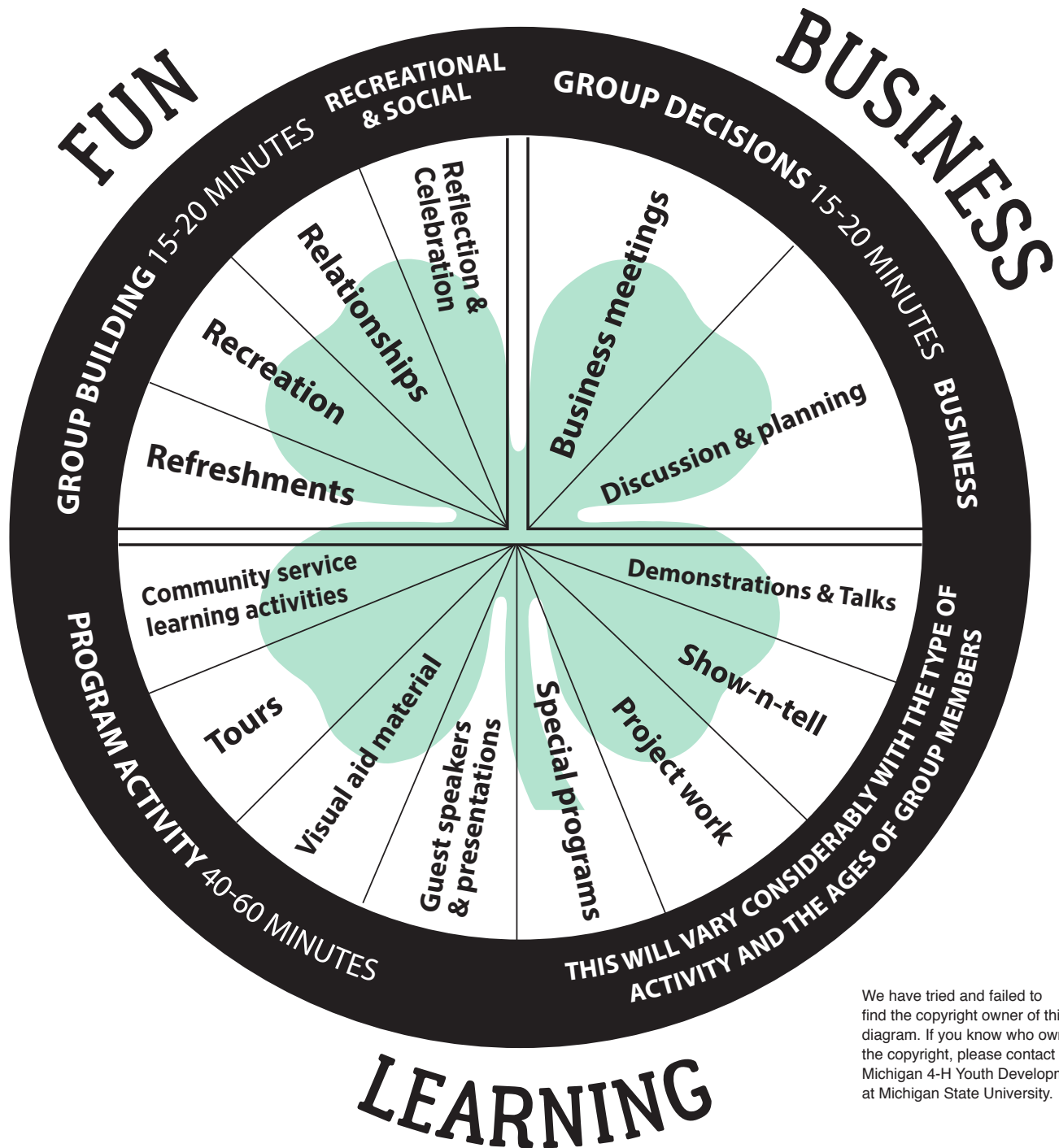
## President’s Use of the Gavel

Purpose	# of Raps
Calls the meeting to order	2
All stand	3
All be seated	1
Completion of business (motion, decision, etc.)	1
Adjournment announcement	1
Restores order	A series of raps



## Suggested Outline for a 4-H Club Meeting

All clubs are unique but they have some things in common. To make 4-H fun and educational, meetings should include a balance between group decisions (business), program or activity (education and special activities), and group building (recreational and social). These components do not have to be sequential but can intertwine throughout the club gathering. The club's yearly plan should be a balanced blend of recreation, education and business. Use the 4-H Club Meeting Wheel to help guide your 4-H club.



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## Part 1: Group building

### Social (5–10 minutes)

This is often helpful to set the mood for the rest of the meeting. It should include, the Pledge of Allegiance and the 4-H pledge, and may include an icebreaker, activity and roll call.

## Part 2: Group decisions

**Business session (15–20 minutes)** (See “Sample Agenda Template” on page 5)

This is the heart of most 4-H meetings. “Learning by doing” is one of the 4-H program’s unique strengths. Use a variety of activities to involve members in program planning, self-esteem development and decision making. Ingenuity and creativity can make this section of the meeting interesting and active.

