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	Person In Charge

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.)

CFAES provides research and related educational programs to clientele on a nondiscriminatory basis. For more information: go.osu.edu/cfaesdiversity.

New Business _____

"We are now ready for new business. On the agenda is . . . ." After items on the agenda have been addressed say, **"Is there any other new business?"**

Announcements _____

_____

_____

_____

"Are there any other announcements?"

Adjournment_____

"Is there a motion for adjournment?" After the motion has been made the president says, **"Is there a second?"** After the second has been made the president says, **"It has been moved and seconded that we adjourn. All in favor say 'aye',"** (pause for vote), **all opposed 'nay'." The meeting is adjourned."**

Program _____

_____

_____

Recreation/Refreshments _____

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."**