

ALACHUA  
COUNTY  
4-H  
CLUB  
PRESIDENT'S  
GUIDE





## CONGRATULATIONS MR./MADAM PRESIDENT!

You have been elected to a very important position in your club. The successful and harmonious working of your club depends on you. Your club will be active, have worthwhile meetings, be fun and involve all of your members if you show excitement and enthusiasm for 4-H, understand how your club operates, and know how to conduct meetings.

This guide is meant to help you fulfill your responsibilities and duties as your club's president. Refer to it often for guidance, maintain a close communication with your club leader and stay "tuned in" to your club members, and you will be successful.

This guide begins with a review of the 4-H club meeting and how it functions, describes your duties as president and the duties of your other club officers and explains the purposes of using parliamentary procedure at club meetings. The guide will help you understand how to conduct a meeting, the parts of a meeting and how to get your members to actively participate in the meetings. The guide also covers parliamentary procedure and how to use it to make your club meetings more fun and a better learning experience.

Good luck to you as club president. You are very fortunate to have this experience. Make the most of it by giving it your best effort.

Bill Heltemes  
Alachua County 4-H Program Leader



## The 4-H Club Meeting

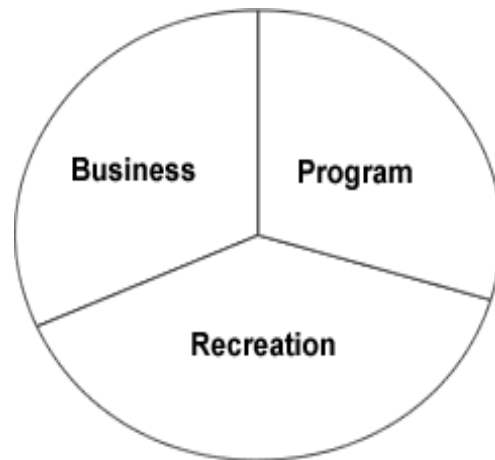


A well-planned meeting consists of three main parts: business, program and recreation. Every officer should know the accepted procedure.

### Business

Generally the business follows this order (agenda):

- Call to Order
- Pledges, American and 4-H
- Group Singing or Recreation  
(can also be done at any time)
- Roll Call
- Reading of Minutes
- Reading of Correspondence
- Treasurer's Report, Approval of Bills
- Reports of Officers and Committees
- Old Business
- New Business
- Announcements
- Adjournment



**Parts of a club meeting**

### Program

A program can consist of a talk, demonstration, slide presentation, movie or any type of educational or entertaining presentation as determined by our club program committee. Programs should be interesting to members and on topics selected by your members.



### Recreation

Recreation is the social and fun part of the meeting. The recreation leader/officer should consider the interests of the club members and the time and facilities available when planning recreation. A good recreation program will offer something for all the members, not just a few. Good recreation can be the difference between being a "ho-hum" type of club to being an "action" club. A recreation leader's guide is available from the county 4-H office for your club's recreation officers.

## RESPONSIBILITIES OF ALL OFFICERS

The 4-H club officers working under the guidance of the club leader perform many duties. Some important duties are the following:

- Secure new members and organize the club
- Plan the program for the year.
- Arrange for a meeting place and for the proper care of it.
- Conduct and take part in the meetings
- Keep the club records and give them to the leaders as required.
- Maintain a good spirit and interest in the club.
- Help every member find a place in the club and an opportunity to contribute.
- Maintain a good relationship with all club members and other 4-H clubs.
- Attend the 4-H club officer's training.



Following is a list of other officers in your club and their duties. Working with your club leader, be sure they know and understand their duties and have the officer guides for their offices.

### Club Officers:

Vice-President – Serves in the absence of the President. Serves as program committee chair, leads the committee in planning its annual program. Helps the president coordinate club committees. Resource: 4-H Club President's Guide

Secretary – Keeps complete and accurate minutes of meetings. Keeps records of each member and their attendance. Handles all correspondence. Keeps record of committee reports. Resource: Secretary's Book

Treasurer - Takes care of all club funds. Collects dues when approved by the club. Keeps treasurer book up to date. Handles deposits and bills through the 4-H office. Gives a monthly report to club on treasury balances. Resource: Treasurer's Book

Historian - Keeps the club scrapbook up to date. Works with club reporter. Enters scrapbook in the Youth Fair. Takes photographs (or gets them from other members) of club activities and events. Cut articles from the newspapers and 4-H Newsletter about club members for the scrapbook. (Can also be combined with Club Reporter).

Reporter - Writes short news articles about special events and activities for the 4-H newsletter and newspapers. Resource: 4-H Reporter Guide

Song/Recreation Leaders – Plans and leads songs and recreation at club meetings. Provides leadership for recreation at club activities. Resource: 4-H Recreation Leader's Guide



## YOUR RESPONSIBILITIES AS CLUB PRESIDENT

To carry out your responsibilities you will need skills for:

1. Planning a meeting agenda that will accomplish the business, educational and social (fun) goals of the club.
2. Using committees to more effectively involve members in decision-making as well as in accomplishing the business of the club.
3. Delegating tasks and responsibilities to other officers and leaders.
4. Using simple parliamentary procedures and rules.
5. Leading discussions that fairly recognize all members and their ideas, yet provide for orderly and efficient meetings.

Presidents and vice-presidents, along with their club leader, must work together to determine the specific duties that each will have in providing club leadership. There is plenty to do for both officers and the duties must be clearly defined. The club will benefit from having two active leaders.

