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## How to Run a 4-H Business Meeting

# Charlotte County 4-H

UF/IFAS

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# Sample Order of a 4-H Business Meeting

Meeting is called to order	President taps the gavel and calls the meeting to order.
Pledges	All members recite the Pledge of Allegiance followed by the 4-H Pledge.
Introductions	New members and guests are introduced to the club.
Roll Call	Secretary takes and records attendance.
Reading of the Minutes	The secretary reads the minutes of the previous meeting. The president asks if there needs to be any additions or corrections to the minutes. If there are, they are voted on. A motion is then made to accept the minutes. The motion needs to be seconded. The group will vote to accept the minutes.
Treasurer’s Report	The president will ask the treasurer to give a report. The treasurer will give the report. The president will ask if there are any questions. The treasurer will respond to questions (if any). The president asks for a motion and a second to accept the report. The group will vote to accept the report.
Committee Reports	Committee reports will be given by the chair of each committee. Reports will be discussed. A motion, a second and a vote to accept is needed for each report.
Old Business	Items of old business will be brought to the floor by the president. Each item will be discussed. A motion, a second and a vote by the group will be needed for each item discussed.
New Business	All new items on the agenda need to be individually discussed, motioned, seconded, and voted on.
Announcements	Announcements are made by designated person(s).
Meeting adjourned	After all business is finished, the president will ask “Is there a motion to adjourn this meeting?” A motion, second and vote is needed to adjourn. At the conclusion, the president will say “This meeting is adjourned.”



## Motions

A motion is an idea that someone attending a meeting wants the whole group to contemplate and act on. There are steps that need to be taken to either approve or reject a motion. The steps to making a simple motion are as followed:

1. **A member makes a motion-** Any member can make a motion but must wait to their turn to speak. The presiding officer will make sure that the member wanting to speak has their time.
2. **Another member seconds that motion-** Any member can second that motion.
3. **The presiding officer states the motion and puts the motion up for discussion.**

Example: A member states “I move that our club has a bake sale.” Another member states “I second that motion.” Presiding officer states “It has been moved and seconded that our club has a bake sale. Is there any discussion?”

## How to Vote on a Motion

After a motion has been introduced and a discussion has occurred, the presiding officer (usually the president) of the club will request that a vote takes place. All members present should vote to ensure that their voice is heard.

A vote can be taken by a raise of hands, a voiced “Aye” and or “Nay”, or by a written ballot.

Once the voting is complete, the presiding officer will announce the outcome.

Example announcement: “The motion carries. Our club is in favor of having a bake sale.”



# Parliamentary Procedure

## What is it?

Parliamentary procedure is a system of conducting meetings based on Robert’s Rules of Order that allows a group to hold orderly meetings and accomplish their goals in an effective, fair, and efficient manner.

## Why use it?

- It keeps meetings orderly.
- It allows a group to accomplish more in a less amount of time.
- It helps a group meet its goals.
- Provides a democratic process at meetings.

## Benefits of using it in 4-H business meetings:

- It allows all club members to have a say and express their opinions.
- Learning how to conduct and participate in meetings allows 4-H youth to experience and practice life skills that will help them in school and as adults.

## Running a 4-H Meeting

A 4-H club needs club officers that have been elected by the club members. Those officers include a President, a Vice President, a Secretary, and a Treasurer.

### Getting Started

The President, with the assistance of the 4-H club leader will prepare an agenda before the meeting. The agenda usually consists of the following:

- Call to order: “The meeting will come to order”
- Reading and approval of Minutes: The Secretary reads the minutes.
- Treasurer’s Report: The Treasurer gives the report.
- Committee Reports: Chair of committee(s) gives reports.
- Unfinished Business: any business held over from the previous meeting
- New Business: items being brought up for the first time
- Adjournment

### Order of Business

It is essential to have procedures in place during any business meeting. Parliamentary Procedure allows all attendees the opportunity to speak and be heard with order and devoid of intimidation. The person overseeing the meeting (usually the president) calls on the members to speak and makes sure that order is being followed. The club leader may assist if assistance is needed.

Four basic principles of parliamentary procedure to remember:

1. Only one person can talk at a time
2. Each motion is entitled to careful consideration and discussion
3. Every member has equal rights
4. The will of the majority is carried out

## Definitions

### Common Terms Used with Parliamentary Procedure

Agenda	An agenda is a list of items to be discussed at a formal meeting. It is made in advance, usually by the president. It can be shared with the meeting group before the meeting.
Aye	Aye is said to express approval of a motion. When said during a vote, it means that the person agrees. It means yes.
Floor	When someone is given permission by the president to speak during the meeting, that person has the “floor.”
Majority	Majority is at least one member over half of the members. Example: the majority of a group of 10 is at least 5 (half of 10) +1.
Motion	A motion is an idea that someone attending a meeting wants the whole group to contemplate or act on.
Nay	Nay is said during a vote if the member disagrees with a motion. It means no.
Parliamentary Procedure	Parliamentary Procedure is a set of guidelines that defines how to properly conduct a business meeting.
Presiding Officer	The presiding officer (usually the president) is the person in charge of conducting a meeting.
Second	The presiding officer will ask for a “second” when a motion is made. Asking for a second is basically asking if anyone else agrees that the made motion should be considered.