

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 orderPresident _____
“This meeting will now come to order.”

Pledge of Allegianceled by _____
“Please stand for the Pledge of Allegiance led by _____.”

4-H Pledgeled by _____
“_____ will now lead us in the 4-H Pledge.”

Roll CallSecretary _____
“The secretary will now call the roll.”

Introduction of VisitorsVarious members _____
“At this time would members please introduce their guests.”

Minutes from Previous MeetingSecretary _____
“The secretary will now read the minutes of the previous meeting.”

Approval of MinutesPresident _____
**“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 ReportTreasurer _____
“May we have the treasurer’s report.” This report and other
officer reports do not require further action.

Committee ReportsVarious 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.)

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.”**