The president and vice-president have important responsibilities in the club. The gavel is a symbol of commitment to club goals and willingness to involve all members in reaching club goals.

## YOUR SPECIFIC DUTIES

The president conducts meetings to carry out the club's wishes. The effective club president must be poised, fair, tactful, thorough and deliberate. This comes through practice and studying your job. Duties of the president include:

1. Reviewing these duties with your club leader. Some of these duties can be delegated to others or handled by your club leader.
2. Preside at all meetings. Start and stop on time. Conduct meetings according to rules of parliamentary procedure.
3. Preparing the meeting agenda with officers and club leader before the meeting.
4. Checking with program participants before the meeting and extending thanks on behalf of the club.



5. Check meeting arrangements, seating, lights and temperature of the meeting place.
6. Help officers and members plan a worthwhile program.
7. Appoint committees as requested by the club. Consider those best qualified for the task, but at the same time, involve as many different members of the club as possible. Balance the committee with different age groups. See to it that every member serves, or has the chance to serve, on at least one committee during the year.
8. Arrange for the election of officers. . .plan this with your club leader.
9. Conduct club business in accordance with your club constitution.
10. Represent your club at special occasions.
11. Encourage younger members to participate. Find opportunities for them to do so.
12. Vote in case of a tie. (Otherwise the president votes only if it is by ballot).
13. Be sure committees and officers are functioning. If the president is concerned about doing a good job, the others will too!
14. Turn parts of the meeting over to others. For ex: speak for or against a motion only after asking for the vice-present to take charge of the meeting. Turn the program over to the program committee, the recreation over to recreation officers, special business over to committee chairs, etc.

The vice-president's job is also very important. If the president can't carry out a task or function at a certain time, the vice-president takes over. The vice-president also assumes other duties, such as chairperson of the program planning committee or other committees. The vice-president must be ready to lend a hand whenever needed. Duties of the vice-president include:

1. Taking over the president's duties in case of his/her absence.
2. Become familiar with the rules of parliamentary procedure and be prepared to assist the president with this at club meetings.
3. Take over the business meeting when the president wishes to express a point of view.
4. Assist with recruitment of members to the club.
5. Assume other duties of the president as requested.



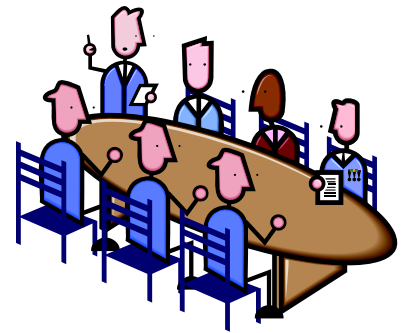
## PARLIAMENTARY PROCEDURE IN 4-H CLUBS

One of the purposes of having 4-H clubs is to learn good citizenship habits. American citizens participate in government through what we call democracy. 4-H members ought to learn the principles of a democracy in their 4-H club. 4-H club officers need to conduct club meetings in such a way that democratic principles are learned and followed. One of your first club meetings of the year should focus on this topic. Explain to club members what a democracy is and how being a member of your 4-H club is like participating in a small democratic society.

### Principles of Democracy:

There are four principles for democratic action. These principles need to be practiced and followed in your 4-H club. Learn them and live by them. When you follow these four rules, you will find your club has an "active" membership.

1. The wishes of the majority must be followed!
  - ❖ You cannot always have your own way.
2. The rights of the minority must be heard and respected!
  - ❖ All members must have the opportunity to be heard.
  - ❖ All member have opinions.
  - ❖ Stress the importance of "speaking out".
  - ❖ Your members have the right to disagree.
  - ❖ Parliamentary Procedure assures that all members have a right to express their opinions.
3. There must be respect for others!
  - ❖ All members in your club have equal rights.
  - ❖ Stress courtesy in our club.
  - ❖ Listen to what others have to say.
  - ❖ Learn to disagree agreeably.
  - ❖ When you respect the rights of others, you protect your own rights.
4. Have an order of business!
  - ❖ Use an agenda for all business meetings.
  - ❖ Following an agenda will help to insure that the first three principles will be followed.
  - ❖ Disorder creates distress and unhappiness.



Parliamentary procedure is a set of rules for conduct at meetings. It allows EVERYONE to be heard and to make decisions, without confusion. It is important that all of your members know the basic rules and their purpose.

# HOW MEETINGS ARE CONDUCTED

## The President Presides

It is your privilege as president of your club to preside at meetings. To “preside” means to be chair and to follow an agenda, or order of business. The president should follow the 14 steps to be taken in holding a meeting. These steps are explained. The words you might say are in italics.

### 1. CALL THE MEETING TO ORDER

The president asks the secretary if enough members are present to have a meeting. If the answer is yes, pound the gavel once and announce:

*“The meeting of the \_\_\_\_\_ 4-H club will please come to order.”*

In order to hold a meeting, there must be a certain number of members present. In legislative bodies, the number is usually “one more than half the members”. This is called a quorum. If there are not enough members present – no quorum – say:

*“As there is no quorum, the meeting is adjourned.”*

The reason for this is that a meeting with too few members present is not fair to all members. Any action taken might not be an accurate representation of the opinions of the club.

### 2. PLEDGES

Ask everyone to stand for the pledges, reciting the American pledge first, then the 4-H pledge. The American flag should always be to the right of the president. (Tip – you can involve younger members at each meeting by having one of them come before the group to lead the pledge, or have them do it in pairs. This is a way you can recognize them).



