President’s Guide to Conducting Business Meetings
Use these phrases to conduct a 4-H Business Meeting.

AGENDA ITEM ...................... PHRASE

Call to Order .................... “The meeting will come to order.”

Pledge to the Flags ............ “Name and 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 stand approved as read.” OR
“Is there a motion to approve the minutes?”

Treasurer’s Report ............ “The Treasurer will present the treasurers
report.” Does not
need a motion to approve.

Committee Reports.......... “The ________ Committee will report.”

Leader’s Report (Optional)
Project Reports (Optional)

Unfinished (Old) Business..Present any old business you know
about.(You have that information from the
secretary) Then ask, “Is there any more old
business?”

New Business ................. Present any new business you know about.
Then ask, “Is there any more new
business?”

Adjournment ................. “Do I have a motion to adjourn the
meeting?”

Take a vote and declare the meeting adjourned if the motion is passed

Voting ......................... Repeat the motion and call for a vote.
“It has been moved and seconded to…”
“All those in favor say ‘Aye’.”
“Those opposed, ‘Nay’.”
State the motion again and add,
“The motion passed.” or “The motion
carried.” Or “The motion is defeated.”
or “the motion did not pass.”

Adapted from materials developed by Colorado State University Extension, Southeast Area.