Suggestions For
4-H Club Officers
The Presiding Officer may be called a speaker, a chairman, or a president. He should speak of himself as "the chair" and should never say "I" when presiding. He may not make, second, or discuss a motion while occupying the chair. If he wishes to do so, he calls upon the vice-president or some other member to preside and should follow the regular rules applying to members. The presiding officer always has the right to vote but does not usually do so, except when the vote is by ballot or roll call or when the vote is a tie.

Duties of Officers

President
1. Is regular and prompt in attendance. Contacts vice-president in advance of any necessary absence.
2. Is prepared with agenda for each club meeting. Checks at beginning of meeting to see that all officers are ready to fulfill the duties of their office.
3. Calls meetings to order at the appointed time.
4. Stands at all times except:
   (a) when secretary is reading the minutes or calling the roll;
   (b) when committee reports are being given;
   (c) when a speaker has the floor.
5. Conducts meeting according to correct parliamentary procedure. Keeps order.
6. Restates motions.
7. Recognizes members who rise to speak.
8. Confines debate or discussion to the motion under discussion.
9. Puts motion to vote and announces the results.
10. Appoints committees, seeing that all members are given duties as officers or on committees.
11. Serves as ex-officio member of all standing committees.
12. Presides at meetings of club executive committee.

Vice President
1. Presides over 4-H meeting if President is absent. (Study duties of President and be ready to take his place in case he is absent.)
2. Serves as chairman of the program planning committee.
3. Introduces program participants.

Secretary
1. Keeps records of club membership.
2. Keeps secretary's record book up-to-date.
3. Calls roll at each meeting and keeps attendance record.
4. Reads minutes of previous meeting.
5. Writes minutes of each meeting.
6. Notifies members of meetings or special club activities.
7. Conducts necessary club correspondence.

Treasurer
1. Has charge of all the money taken in by the club.
2. Keeps an accurate record of funds and is ready to give an itemized account of funds on request of members or leaders.
3. Gives a report each meeting of money collected, bills paid, and current balance.
4. Pays club bills as authorized by members.

Song Leader
1. Leads singing or arranges for someone to lead singing at all club meetings and activities.
2. Teaches new songs.
3. Arranges musical programs for special 4-H events and activities.

Social Chairman
1. Arranges a recreational program for each club meeting.
2. Serves as chairman of the social committee.
3. Builds or keeps up-to-date a scrapbook or reference file of games and party ideas and passes them on to the succeeding social chairman.

News Reporter
1. Writes news story of each club meeting for newspaper.
2. Writes news stories of special club activities or of special achievements of club members.
3. Serves as chairman of the publicity committee.
4. Builds or keeps up-to-date a scrapbook of all publicity about the club. This may be shown in club exhibits. It should be passed on to the succeeding news reporter for reference.

Reference:
4-H Club Reporters Handbook

Order of Business

Call to Order
President stands, raps on table and says, “The meeting will please come to order.” Introduces club members who will lead Pledge of Allegiance and 4-H Club Pledge.

I Pledge:
My Head to clearer thinking,
My Heart to greater loyalty,
My Hands to larger service,
My Health to better living,
For my club, my community, my country, and my world.

Roll Call
President says, “Will the Secretary call the roll?” Indicate the manner in which members are to respond.

Some suggestions for roll call:
- a one sentence report on my 4-H project.
- something interesting I saw on the way to the meeting.
- something interesting I did since the last meeting.
- name a flower, a tree, animal, bird, etc. and tell something about it.
- my favorite quotation.
- describe your favorite game.
- name a country and tell something about it.

Reading of Minutes
President says, “The Secretary will please read the minutes of the last meeting.” Secretary reads minutes. President says, “You have heard the minutes. Are there any additions or corrections?” (Pause) “If not, they will stand approved as read.” If corrections are necessary, they may be made by members of the group upon standing and addressing the chair. After all corrections have been made, the President says, “The minutes stand approved as corrected.”