### 3. SINGING OR RECREATION

This is optional, but certainly adds a lot to a meeting. Call on the song and recreation leaders for this. (Always check before the meeting to be sure they are prepared.)

### 4. ROLL CALL

Ask the secretary to call the roll of the members. If you have a specific roll call response for the month, state this loudly and clearly. *“The secretary will please call the roll of members. Please answer when called with \_\_\_\_\_.”*



## 5. INTRODUCE GUESTS AND NEW MEMBERS

It is always best to check before the meeting begins to see if there are guests or new members. You should either introduce them yourself or have someone else introduce them. Be sure you know the correct pronunciation of their names and something about them. For new members it is better to have them introduced rather than have them introduce themselves. After all, you want them to feel good about being there. It often makes people, especially children, feel uncomfortable if they have to introduce themselves.

## 6. READING OF THE MINUTES OF THE PREVIOUS MEETING

"Minutes" is a parliamentary word for the record of what happened at a previous meeting. To keep your club activities up to date, the members elect a secretary to record the minutes. The secretary writes down the happenings at the meeting, and reports them at the beginning of the next meeting.

Minutes are read by the secretary after the president says:

*"Will the secretary please read the minutes."*

After a satisfactory reading of the minutes, the president asks if there are any additions or corrections. If there are none, he says: *"The minutes stand approved as read."*

If corrections are suggested, the president instructs the secretary to make them. Should a disagreement arise, the president hears both sides and takes a vote. He says:

*"Shall the proposed correction be made? Those in favor say 'Aye'. Those opposed say 'No'."*

The group votes and the president says: *"The corrections will be made (or not made) and the minutes stand as approved."*

## 7. READING OF COMMUNICATIONS

Ask the secretary to read any correspondence received by the club.

## 8. TREASURER'S REPORT

Ask for the treasurer's report by saying: *"We will now hear the treasurer's report."*

After the report, ask: *"Are there any questions?"*

If there are none, say: *"The treasurer's report is filed for audit."*

## 9. OUTSTANDING BILLS

Ask for bills by saying: *"Are there any bills outstanding?"*

At this time if there are bills, they should be presented. Bills require a majority vote for approval. After approval, instruct the treasurer to pay the bill.

## 10. REPORTS OF OFFICERS AND STANDING COMMITTEES:

As your club grows, you will realize that large groups need small committees to help them. Committees spend time and study on a project and then report to the club.

Committee reports are advice to the club. The reports may be accepted, rejected or changed. Some committees are appointed for a year. Others are appointed for special tasks – for instance, to find out where to hold the club dinner, whether a certain gift is appropriate or what the club should do for the homecoming parade.

The committees appointed for the entire year are called **standing committees** and the special task committees are called **special committees**. A special task committee has one task. When that task is finished, the committee goes out of existence. Standing committees have year-long responsibilities.

Committee recommendations are treated in two ways. The executive or standing committee reports are received as a matter of information, but the special committee reports are discussed as main motions.

Special committees make reports to the club, and their recommendations are advisory to the club. The reports may be accepted as reported; they may be revised by amendments; or they may be rejected by the club. Call upon the committee chairpersons to give their reports. No action is necessary on committee reports unless there are recommendations or decisions to be made.

After the report has been heard, the president says: *"You have heard the report of the committee. What is your pleasure?"*

At this point the club members can enter the discussion. They can suggest changes, and they can make motions to accept or reject the committee report.

## 11. OLD BUSINESS FROM THE LAST MEETING

Sometimes meetings are interrupted. Time runs out and everyone has to leave. The meeting must end, but what you were doing is left unfinished. The items you postpone are called **old business**.

The rule is: Always take up where you left off. Each meeting is a continuation of the last one. If you break this rule, your club will become disorganized and will lose members.

If you have unfinished items on the agenda say: *"The first item under old business is \_\_\_\_\_."* Then call for discussion

After the last item on your agenda is completed, say: *"Is there any other old business?"*

If there is none, say: *"Then we shall move on to new business."*

## 12. NEW BUSINESS

*"The first item under new business is \_\_\_\_\_."*

You then explain the item to be discussed, or call upon someone else to do it. New business means exactly what it says. It is any suggestion for action not discussed before by the club.

It is wise, after a new idea has been suggested, to ask first for informal discussion. The president has the privilege of suggesting a new proposal and may present his ideas. Then informal discussion takes place. The discussion is an exploration of the proposal. No one has to take sides. All members freely express their views about the proposed action. Sometimes nothing comes of it, and the matter is forgotten. The discussion has saved the club a good deal of time in the long run. And it has a bonus: everyone has been allowed to speak on the proposal.

When you feel that the discussion is complete, ask: *"Does anyone desire to make a motion?"*

If no motion is made, the meeting is ready for the next item of business. After the last item on the agenda is completed, ask: *"Is there any other new business?"*

If there is none, move on to announcements.

### 13. ANNOUNCEMENTS

The president says: *"Are there any announcements to be made at this time?"*

Make whatever announcements you may have. Be sure to ask your club leader if he/she has any to make. Then ask if any other leader or member has an announcement. Your final announcement should be to remind the club when, where, and at what time the next meeting is, plus who serves lunch, gives demonstrations, what the program will be and any details. This is also a good time to briefly summarize the decisions made at the meeting and remind members of any assignments they have for the next meeting.

