



## 4-H Leader Training Series

# Running a Smooth 4-H Business Meeting

### The Order of a Business Meeting



### Minutes of a Meeting

Written by Judith S. Baillere, 1990.  
Revised for use in South Carolina  
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Youth Development, 2005. Used by  
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4-H club officers conduct a 4-H business meeting with as little input as possible from you, the leader. This will happen if you have helped officers to understand their jobs, decide if a business meeting is needed, and make an agenda in advance. (refer to *4-H Club Officers Make the Meeting* and the sample agenda following this information sheet.)

Business meetings follow a specific procedure:

- Call to order when the meeting opens (president)
- 4-H pledge, pledge of allegiance, song, or other opening (vice president or members appointed by the president)
- Roll call (secretary)
- Reading of the minutes of the last meeting (secretary)
- Treasurer's report (treasurer)
- Correspondence (secretary)
- Reports of committees (committee chairs)
- Old or unfinished business left over from the last meeting (president)
- New business (president)
- Next meeting date
- Adjournment when the business meeting is over



It is the club secretary's job to keep the minutes of each meeting. The minutes should be a record of what is done, not what is said. They should contain:

- Date and place of meeting.
- Names of members and visitors present.
- Approval of previous minutes.

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## Making and Voting on Motions

- All reports and what was done about them.
- All motions, with the name of the person who made them, and whether the motion was carried or lost.
- The time the meeting was adjourned.
- Any programs, refreshments, or recreation that happened after the meeting.

A member who wants the club to vote on something makes a motion. That member raises one hand, or stands, and waits to be recognized. After being recognized by the president, the member says, "I move that..."

Another member says "I second the motion." This means that at least one other member thinks the club should consider it. (If the motion is not seconded, it is dropped.)

The president then asks for discussion. When discussion stops, the president asks, "Are you ready for the question?" If no one requests more discussion, the club is ready to vote.

The president states the motion so everyone can hear it. The members vote when the president says, "All in favor say 'Aye,'" and "All opposed say 'Nay.'"

The motion is passed if more members vote "Aye" than "Nay." If the president is in doubt about the vote, he should ask for a show of hands or a standing vote.

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

## Ways to Vote

- **Voice Vote.** The president says "All in favor of the motion say 'Aye.'" "All opposed say, 'Nay.'"
- **Standing Vote.** The members stand so their votes can be counted.
- **Show of Hands.** The members raise their hands so the president can count their votes.
- **Ballot.** The president and one or more helpers hand out blank slips of paper so the members can write down their vote.
- **Roll Call.** Members vote, one at a time, as their names are called.

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## Sample 4-H Club Meeting

- **Honor System.** All member close their eyes and vote by raising one hand.

Decisions can also be made by **consensus**, where a decision is not made until everyone can agree to it. This requires compromise but there is no "winning" and "losing" vote.

**President:** Will the meeting please come to order? John Jones will lead us in the pledge of allegiance and Maria Martinez will lead us in the 4-H pledge.

**Member John Jones:** Let's all stand and say the pledge of allegiance.

**Members:** I pledge allegiance.....

**Member Maria Martinez:** Let's all say the 4-H pledge.

**Members:** I pledge my head.....

**President:** The secretary will call the roll.

**Secretary:** Today we will answer the roll by telling what we did on our project last week. (There are many different ways of answering the roll, which you place in the 4-H secretary's book.)

**Member Nancy Tate:** I dyed different kinds of cloth and put the samples in my record book.

**Member Ken Washington:** I taught my dog to heel.

**Member Dick Lee:** I set out some tomato plants in my garden.

**Other Members:** (Tell what they did.)

**President:** Will the secretary read the minutes of the last meeting?

**Secretary:** The meeting was called to order by .....

**President:** Are there any additions or corrections to the minutes? (Pause.) If not, they stand approved as read.

**President:** We will now hear reports from the officers and committee chairs.

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**President**—reports on 4-H-related activities; **Vice President**—reports on 4-H-related activities; **Secretary**—reads letters addressed to the club; **Treasurer**—reports on money received, money paid out, and the amount of money on hand; **Committee Chairs**—report on activities of committees since the last meeting.

After each report, the president asks if there are any questions. If there are no questions, the president says, “The report is accepted as presented.” If there are questions and if the report needs something done about it, the president asks for a motion (a request that something be done).

Each motion must be seconded, discussed, and voted on before another motion can be made.

**President:** Is there any unfinished business? (Business left from the last meeting can be discussed at this time.)

Is there any new business? (Club members discuss new business—future plans for club activities, things to be done before the next meeting, etc.)

Are there any announcements? (Club members or leaders make announcements.)

If there is no further business, is there a motion to adjourn?

**Member:** I move that the business meeting be adjourned.

**Member:** I second the motion.

**President:** All those in favor of the motion say “Aye.” Those opposed say “Nay.” The motion is passed (if more members vote “Aye” than “Nay.”) The business meeting is adjourned.

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**Reference:**

Bulletin 609, Washington State University.

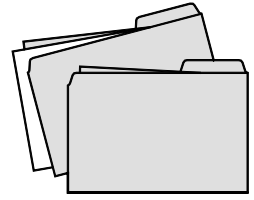


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# 4-H Club Meeting Agenda



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1. CALL TO ORDER
  2. PLEDGE OF ALLEGIANCE/4-H PLEDGE
  3. ROLL CALL
  4. MINUTES OF PREVIOUS MEETING - Read by Secretary
  5. TREASURER'S REPORT
  6. CORRESPONDENCE - Read by President/Secretary  
Note important events from county newsletter
  7. COMMITTEE REPORTS.
    - a.
    - b.
    - c.
    - d.
  8. OLD BUSINESS
    - a.
    - b.
    - c.
    - d.
  9. NEW BUSINESS
    - a.
    - b.
    - c.
    - d.
  10. NEXT MEETING DATE: \_\_\_\_\_
  11. ADJOURNMENT
  12. PROGRAM (recreation, clinic, speaker, social event, presentation, etc.)