Treasurer’s Report
President says, “We will now have the treasurer’s report.” Treasurer stands and reports balance on hand, and itemized receipts and expenditures since the last meeting. President says, “Thank you. Are there any questions about the treasurer’s report?” (If questions, they are clarified.) “The treasurer’s report will be accepted as read.”

Committee Report
President calls upon the chairman of any standing or special committees which have reports to make. Example, “May we have the report of fair booth committee.” Chairman gives committee report and concludes by saying, “Mr. President, I move that this report be accepted.”

President: “Is there a second to this motion?”
Club member rising, “I second the motion.”
President: “You have heard the motion to accept the report of the committee. Is there any discussion? If not, are you ready for the question? All in favor signify by saying ‘Aye,’ opposed ‘No.’ “The motion is carried (or lost).”

Unfinished Business
President says, “We will now consider any unfinished business from the last meeting.” This includes tabled motions, or further action on items discussed at the last meeting. The same formula is used for passing a motion as given above.

New Business
President says, “Is there any new business to come before this meeting?” Any new business is presented in the form of a motion from the floor. A motion must be presented and seconded, then opened to discussion before it is voted on.

Program
President says, “The meeting will now be turned over to the program chairman.” Introducing an outside speaker: “We have with us today a man who is an authority on poultry, Mr. _______ Extension poultry specialist from the Pennsylvania State University, who is going to speak to us on (Be sure to get his title correct).” Introducing club member speakers or demonstrators: “Today David Maxwell and Sally Baker are going to demonstrate (Be sure to get title correct).” The chairman concludes the program by thanking the
speaker and indicating that the club has profited by the presentation.

Announcements, Comments, or Suggestions
President says, "Are there any announcements? (Pause) We are always glad to hear from any of our visitors or parents." (Be sure to thank anyone who makes a suggestion.)

Adjournment
President says, "If there is no further business, do I hear a motion for adjournment?" Motion is made, seconded, and voted upon. (A motion for adjournment is not open to discussion). President says, "The meeting is adjourned."

Suggestions for Smoother 4-H Club Meetings

Motions
There are five parts to passing or rejecting a motion: (a) Motion is made from the floor. (b) Motion is seconded from the floor. (c) Discussion - everyone is given a chance to speak for or against the motion. (d) Vote by voice vote or by show of hands. (e) Announce outcome of vote.

Amendments
An amendment is a motion, to change, or modify a previous motion. An amendment must be seconded, is debatable, and may be amended. The proper form for an amendment is, "I move to amend the motion by:
1. Striking out a certain word or words, or a sentence.
2. Inserting or adding certain words, or a word, or a sentence.
3. Substituting a motion for the one being considered.
An amendment must be voted on before the original motion. If the amendment is carried, the question is then put as amended and must be voted upon as a whole. If the amendment is lost, the motion is voted on as originally stated.

Election of Officers
It is sometimes helpful to have a nominating committee, which should nominate at least two persons for each office. If a nominating committee is used, this report must be accepted by the meeting the same as any other committee report.

If a nominating committee is used, it is always in order to nominate others from floor. It is not necessary to second a nomination.

Before proceeding to an election, whether nominations have been made by a committee or from the floor, the chair should inquire if there are any further nominations. If there is no response, he declares the nominations closed. In very large groups it is customary to make a motion to close the nominations, but until a reasonable time has been given, this motion is not in order.

Elections are usually made by ballot, or show of hands with eyes closed.

Tellers should not be nominees nor anyone who has made a nomination unless the club is very small.

After an election the President should say, "I declare __________ elected to the office of __________." etc.

Present officers perform their official duties until new officers are installed.

Caution: If a nominating committee is used, there is always a danger that good officer material will be defeated for one office and will not be nominated for another. Therefore, it should be remembered that any club member defeated for one office can be nominated for another from the floor.

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