### 14. END MEETING (ADJOURN)

When the business of the meeting is finished the president says: *"Is there any further business to come before the \_\_\_\_\_ club? If not, the motion to adjourn is in order."*

After the motion has been made and seconded, say: *"It has been moved and seconded that we adjourn. All in favor of adjournment say 'Aye'. Those opposed say 'No'. The motion is carried and we stand adjourned."*

Then rap the gavel once to indicate adjournment. (Note – the motion to adjourn is an undebatable motion.)



# GETTING YOUR MEMBERS TO PARTICIPATE IN YOUR CLUB MEETINGS

It's no secret, 4-Hers come to club meetings for three main purposes:

- (1) be with friends and socialize
- (2) have fun
- (3) learn and have new experiences

How well does your club fulfill these three purposes? If your club is having trouble keeping members or getting members to come to club meetings, you probably are not fulfilling these interests. As club president you can do much to influence other club members

## 1. PRACTICE GOOD MEETING MANNERS

Arrive on time and be prepared. Observe time limits – don't allow one person to monopolize the speaking – be sure everyone has an opportunity. Avoid unnecessary interruptions. Pay attention to each member and keep each member involved. This will keep them from becoming bored or distracted.

## 2. PRACTICE GOOD COMMUNICATIONS – WHEN YOU SPEAK

Express Yourself Clearly: Practice good pronunciation (saying sounds correctly) and enunciation (saying sounds distinctly). Use proper volume and tone so everyone can hear and understand. Be sure everyone is facing you.

Include Everyone: Direct your comments to the entire group, not just one person. Ask members for their opinions, suggestions and ideas.

Summarize As Needed: Sometimes discussion can be long and cover a lot of information. Summarize the main points you have heard before voting on anything.

## 3. PRACTICE GOOD COMMUNICATIONS – WHEN OTHERS SPEAK

Listen Carefully: Each member deserves your full attention. Careful listening prevents you from missing important ideas or information and shows you are interested.

Respect Opinions: Avoid the hasty judgment of another's ideas. Allow others to express their ideas completely. Don't allow a member to interrupt another member unless they are doing so in a parliamentary correct way.

Be Courteous: Treat all members the same. Never distract others, or the speaker, with inappropriate remarks or actions.

Consider Suggestions: Don't become defensive when others express ideas you don't agree with. Instead, use their suggestions to refine and develop your own ideas.

#### 4. HAVE A WELL-PLANNED PROGRAM

The program topics should be decided by the entire club. A program committee can do much to improve the programs you have at club meetings. When you members are involved in deciding, they will be more interested in the topics.

#### 5. USE RECREATION TO GET MEMBERS BETTER ACQUAINTED AND COMFORTABLE WITH ONE ANOTHER

If your club has no recreation leaders – you're in trouble. Get them fast. Remember why 4-Hers come to meetings? If there is no fun and no time to socialize, they will not be back. Don't leave recreation to the youngest club members. Get members who are enthusiastic and responsible to take this office. County camp counselors would make good recreation leaders for your club.

#### 6. DELEGATE TASKS AND RESPONSIBILITIES TO CLUB MEMBERS THROUGH COMMITTEES

There are two basic kinds of committees: standing and special. Standing committees are active throughout the year such as: program, membership, recreation, awards or finance. These committees should report at each club meeting. You can refer business to these committees throughout the year.

Special committees are active for special problems or events. They are usually assigned to do one thing. Sometimes these committees are referred to as "ad hoc" committees. Ad hoc is Latin for "for this purpose only". Examples of special committees might be Share the Fun, Community Pride, club trip, etc.

Committees are useful in accomplishing club business because they can:

- Get more accomplished
- Spread the workload
- Put more effort on a problem or into an event
- Develop leadership
- Involve more club members in meaningful roles

Any member can move to refer a proposal to a committee. When the member's motion is seconded by another member and receives a majority vote, the president must appoint such a committee. The president appoints several members, usually three, but always an odd number. The committee is instructed to meet and report their finding at the next club meeting.

The following points should be kept in mind as you work with committees:

- As president, you have the authority to appoint members to committees.
- Be sure your committees know their assignments clearly.
- Designate an older member or junior leader as chair.
- Appoint an adult leader to serve as “advisor”.
- Let committees know when their reports are due. It is a good idea to put the committee on each club meeting agenda until they are completed with their work.
- When you give your instructions to the committee, include any special limitations. . . .such as how much money has been budgeted, to whom they are responsible, etc.
- Check with the committee between meetings to see that they are doing the necessary committee work.
- Divide responsibilities between president and vice-president. Perhaps the vice-president might assume the role as committee coordinator.
- Follow up on the committee before the next meeting.

## 7. LEARN TO LEAD DISCUSSION AT YOUR CLUB MEETINGS

Discussion is important at the club meeting in order to involve all members in making club decisions. If everyone’s ideas are included in a decision, they will feel better about the decision and be more cooperative in doing their share.

The discussion leader at the club meeting is usually the president. However, a committee chairperson or junior leader may lead a discussion to get ideas and/or make a decision about a specific business item.

**Responsibilities of the discussion leader include:**

- **Begin the Discussion.** Announce the topic; tell why it is important; help members feel that their ideas are needed; explain time limitations on discussion.
- **Encourage Participation.** Recognize persons who have not yet responded; refer questions to the group; know about the subject, but don’t talk too much; don’t worry about silence at the beginning, ask questions to start things rolling.
- **Keep Discussion on the Topic.** Be sure everyone can hear; act as referee; don’t permit side conversations; keep contributions brief; summarize frequently to indicate progress.
- **Close Discussion Effectively.** Indicate progress made, differences resolved, courses of action considered, agreement reached on future action; ask members if they believe your summary is accurate.