## Part 3: Program or activity

### (40–60 minutes)

Examples of learning opportunities during a meeting may include:

- Guest speakers and presentations
- Visual aid material (slides, video)
- Community service activities
- Tours
- Demonstrations and talks
- Project work

## Part 4: Group building

### (10 minutes or more)

Recreation, refreshments, social activity

## Sample Agenda Template

The president will take the lead and work with the other officers and leaders to create the agenda. This form is designed to use for planning a regular 4-H meeting and should be done at least a week prior to the meeting. The president should ensure that everyone with a part in the program is notified and prepared.

### 4-H club name

### Date, place of meeting, time

### Call to order

**Pledge of Allegiance and 4-H pledge** (*Reciting the pledges at the beginning of the meeting sets the tone of the meeting. Reciting the 4-H pledge allows every member to commit to abide to the vision of the 4-H program while making decisions both during the meeting and when moving forward after the meeting.*)

**Roll call and introduction of visitors** (*While conducting the roll call, the secretary remains seated and announces how roll call is to be answered, then calls the names of the members.*)

**Secretary’s report** (*The president will call for the secretary’s report from the previous meeting.*)

**Treasurer’s report** (*The president will call for the treasurer’s report.*)

**Committee reports** (*These include reports such as fair, fundraising, activities, community service and others.*)

**Old business** (*Use the secretary’s report when creating the agenda to determine what unfinished business needs to be on the agenda.*)

**New business** (*This section is for any business that has not yet come before the group.*)

**Leader announcements** (*Leaders can address the group on updates in their project areas or on other subjects.*)

**Adjournment** (*The president will call for a motion to adjourn the meeting.*)

**Educational program** (*Add in the educational program that you intend to do at this meeting. Having it on the agenda helps members to be prepared. Examples: demonstrations, community service, guest speakers, individual project work and other programs. This may be incorporated at the end of your meeting or within.*)

**Recreation** (*This may include icebreakers, refreshments, socializing or other recreation. It may be incorporated at the end of your meeting or throughout.*)



## Guidelines for Running an Effective Meeting

**Call to order** – (President stands, strikes gavel 2 times) **“This meeting of the \_\_\_\_\_ 4-H Club will come to order. Please stand and recite the Pledge of Allegiance led by \_\_\_\_\_ and the 4-H pledge led by \_\_\_\_\_.”**

**Roll call** – **“The secretary will call the roll.”** (The president or secretary will announce the preferred way to answer roll call.)

**Reading of the minutes** – **“The secretary will read the minutes of the last meeting.”** (Secretary reads minutes.) The president asks, **“Are there any additions or corrections? If not, they stand approved as read.”** If there are corrections, the president asks them to be made, and then says, **“The minutes stand approved as corrected.”**

**Treasurer’s report** – **“We will now have the treasurer’s report.”** The treasurer reports on the following: money received, money spent and the present balance. The president says, **“Are there any questions about the treasurer’s report? If not, the report is received as read.”** (The treasurer’s report is approved once a year after an audit.)

**Committee reports** – The president asks for the committee reports (fair, fundraising, activities, community service and others). (If any of the reports calls for an action of the club, usually the person making the report makes a motion for the action to be taken, and it is usually seconded by another person on the committee. The president then repeats the motion and asks for discussion.) (See “A Motion Is in Order” on page 3)

**Old business** – (Something discussed but not decided at a previous meeting) **“Secretary, were there any motions postponed until this meeting?” “Is there any other unfinished business? If not, we will proceed to new business.”**

**New business** – (Business not previously discussed) **“Is there new business to be brought before the club?”**

Member 1: **“Mr./Madam President, I move that \_\_\_\_\_.”**

Member 2: **“I second the motion.”**

President: **“It has been moved and seconded that \_\_\_\_\_. Is there any discussion?”**

After discussion is over:

President: **“All those in favor of (repeat motion), signify by raising your hand. All those opposed, raise your hand. Motion carries (or fails).”**

If an amendment was to occur:

Member 1: **“Mr./Madam President I move to amend the motion \_\_\_\_\_.”**

Member 2: **“I second the amendment.”**

President: **“The motion has been properly amended that \_\_\_\_\_. Is there any discussion?”**

After discussion about amendment occurs, if any:

President: **“All those in favor of (repeat amendment). Signify by raising your hand. All those opposed, raise your hand. Amendment carries (or fails).”**

President: (if carries) **“We will now proceed with voting on the amended motion \_\_\_\_\_.”**

Leader announcements – **“Are there any leader announcements?”**

Always announce dates of upcoming activities and meetings.

**Adjournment** – The business portion of the meeting can be adjourned before the program and group building. **“Is there a motion to adjourn?”** Receive motion and second. **“It has been moved and seconded the meeting be adjourned. All in favor, say ‘Aye.’ All opposed, say ‘No.’ Meeting adjourned.”** (Use gavel.)

**Program** – **“We will now ask our vice president to announce the program.”** The president allows the vice president/program chairperson to take charge during this part of the meeting.

**Group building** – During this part of the meeting, there can be team building activities, recreation, refreshments, a celebration or all of these.



*Congratulations! You Are President of Your 4-H Club* (4H 1468) is a revision of *So You Are President of Your Club...* (4H1468), which was adapted with permission from materials originally developed by University of Illinois Extension, University of Illinois at Urbana-Champaign and from Iowa State University Cooperative Extension Service. It has been published separately and as part of *Helping You Help Officers and Committees* (4H1467) by Michigan State University Extension, 2007.

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