The president should know how to handle these frequent problems that may happen when he/she says, *"Is there any discussion?"*

A. PROBLEM: No one has any ideas or few persons will share ideas.

Possible Solutions:

1. Ask questions such as (be specific):

- Roger, what is your opinion of. . . .?
- John, from your experience at county fair, would you. . . ?
- Does anyone know of situations where this has worked?

2. Use a special technique such as the following

- Buzz group – when member ideas are needed to solve a problem, divide the group into small groups and have each small group report back in a short time on their best ideas.
- Circle Response – Call on each person in the group for ideas. If the person is not ready to share, he/she can say "pass". The secretary can make a list of the ideas for the group to review.
- Brainstorming – Divide the group if it is too large. A time limit must be set and during this time limit the group members tell every idea they can think of. There is no time to discuss or judge the ideas. That comes after brainstorming. In the rules of brainstorming, no idea is dumb or impossible. All ideas are accepted. The time limit should be short (2-3 minutes).

B. PROBLEM: Discussion is not solving the problem.

Possible Solutions:

1. Ask questions to redirect the discussion such as:

- That's interesting, but just how does this point fit into the issue being considered?
- Let's take a look at the problem from another point of view. What would the person looking at the display be interested in learning?
- Are we missing some important information?
- We haven't heard from several members. Would they be willing to share their ideas with us?

2. Propose that a committee be appointed to consider information presented, locate additional information, and to propose a course of action for the club.



C. PROBLEM: Time is short and there is need to make a decision.

Possible Solutions:

1. Tell of time limitation and ask for motion or proposed decision such as:
  - May I ask for two or three final comments before we close?
  - According to my watch, we're scheduled to finish discussion in about five minutes. Is there a final comment?
  
2. Summarize discussion and propose a decision such as:
  - It would appear that our group favors several courses of action. Would someone like to make a motion regarding the first suggestion so we can either vote to accept or reject it?
  - As I listen to the discussion, I hear the group saying that we should have a Share the Fun act. Would anyone like to make a motion in that regard?

\*Note: Carefully stated questions keep the discussion moving in the desired direction. If the president or club leader shares personal opinions about the subject in other-than-question form, the discussion will probably end.

## **BASIC PARLIAMENTARY PROCEDURES FOR THE 4-H CLUB MEETING**

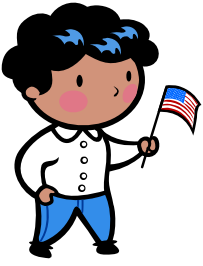
The president prepares an agenda to use at the meeting. The Agenda is usually prepared with the club leader.

Officers are not the only ones who should know basic parliamentary procedure. Club members should be helped to learn them too. Demonstrations of parliamentary procedure are useful at club meetings. (First, however, if officers do not understand parliamentary procedure, you will have to arrange to train them.) Officers and leaders should be able to teach the basics that they want to use in their club. Demonstrations should be presented at each club meeting until members learn the basic points. Clubs may also appoint a parliamentarian to listen to business and report to the club on how they are doing at the conclusion of each meeting.

To learn more about parliamentary procedures, to understand the types of motions and to study how to correctly conduct meetings in a parliamentary fashion, study A Handbook for Effective Meetings. A good book the club may want to purchase for use at club meetings is Robert's Rules of Order. You can also borrow the book, The First Book of How to Run a Meeting from the Extension 4-H Office. This would be an excellent book for you to read to get a good understanding of the basics of parliamentary procedure.

The Procedure Demonstration can be used at your club meeting. You will find the Procedure Demonstration at the end of this guide. You can also request the 4-H agent or a county council officer to teach your club.

## PARLIAMENTARY PROCEDURE



Is the Right of the Majority to Decide  
Is the Right of the Minority to be Heard.  
Is the Right of the absentees to be Protected.  
Is the Consideration of one Thing at a Time.  
And is Order, Courtesy and Justice for All.

Here are some of the basic parliamentary procedures you need to know and use as club president:

### **MOTIONS**

A motion is a way of getting your idea before the group. In order to do this your members must know the rules. Once they know them, they will find that making a motion is really easy.

### HOW TO MAKE A MOTION

A proposal for action is made in the form of a motion. For the group to consider the motion, at least two members must be in favor of it. The first member makes the motion. The second member seconds the motion, to show approval.

Motions should be expressed in an affirmative manner – that is, they should suggest that the club do something, rather than it not do something. The following is an example of a main motion:

*"I move that the club pay ten dollars for each member attending summer camp."*

### HOW TO PRESENT A MOTION

There are eight simple steps in presenting a main motion.

1. The member rises and addresses the president.
2. The member is recognized by the president.
3. The member states the proposal. *"I move. . ."* (not, *"I make a motion that".* .)
4. Another member seconds the motion.
5. The motion is restated by the president.
6. The president conducts the discussion.
7. The president puts the discussion to a vote.
8. The president announces the result.



# HOW VOTES ARE TAKEN

## VOICED VOTES

A voiced vote is the most common and easiest way of taking the vote of a group. The president states the motion to the club, then says: *"All those in favor say 'Aye'."* When you have heard their response, say: *"All those opposed say 'No'."*

By the volume of the response you can determine which side has the greater number of votes. Then announce the results. Any member who doubts your decision may request a recount by a show of hands or a standing vote.

## SHOW OF HANDS

In the method the members indicate their vote by raising their right hands. The president says: *"All those in favor, please raise your right hand."* When these have been counted by the secretary, say: *"Those opposed raise your right hand."* These are counted and the president announces the results. *"The Ayes have it and the motion passes."* or *"The Noes have it and the motion is defeated."*

## RISING OR STANDING VOTE

In most cases a vote by voice or a show of hands will do. If there is any doubt about the results however, the president can call for a rising vote. You would say: *"Those in favor of the motion please rise and be counted."* After these have been counted, say: *"Be seated. Those opposed to the motion, please rise."* The president and the secretary count the votes. After the count has been taken, the president states the number for and the number against the motion and announces the result.

# CONDUCTING OFFICER ELECTIONS

In the constitution and bylaws of your club there should be directions for the election of your officers. You should see to it that these directions are carried out. If your constitution gives no such directions, any member may propose a motion suggesting the means of electing officers.

## NOMINATIONS BY COMMITTEE

At least two months before the election date, appoint a nominating committee. The committee's purpose is to present to the club members a slate of nominees (a list of candidates), for the various offices. Names for the list may be suggested to the committee by any club member.

The committee chairperson presents the committee's report at the club meeting. The report is the slate of candidates for each office. The presentation of the slate does not mean election. The club members at the meeting have a right to make additions to the slate.

If none are made, the president asks: *"You have heard the proposed slate of the committee. What is your pleasure?"* If the group is ready to vote, the president calls for the question. *"All those in favor of the submitted slate say 'Aye'. The officers have been duly elected."*

## **NOMINATIONS FROM THE FLOOR**

This method of nominating is less formal. It is used in most clubs. Inform the members that nominations are in order as follows:

*"Nominations are in order for the office of (name the office)."*

A member rises, is recognized, and states: "Mr. (or Madam) President. I nominate James Scott for president." The president receives the nomination and states:

*"Mr. James Scott has been nominated for president. Are there any further nominations?"*

Members may continue to nominate for this office. When you feel that all members have had enough time, ask:

*"Are there any objections to closing nomination for president? There being none, the nominations are closed."*

The same procedure is used for the nomination of the other officers. Nominations need not be seconded, but they do not hold unless they are accepted by the nominee. If the nominee declines, the name must be withdrawn.

## **CLOSING NOMINATIONS**

This may be done in two ways: (1) the president may declare nominations closed if there is no objection; or (2) any member may make a motion to close the nominations. The usual procedure is that the president asks:

*"Are there any further nominations for the office of president? The chair hears none. Nominations for that office are closed, and will proceed to vote."*

Nominations may be reopened by a motion from any member. It is not debatable and requires a majority vote. This is to protect the group from hasty action by the president.

## ELECTIONS

Because of the personal nature of the elections, it is best that they be held by secret ballot. This preserves your right as a member to the privacy of your choice, and it also protects the candidates from embarrassment.

When there is only one candidate proposed for an office, the president may declare the candidate elected without balloting. More than one candidate for a position requires the use of the written ballot. Unless otherwise stated in the constitution, a majority elects the candidate. If there is a tie vote, the president may cast the deciding vote (unless the president has already voted). In such a case, additional elections are held until a majority vote is received by a candidate.

When there is more than one office to be filled, it is easiest to hold separate balloting for each post. In all cases the counting of votes is done by tellers.

## PARLIMENTARY PROCEDURE

is the **BEST WAY** to  
**GET THINGS DONE**  
at meetings.

**BUT – it only works if YOU use it right!**

- ❖ **Make Motions** that are in order
- ❖ **Obtain the Floor** properly
- ❖ **Speak** clearly and concisely
- ❖ **Obey** the rules of debate

And most of all,

**BE COURTEOUS.**



# PARLIAMENTARY PROCEDURE DEMONSTRATIONS

To utilize these demonstrations, ask other officers to take the parts in the scripts. You will have to make copies for them before your meeting. Do one of these at each meeting as a way of teaching other club members proper procedure. These demonstrations show how parliamentary procedure can help with your meetings.

## Demonstration #1 Making a Main Motion

Three people are needed for this demonstration: president, treasurer and member.

Situation: The president is calling upon the treasurer to present an outstanding bill.

**President:** Are there any outstanding bills to be presented?

**Treasurer:** Mr. President

**President:** Yes, Bill.

**Treasurer:** I move that the following bills be paid:  
\$7.75 to Mrs. Green for party decorations  
\$9.50 to Mrs. Smith for officer training lunch.

**Member:** I second the motion.

**President:** The motion has been made and seconded that the following bills be paid:  
\$7.75 to Mrs. Green for party decorations  
\$9.50 to Mrs. Smith for officer training lunch.  
Is there any discussion?  
Hearing none, we will vote on paying the two bills.  
All in favor say 'Aye'. (wait for response)  
All opposed say 'No'. (wait for response)  
The 'Ayes' have it, the motion carries.  
The treasurer is instructed to pay these two bills.



## Demonstration #2 Making Two Motions to Handle The Question Before the Group

Four persons are needed for this demonstration: president, members-Bob, Joyce, Chris.

Situation: It is time to begin planning the annual club banquet. The president has asked the members to consider the subject of the annual club banquet.

**Bob:** Madame President

President: Yes, Bob.

**Bob:** I move that our club have an annual banquet and all parents, members and friends be invited.

Joyce: I second the motion.

**President:** It has been moved and seconded that our club have an annual Banquet and that all parents, members and friends be invited. Is there any discussion?

Chris: I think the banquet is a good idea, but who will take care of the arrangements?

**President:** If we decide to have a banquet, I will welcome a motion to appoint a committee. Is there any other discussion? Hearing none, we will now proceed to vote. We are voting on the motion that our club have an annual banquet and that all parents, members and friends be invited. All in favor, please raise your right hand. (count votes) All opposed, raise your right hand. (count votes) The motion passes.

Chris: Madame President.

**President:** Yes, Chris.

Chris: I move that the president appoint a committee of three members and one leader to plan the banquet, including date, time, place, program and cost.

**President:** Is there a second?

Bob: I second the motion.

**Joyce:** Madame President.

President: Yes, Joyce.

**Joyce:** A committee is a good idea. I hope they plan as well as they did last year.

**President:** Is there any other discussion? Hearing none, we shall proceed to vote. We are voting on the motion that the president appoint a committee of three members and one leader to plan the club banquet including date, time, place, program and cost. All those in favor say 'Aye'. (wait for response). All those opposed say 'No'. (wait for response). The motion passes. Please let me know tonight if you are interested in serving on this committee. I will appoint the committee after the meeting and ask that their report be ready at the next meeting.

## Demonstration #3 Adjourning the Meeting

Three persons are needed for this demonstration: president, members-Bob and Chris.

Situation: The prepared agenda is complete.

**President:** Is there any other new business? Hearing no other business, is there a motion to adjourn? Yes, Bob.

**Bob:** I move that the meeting be adjourned.

**Chris:** I second the motion.

**President:** A motion has been made and seconded to adjourn the meeting. All in favor, say 'Aye'. (wait for response). All opposed, say 'No'. (wait for response). The meeting is adjourned.

**Note:** A motion to adjourn is a privileged motion, and therefore, cannot be discussed, cannot be amended, and requires a majority vote to pass.



## THE LANGUAGE OF PARLIAMENTARY PROCEDURE

- Adjourn** to end a meeting officially. A motion to adjourn is undebatable.
- Agenda** a list of the order of work (business) to be considered.
- Amend** to change by striking out, inserting, substituting, or adding to a motion being considered.
- AYE or NO** yes or no in a voiced vote; a member can request a show of hands.
- Ballot** a written vote, which assures secrecy.
- By-Laws** set of rules of procedure; they are more specific than the constitution.
- Chair** short for chairman
- Chairman** the presiding officer, usually the president of the club.
- Constitution** the basic rules guiding a club.
- Decision of the Chair** a ruling made by the chairman. It may be appealed by a member;



<u>The Chair</u>	a majority vote settles the dispute.
<u>Division of The Assembly</u>	a request for a standing or show of hands vote, instead of a voiced vote of 'Aye' or 'No'.
<u>Floor</u>	the member recognized by the chairman is regarded as having the floor
<u>Gavel</u>	the traditional mallet used by the presiding officer to attain order; it is also a symbol of this high office.
<u>Incidental Motion</u>	a motion that assists in clarifying a main motion, or helps to speed up the business at hand.
<u>Informal Discussion</u>	free discussion of proposal without making a motion.
<u>Main Motion</u>	a proposal for action by the group. It must be discussed and voted on by the members.
<u>Majority Vote</u>	more than one-half the legal votes cast. Blank votes and members not voting are ignored in determining the majority.
<u>Minutes</u>	the record of a meeting. It is usually kept by the secretary, and is reported for approval of the members at the next meeting.
<u>Motion</u>	a proposal for action by the group. It should be introduced by the words, "I move that . . ." It should be affirmative.
<u>New Business</u>	motions presented for discussion for the first time.
<u>Nomination</u>	a proposal of a candidate for office. The nominee has the right to withdraw his/her name from consideration; a majority vote elects.
<u>Oppose</u>	to work actively against a proposal or candidate.
<u>Order of Business</u>	the same as agenda; the order in which items are taken up by the group.
<u>Out of Order</u>	a main motion is out of order when there is a main motion already on the floor. An amendment is out of order when it does not apply to the intention of the main motion or when more than two amendments are suggested. A remark or action is out of order when it violates the rights of any other member.

<b><u>Outrank</u></b>	motion that has prior claim to discussion outranks another motion; for example, the motion to adjourn the meeting outranks all other motions.
<b><u>Parliamentary Law</u></b>	the body of laws and regulations developed for the orderly conduct of a meeting.
<b><u>Point of Order</u></b>	a demand addressed to the chairman that a rule be enforced or a mistake be corrected; the chairman rules on the demand.
<b><u>Precedence</u></b>	the right of one motion to be considered before another. (See Simplified Chart of Motions.)
<b><u>Previous Question</u></b>	a motion to stop debate; requires a two-thirds vote; is not debatable; hence requires immediate vote.
<b><u>Put the Question</u></b>	a parliamentary phrase meaning take a vote – used when the chairman wants to take a vote. The chair asks: Shall the vote now be put?"
<b><u>Question</u></b>	proposal for action presented in the form of a motion.
<b><u>Question of Information</u></b>	request by a member for information; the form is, "I rise to a point of information."
<b><u>Question of Privilege</u></b>	request for the observance of a member's rights; usually refers to personal comfort, improper remarks, or the presence of non-members at the club meeting.
<b><u>Quorum</u></b>	number of members needed to hold a meeting; the bylaws indicate the percentage needed. In the absence of bylaws the quorum would be one more than one-half.
<b><u>Recess</u></b>	a request for a short break in a meeting; may be called for a definite number of minutes or at the discretion of the chairman.
<b><u>Reconsider</u></b>	a motion to review a previous decision.
<b><u>Refer to a Committee</u></b>	a motion to delegate a problem to a small group for special study, sometimes with the power to make a decision and carry it out.

<b><u>Report</u></b>	recommendations submitted to the group by a committee.
<b><u>Resolution</u></b>	a formal proposal submitted to the group; it usually gives reasons, which are prefaced with the word "whereas".
<b><u>Rising Vote</u></b>	a form of voting in which members stand and are counted being for or against a motion.
<b><u>Second</u></b>	endorsement of a motion; done by calling out, "I second the motion."
<b><u>Special Meeting</u></b>	a meeting called to discuss a single question and no other.
<b><u>Standing Committee</u></b>	a committee selected to handle only one aspect of club procedure, such as a membership committee or a finance committee. Standing committees have the same term of office as the officers, usually one year.
<b><u>Table</u></b>	to put a proposal aside for another time.
<b><u>Take From The Table</u></b>	renew a proposal. This requires a majority vote.
<b><u>Tellers</u></b>	members selected by the chairman to collect and count ballots.
<b><u>Tie Vote</u></b>	a vote in which each side has an equal number; the deciding vote is cast by the president if the president has not previously voted.
<b><u>Unanimous Vote</u></b>	a vote completely for or against; usually a show of confidence, as an election.
<b><u>Old Business</u></b>	a motion being discussed at a meeting, but interrupted by motion to adjourn; such a motion comes up at the next regular meeting as old business.

## SIMPLIFIED CHART OF MOTIONS

Motion	Purpose	Debatable	Amendable	Priority*	Vote
PRIVILEGE MOTIONS: Require immediate action because they involve personal rights.					
Adjourn	Close meeting	No	No	(1)	Majority
Recess	Interrupt meeting	No	Yes	(2)	Majority
		(as to time)			
Question of Privilege	Assert rights	No	No	(3)	Chair rules
SUBSIDIARY MOTIONS: Motions used to dispose of or change main motions.					
Place on the Table	To put aside or postpone	No	No	(4)	Majority
Order previous question	Close debate	No	No	(5)	Two-thirds
Postpone to a definite time	Delay action	Yes	Yes	(6)	Majority
		(as to time)			
Refer to Committee	Needs more study	Yes	Yes	(7)	Majority
Amend modify	Change or	Yes	Yes	(8)	Majority
INCIDENTAL MOTIONS: Motions that arise during debate; are readily settled.					
Point of order	Assert Rights	No	No		Chair Rules
Point of Information	Request Information	No	No		Chair Replies
Appeal the decision of the Chair	Assert Rights	Yes	No		Majority
Parliamentary Inquiry	Request to clarify rules	No	No		Chair Replies
Nominate	Elections	Yes	No		Majority
PRINCIPAL MOTIONS: the final action to be taken; or change of mind.					
Main motion business	To propose new	Yes	Yes	(9)	Majority
Special order of business	To speed up action	Yes	Yes		Majority
Reconsider	Change a decision	Yes	No		Majority
PRIORITY (precedence) – the right of one motion to be considered before another.					



# MY CHECKLIST OF SKILLS AS CLUB PRESIDENT

\_\_Do I understand the principles of democracy?

\_\_Do I delegate tasks to others?

\_\_Do I understand how a 4-H meeting is run?

\_\_Do I involve the vice-president?

\_\_Do I understand how to use basic parliamentary procedure?

\_\_Do our officers function as a team?

\_\_Do I involve all members in meetings?

## CLUB MEETING CHECKLIST

### POINTS TO LOOK FOR IN A GOOD 4-H CLUB MEETING

\_\_\_\_\_ 1. Do the officers and leaders check meeting plans beforehand?

\_\_\_\_\_ 2. Does the president call the meeting to order on time?

\_\_\_\_\_ 3. Does the president keep the meeting moving smoothly?

\_\_\_\_\_ 4. Does the meeting close on time?

\_\_\_\_\_ 5. Do all officers use correct parliamentary procedure?

\_\_\_\_\_ 6. Is the business part of the meeting short and snappy?

\_\_\_\_\_ 7. Are guests and/or new members introduced and made to feel welcome?

\_\_\_\_\_ 8. Does the meeting have variety?

\_\_\_\_\_ 9. Is there recreation and/or singing?

\_\_\_\_\_ 10. Is there a special program in addition to the business meeting?

\_\_\_\_\_ 11. Is the educational program of interest to everyone?

\_\_\_\_\_ 12. Did everyone learn something?

\_\_\_\_\_ 13. Do officers avoid doing all the talking?

\_\_\_\_\_ 14. Is there at least one demonstration?

\_\_\_\_\_ 15. Is there an opportunity for members to get to know each other better?

\_\_\_\_\_ 16. Do leaders avoid doing all the talking?

\_\_\_\_\_ 17. Do all or most members take part in the meeting?

\_\_\_\_\_ 18. Is the recreation suitable to the meeting place and group?

\_\_\_\_\_ 19. Is there common courtesy between officers and members?

\_\_\_\_\_ 20. Are leaders given a chance to voice their opinions?

\_\_\_\_\_ 21. Was there a balance of fun, learning and socializing at the meeting?

\*Suggestions for improvements: