



COOPERATIVE EXTENSION  
UNIVERSITY OF CALIFORNIA

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Sonoma County 4-H

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## OFFICER TRAINING MANUAL

# PRESIDENT AND VICE-PRESIDENT

## DUTIES AND SUGGESTIONS

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## PRESIDENT AND VICE PRESIDENT

### RESPONSIBILITIES OF THE PRESIDENT

*The president provides leadership to the officer team in defining the clubs goals, activities, and programs for the year. The president facilitates (leads) the monthly club meetings, ensures that officers provide reports on club business, and Strives to engage all members in club committee and program activities.*

#### **General Duties**

- Lead the team of club officers in identifying annual goals, activities, and events.
- Meet with club officers and the officer advisor prior to each club meeting to plan the agenda.
- Chair the club business meeting.
- Ensure that officers have reports and activities prepared for the club meeting.
- Ask the vice president for programs to chair the meeting, when unable to attend.
- Communicate with officers and the office advisors regularly
- Appoint members to participate on club program and activity committees.
- Ask for volunteer leaders to advise and coach committees.
- Become familiar with parliamentary procedures and consensus methods of making decisions.

Being organized is the most important thing in managing successful club meetings, and organization requires planning. To develop effective meetings, allow two hours of planning time for each hour of meeting time.

opinions.

- Appoint committees as needed, encouraging participation so that each member can serve on a committee at least once during the year.
- Have members approve, by budget approval or specific request, all funds spent by the treasurer.
  - Decide parliamentary points of order fairly and cast the deciding vote to resolve tie votes.

#### **End of Year**

- Appoint a committee of members and leaders to audit the treasurer's records.' This review process ensures clear, accurate, and complete financial records.
  - See that the club officers give their completed books or year-end reports to the club advisor by the due date set by the club.
- Remember to thank club officers and the advisor for their cooperation and support as you leave office.

#### **At Club Meetings**

- Begin and end the meeting on time.
- Follow the planned agenda.
- Appoint an alternate recording secretary if the elected one is absent.
- Guide the meeting. During discussions, focus on discussion leadership, not your own

#### **More Information**

- Decision Making section of this manual
- Club Planning section of this manual
- Appendix: Presidential Phrases
- Appendix: 4-H Club Business Meeting Agenda Guide
- Appendix: Club Meeting Planner
- Appendix: Annual Club Planner

## PRESIDENT AND VICE PRESIDENT

### VICE-PRESIDENTS

You and all officers of 4-H groups are representatives. You represent not only the local group but the whole 4-H program throughout the state. Your skills and abilities, standards and ideals, grooming, speech and even smiles represent the California 4-H members. Representing others is one of your most important responsibilities because it exists at all times—not just while you are at the 4-H meetings. Those who are not acquainted with 4-H will judge it by its officers.

#### **Checklist for vice-presidents**

- I consult with the president on plans or special work to be done.
- I preside at the meeting in the absence of the president.
- I represent my group at other events in the absence of the president.
- I work with the leaders and other officers on committees and other group activities.
- I serve as chair of the program committee to help plan group meetings and activities.
- I check with those responsible for the program to see if they are ready or need assistance.
- I introduce program participants.
- I remember to thank the people who are on the program.

#### **Guidelines for program chair**

The vice-president of the group serves as chair of the program committee, introduces the program participants and thanks the people who present the program.

#### **Introducing the program participants**

Introduction of the participants can be very brief. You will want to include:

1. The presenter's name
2. A little about his or her background
3. The title or subject matter of the presentation

A good example—

Lynn Oakland is our club's guest speaker this evening. He is one of our city firemen and is president of the county Audubon society. Tonight he will speak to us about purple martins. Now I present Mr. Oakland.

#### **Thanking the people who present the program**

Thank you speeches are to be 30 seconds to 1 minute in length. Do not write notes for the thank you speech. Listen to the speech for worthwhile qualities. Express thanks for one or two of the following:

1. Thought
2. Preparation
3. Useful information

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4. Special news to the group
5. A long journey to your meeting

A good example—

We would like to thank Mr. Oakland for the exciting program about purple martins. It has been especially interesting to learn about the community these birds develop. We appreciate your informative talk.

### **Helping your group plan meetings**

If you will involve all of the members of your club in the program planning, you will find that more members will be actively involved in making your programs work. This will help make everyone in your club more enthusiastic about coming to your meetings.

To do this, you must first agree as a group upon some things you would like to accomplish together. We refer to these desired outcomes as goals. In identifying group goals, you must incorporate individual member's goals. Youths, parents and leaders all have ideas about what they would like to accomplish during the year, and they need a chance to express them. There are many interesting ways to survey the members of your group.

The following ideas are from Steps in 4-H Program Planning, "Gathering Ideas," page 4.

### **Idea-gathering exercises**

#### **Fish bowl**

A few people (about six) sit in a circle of chairs in the middle of the room and talk about the things they would like to do or to have done in 4-H. The rest of the members listen to what is being said. Only the people in the circle talk. Any other member who wants to participate in the conversation must tap one of the people in the circle on the shoulder and take that person's place in the fish bowl. Appoint someone to record what is being said for the planning committee.

#### **Brainstorm**

Let all members have a part in setting the goals by dividing them into groups of five or six. Each group has 10 minutes to write down ideas for everybody to see. Members should be encouraged not to evaluate or criticize the statements of others.

The purpose of this activity is simply to generate as many different ideas as possible. Groups should be creative! It may be fun to sit on the floor and list ideas on large sheets of paper. Discuss the possibilities and eliminate the ones that do not meet the group needs right now. Vote on the remaining alternatives. Those receiving the most votes become the goals of the group. Have someone record the list of goals for future use.

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### Sharing ideas

Tape a large piece of paper to the wall. As people arrive, ask them to write at least one thing they would like to do in their 4-H club meetings during the year. Using markers or crayons in many colors can make it a more enjoyable activity.

### Rank order

This is a variation of brainstorming. All members of the group sit in a circle. One volunteer acts as recorder and writes down all ideas. You may need to start the wheels turning by offering several ideas; then encourage members to add to the list. All ideas are good ideas at this stage of the game. When possible ideas are recorded, look over the list and discuss the pros and cons of each one. Each member then privately rank-orders (numbering in order of choice-1, 2, 3, 4...) his or her choices of goals. Tally the results, discuss those selected and then record goals.

When all members have had a chance to share their ideas, you are ready to identify some goals that are common to the group that could become the group goals for the year. Some examples of goals groups have chosen are listed here. Yours may be quite different.

- to get to know more about each person in the club
- to provide a service to our

community

- to learn something more about our community
- to learn more about (a topic in safety, boy and girl relations, nutrition, health, etc.)

Do not set too many goals. You need to concentrate on just enough goals so it is a challenge to reach them. Five a year would be plenty, because you will need several activities to reach each goal, and you may only have 10 or 12 meeting times to do so.

Once you are clear as a group about the direction you want your club to go (goals), you are ready to decide upon activities you will use to get there (reach your goals). Use the same methods you used in goal-setting, to get ideas from your group for activities. This will be much easier than goal-setting.

When your group has agreed upon the activities it will pursue for that year, members will need to make lists of all the things that must be done to make each activity work. For example, one group decided to make valentines for people in a care home for Valentine's Day. (GOAL: to provide a service to the community). Their list included:

- need someone to buy and bring paper, doilies, paste or glue, scissors, markers, etc.

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- need someone to contact the care home to get their OK and to obtain a list of residents who would like to have a visitor and a valentine.
- need someone to organize enough cars to transport members to the care home.
- need someone to provide some patterns for the valentines and some direction during the time they are being made.
- need someone to find out how many people will be attending and work with the car person(s) to make sure everyone has a ride.

When lists are completed, ask members to sign up for the things they are willing to do. Be certain members, leaders, parents or resource people are designated to be responsible for each part of the program. Ask for volunteers by passing around activity worksheets or by sending them home.

Your role as program chairperson will be to coordinate all of this to be sure members

remember to take care of their responsibilities. If no one signs up for an activity, throw it out because it is a good indication people are not very interested in doing that particular thing.

Be sure certain member, leaders, parents or resource people are designated to be responsible for each part.

Planning alone is not enough to make a successful 4-H program. To accomplish this, check with people to see that plans are being carried out. At the end of each meeting allow some time to find out how members reacted. At the end of the year ask your group to look at your total program and record feelings and ideas for the next year's planning committee.

1. Survey the member's interests
2. Select planning committee
3. Plan the program
4. Have the group approve the plan
5. Coordinate responsibilities
6. Evaluate

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### PRACTICE FOR VICE-PRESIDENTS

*Problem:*

The yearly program has been planned by the vice-president and the program planning committee does not seem interesting to other group members. Some have said they are so bored they are going to stop coming to the meetings. What action should be taken on this problem?

*Solution:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Problem:*

The 4-H meetings never start on time because half the members and the president are late in arriving. Can you as vice-president do anything about this problem?

*Solution:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Problem:*

The Clover Clan 4-H group presented their Share-the-Fun act as part of your group program. Six of their members acted out a skit entitled "Excitement at the County Fair." What would you say to thank them?

*Solution:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### PARLIAMENTARY RULES

**Rule:**

Only one member speaks at a time, after being recognized by the president.

**Rule:**

There can be only one motion before the group at a time. The steps to pass a motion are:

1. Member is recognized and makes motion
2. Another member seconds the motion
3. Discussion guided by president
4. President restates the motion
5. President calls for vote

**Rule:**

If a motion is amended, vote on the amendment before voting on the original motion. Then, vote on the original motion as amended.

**Rule:**

A motion to adjourn is a "privileged motion" which means that it cannot be discussed. It requires a majority vote to pass.

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### The President Should:

- Preside over all the regular and special meetings of the local club
- Preside over all meetings of the Executive Board Committee of the local club
- Follow the order of procedure recommended by the club by-laws, which are based on the county council by-laws
- Be an ex-officio member of all committees in the club
- Call special meeting when necessary
- Prepare the executive board and club meeting agendas, and follow the agenda
- Set up a goals meeting with the club community leader and executive board
- Check with various committees prior to club meetings to check if they are ready to report
- Be familiar with parliamentary procedure
- Have good communication with the local club leader and officers
- Encourage participation by all members of the club
- Check calendar to hopefully not plan local club events that conflict with county events
- Appoint committees as needed
- Guide the meeting, but dominate the meetings
- Start meetings on time, adjourn meetings on time
- Have a sense of humor



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The Vice-President Should:

- Perform the duties of the President in their absence
- Serve as chairperson of the yearly program committee
- Be in charge of the programs when held at the club meetings
- The programs can be planned to help meet the goals of the club
- Look for new ideas for programs; suggest programs around a theme, like club judging night, or local presentation day, or local project fair
- If there is a program, make sure prior to the meeting, that the program presenters are prepared
- It would be helpful to know parliamentary procedures
- Have a sense of humor

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### SUGGESTIONS FOR MANAGING 4-H CLUB MEETINGS

#### **Order of business:**

1. CALL TO ORDER - President rises and says, "The meeting will please come to order."
2. PLEDGE OF ALLEGIANCE AND 4-H PLEDGE
3. ROLL CALL - President says, "Will the secretary please call the roll?"
4. INTRODUCTION OF GUESTS
5. READING OF MINUTES - President says, "The secretary will read the minutes of the last meeting." After the reading s/he will say, "Are there any additions or corrections? If not, the minutes stand approved as read." If there are corrections, the chair directs them to be made and "The minutes stand approved as corrected."
6. READING OF CLUB CORRESPONDENCE - President says, "Are there any letters to be read?" Secretary/corresponding secretary reads them.
7. TREASURER'S REPORT – President says, "Will the treasurer please give her/his report?" After the reading of the report the President says, "Will someone please move that the treasurer's report be approved? Who will second that motion? Is there any discussion? All those in favor say, Aye. Anyone opposed say no?" (Treasurer's report should be attached to the minutes of the meeting.)
8. REPORTS
  - a. Other officers, including reporter Standing Committees
  - b. Special Committees
  - c. Community Leader
  - d. CCC
  - e. Other
9. UNFINISHED/OLD BUSINESS
10. NEW BUSINESS - Any club member may bring new business before the club or the president may state the business and ask for a motion on it.
11. ANNOUNCEMENT OF PROGRAM FOR NEXT MEETING
12. SONGS
13. ADJOURNMENT OF BUSINESS MEETING - Motion must be made, seconded and carried before the president says, "The meeting is adjourned."

PROGRAM - The program is informal. It may be a talk by a guest; talk or demonstration by a club member or by a Project. It may be a regular work meeting.

SOCIAL AND RECREATIONAL ACTIVITIES – as planned by a committee appointed previously.

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GUIDELINE FOR LOCAL CLUB MEETING AGENDA

Agenda Item	Who is Responsible
Call to order	
Flag Salute and 4-H Pledge *	
Roll Call	
Reading of Minutes Motion to Approve Minutes	
Treasurer's Report Motion to Approve Report	
Presentation of Bills	
Motion to Approve Bills	
Officer's Reports: List officers who regularly have reports such as reporter, correspondence secretary, hospitality; then ask for other officer reports.	
County 4-H Council Report	
Committee Reports: Include all committees who have met and need to report.	
Project Reports	
Songs and/or Recreation **	
Old Business	
New Business: Appoint necessary committees	
Leader reports	
Program **	
Announcements	
Adjourn	

\* Can be done at end of meeting

\*\* Can move this around for variety or to adjust to type of program.

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**GOAL SETTING**

**Step I**

List of Possible Goals	Rank-order your choices 1, 2, 3, etc.
1. To have each member exhibit at the district fair.	
2.	
3.	
4.	
5.	
6.	

**Step II**

Give the goals the following test:

1. Is it right for the group at this time? (Is it realistic?)
2. Can it be reached in the time we have? (Is it attainable?)
3. How will we know when progress is made? (Is it measurable?)

**Step III**

Now go back and rank-order your goals on the right-hand column above – decide what you think is most important and rank no. 1; next most important is no. 2, etc.

**Step IV**

List top goals from Step III:

**Step V**

Some ideas or activities on how to reach these goals:

Example: All Club members exhibit at 4-H Fair	

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### THE “WHY” OF PARLIAMENTARY LAW

Parliamentary law is simple in principle. It is based largely on mere common sense and courtesy. It seems technical because it has been necessary to develop a special vocabulary for discussing it. If one knows the vocabulary, the rules come easily. For this reason, a glossary of common terms can be found in a book on Robert’s Rules of Order. This can be found in most school or public libraries.

### THE PURPOSE OF PARLIAMENTARY LAW

1. To enable an assembly to transact business with speed and efficiency.
2. To protect the rights of each individual.
3. To preserve a spirit of harmony within the group.

To achieve these purposes, always consider the five basic principles of parliamentary procedure:

1. Only one subject may claim the attention of the assembly at one time.
2. Each proposition presented for consideration is entitled to full and free debate.
3. Every member has rights equal to every other member.
4. The will of the majority must be carried out, and the rights of the minority must be preserved.
5. The personality and desires of each member should be merged into the larger unit of the organization.

### THE AGENDA OR ORDER OF BUSINESS

It is customary for every group to adopt a standard order of business for meetings. When no rule has been adopted, the following is the order:

1. Call to order:  
“Will the meeting please come to order.”
2. Reading and approval of minutes:  
“Are there any corrections to be made to the minutes?”  
“There being no corrections, the minutes will stand approved as read.”

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...OR...

“Are there any further corrections to the minutes?”....

“There being no further corrections, the minutes will stand approved as corrected.”

3. Reports of officers and standing committees:

Officers, boards, or standing committees should be called upon to report in the order in which they are mentioned in the constitution or by-laws of the organization.

4. Reports of special committees:

5. Unfinished business:

“We come now to unfinished business. Is there any unfinished business to come before the meeting?”

6. New business:

“Is there any new business to come before the meeting?”

7. Program:

8. Adjournment:

Unqualified form: Proposer moves for adjournment; motion is seconded; Chairman calls for a vote; action depends upon majority vote. This motion cannot be discussed.

Qualified form: Proposer moves for adjournment within a definite time or adjournment to meet again at a specified time; motion is seconded; chairman calls for discussion; a vote is taken; action depends upon majority vote.

### WHAT IS A MOTION?

1. Main Motions: Motions of this group have for their object the bringing up of questions, or propositions, before the assembly for consideration. Only one main motion can be considered at a given time by the assembly, and such a motion, when introduced, excludes all other main motions until it has been disposed of.
2. Subsidiary Motions: Motions of this group have for their object the modification or disposition of the main motion that is being considered. Their existence as motions depends entirely upon the principal motion to which they are subordinate. Since they relate to the question before the house, it is “in order” to propose them when a main motion is still before the assembly and to vote upon them before voting upon the main motion.
3. Privileged Motions: Motions of this group have no connection whatsoever with the main motion before the assembly, but are motions of such importance that they are entitled to immediate consideration. These motions have the privilege of setting aside temporarily the main business before the house.

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4. Incidental Motions: Motions of this group have few general characteristics in common, but for convenience have been grouped into one class. The name “incidental” has been chosen because they arise only incidentally out of the business of the assembly.

### HOW SHOULD A MOTION PROGRESS?

1. A member rises and addresses the presiding officer.  
The presiding officer should be addressed by the title, “Mr. President.” If the specific title is not known, it is always correct to use the term “Mr. (or Madame) Chairman.”
2. The member is recognized by the presiding officer.  
The chairman recognizes a member by his name, “Mr. Member”, or by a nod to him. Having thus received formal recognition from the chairman, a member is said to “have the floor” and is the only member entitled to present or discuss a motion.
3. The member proposes a motion.  
A motion is always introduced in the form, “I move that” followed by a statement of the proposal. This is the only correct phraseology. Aside from very brief explanatory remarks, it is not permissible to discuss the merits of a motion either prior to, or immediately following, the formal proposal of the motion. All discussion must wait until after the chairman has stated the motion to the assembly and has called for discussion.
4. Another member seconds the motion.  
Another member, without rising or addressing the chairman, may say, “I second the motion.” Seconding a motion is merely an indication that the member seconding it wishes the matter to come before the assembly for consideration. If no one seconds the motion, the chairman may ask, “Is there a second to the motion?” If there is none, he may declare, “The motion is lost for want of a second.”
5. The presiding officer states the motion to the assembly.  
When a motion has been properly proposed and seconded, the chairman repeats the motion to the assembly, or “states the motion.” After it has been formally stated to the assembly, it may be spoken of as a “question,” a “proposition,” or a “measure.”
6. The assembly discusses or debates the motion.  
After the motion has been formally stated by the chairman, any member has a right to discuss it. He must obtain the floor in the same manner as when presenting a motion. Normally the first person who asks recognition is entitled to speak, but when several members wish to speak or present motions, at the same time, certain guiding principles should determine the decision of the chairman:
  - a. The chairman should always show preference to the proposer of the motion.

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- b. A member who has not spoken has prior claim over one who has already discussed the question, or who has proposed another motion.
- c. If the chairman knows the opinions of the various members regarding the measure before the house, he should alternate between those favoring the measure and those opposing it.
- d. The chairman should recognize a member who seldom speaks in preference to one who frequently claims the attention of the assembly.

DISCUSSION MUST BE CONFINED TO THE QUESTION THAT IS “BEFORE THE HOUSE.”

7. The presiding officer takes the vote on the motion.

When all members who desire to discuss the question have done so, the chairman “puts the motion to a vote.” He may, before taking the vote, inquire, “Is there any further discussion?” or “Are you ready for the question?” If no one rises, the chairman presumes discussion is closed. He will proceed to take the vote by announcing, “All in favor of the motion (STATE THE MOTION) say ‘Aye’.” Following response from the assembly, the chairman then says “Those opposed say ‘No’.” If the chairman cannot determine from the volume of voices which way the majority has voted, he says “The chair is in doubt. Those in favor of the motion please rise.” After counting, he says: Be seated. Those opposed, rise. Be seated.” Another alternative is to simply call for a show of hands. Certain motions may be voted on by ballot.

8. The presiding officer announces the result of the vote.

The chairman formally announces the result of the vote, saying: “The motion is carried; therefore (STATE THE INTENT OF THE MOTION).” If a majority voted in the negative, “The motion is lost.” As soon as the vote has been announced by the chairman, another motion is in order.



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### TIPS FOR MEETING LEADERS

Remember, good meetings don't just happen. They are carefully thought out, well-executed events that affect the way your group or organization runs. Here are some final tips to help you, as a meeting leader, to improve communication.

#### DO:

- Start and finish on time
- Know what you want to say
- Have your materials ready
- Talk the participants' language
- Make your presentation simple and to the point
- Keep the meeting lively and moving forward
- Speak clearly
- Be confident and enthusiastic
- Take a break if the meeting runs too long
- Close on a positive note
- Make sure everyone understands what has been decided

#### DON'T:

- Dominate a meeting
- Let people drift off into other subjects
- Get upset when people disagree with you
- Try to be funny when you are not
- Make fun of anyone
- Allow arguments

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### OBSERVATIONS ON MEETING PRODUCTIVITY

This is a tool to guide the evaluation of a meeting by asking a series of questions. It can be used periodically to check on progress.

#### A. Orientation

1. How far did we get?
2. To what extent did we understand how/what we are trying to do it?
3. To what extent were we stymied by lack of information?

Notes:

#### B. Motivation and Unity

1. Were all of us equally interested and did we maintain interest in what we were trying to do?
2. Did the group feel united by a common purpose?
3. Were we able to subordinate individual interests to a common goal?

Notes:

#### C. Atmosphere

Was the general atmosphere of the group:

1. Informal or formal?
2. Permissive or inhibited?
3. Cooperative or competitive?
4. Friendly or hostile?

Notes:

#### D. Contributions of Members

1. Was participation general or uneven?
2. Were contributions accepted and tested by the group?
3. Did contributions indicate that those who made them were listening carefully?
4. Were contributions factual and problem-centered?

Notes:

#### E. Contributions of Special Members of the Group

1. How well did the leader serve the group?
2. Those in other special roles?

Notes:

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### THE QUESTION IS ON...

#### COMMITTEES

Committees are one of the most important working arms of a club. They contribute by:

- expediting the work of the larger group by working out details;
- offering potential for training leaders;
- giving access to various resources;
- allowing those specifically suited for one field to be involved.

#### SELECTING THE COMMITTEE

Important considerations to keep in mind are:

- one who has special interest in the topic to be purged;
- one who has the skills and knowledge needed;
- one who could benefit from the experience; and
- one who has access to needed resources.

The nature of the committee assignment determines whether or not representation should include (A) different opinions or points of view (B) different organizations (C) different geographical locations or a combination of A, B, and C (D) alternates.

If a member of a committee is unable to fulfill the assignment, the committee may continue to function since there will still be a majority to act. If the bylaws provide for alternates, the first alternate fills the vacancy and continues on the committee as a regular member in place of the original member.

#### THE CHAIRMAN

Responsibility of the chairman is to give leadership so that the group is stimulated into working as a cohesive unit.

#### SIZE OF COMMITTEE

The reason for appointing a committee is the advantage of greater efficiency and flexibility of a smaller group. Size will be determined by the number of people needed to accomplish the purpose.

#### INSTRUCTING THE COMMITTEE

The purpose should be clearly defined. Responsibilities need to be spelled out; what authority does it have; what are the limitations; how much can it spend; should other committees be involved; are supporting materials available; what date is a report due and to which body.

#### COMMITTEE OPERATION

There is need for understanding of the generally accepted parliamentary procedures for committee operation, such as:

- use of general consent;
- free discussion;
- shared responsibility;
- leader as a facilitator and a full participant; and
- attention to task accomplishment.

#### THE CHAIRMAN'S ROLE

A productive committee is possible when:

- committee members together develop a plan of work;
- meetings are informal;
- everyone participates;
- a "WE" spirit is fostered;
- thinking is stimulated;
- members are interested; and
- decisions are reached.

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**GUIDE SHEET FOR COMMITTEE MEETINGS**

COMMITTEE ASSIGNMENT: (List specific responsibility of this committee)

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COMMITTEE CHAIRMAN: \_\_\_\_\_

MEMBERS: \_\_\_\_\_

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WHERE WILL THIS EVENT BE HELD? \_\_\_\_\_

WHEN WILL THIS EVENT BE HELD? \_\_\_\_\_

WHO IS INVITED? \_\_\_\_\_

**DECIDE WHICH OF THE FOLLOWING ARE PERTINENT TO THE WORK OF THIS COMMITTEE**

**WHO WILL BE RESPONSIBLE?**

1. Secure meeting place/equipment/supplies (Borrowed equipment or supplies should be returned promptly and in good condition.)	
2. Publicized Event (Articles for 4-H Reporter are due in the FAO by the 10 <sup>th</sup> of the month. Reporters are mailed by the first week of the month to every 4-H family in Sonoma County.)	
3. Open and Prepare Room for Meeting	
4. Secure and Serve Refreshments	
5. Arrange for Program/Film/Speaker	
6. Introduce Speakers/Guests	
7. Clean Up Meeting Place	
8. Write "Thank you" letters	
9. Plan for Recreation	
10. Plan for Evaluation	

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### PARLIAMENTARY PROCEDURE AT A GLANCE

(Adapted from a chart prepared by the LWV of Minnesota)

The motions below are listed in established order of precedence.

TO DO THIS:	YOU SAY THIS:	MAY YOU INTERRUPT?	NEED A SECOND?	MOTION DEBATABLE?	MOTION AMENDABLE?	VOTE REQUIRED?
1. Adjourn meeting	"I move to adjourn"	No	Yes	No	No	Majority
2. Recess the meeting	"I move to recess..."	No	Yes	No	Yes	Majority
3. Complaint – noise, etc.	"Point of privilege."	Yes	No	No	No	None <sup>1</sup>
4. Delay consideration (see also "Postpone")	"I move to table the motion." (See "Take from table")	No	Yes	No	No	Majority
5. Close debate	"I move the previous question."	No	Yes	No	No	2/3 vote
6. Limit (or extend) debate	"I move to limit (extend) debate to..."	No	Yes	No	Yes	2/3 vote
7. Postpone consideration to specific time	"I move to postpone this matter until..."	No	Yes	Yes	Yes	Majority
8. Have something studied further	"I move to refer this matter to a committee" (specify committee)	No	Yes	Yes	Yes	Majority
9. Amend a motion (An amendment may only be amended once)	"I move to amend by..." (adding, inserting, striking out)	No	Yes	Yes	Yes	Majority
10. Introduce Business (original main motion)	"I move that..."	No	Yes	Yes	Yes	Majority

<sup>1</sup> Chair decides, and may be appealed.

## PRESIDENT AND VICE PRESIDENT

### PARLIAMENTARY PROCEDURE AT A GLANCE, CONT.

The motions below have no established order of precedence. Any of them may be introduced when pertinent.

TO DO THIS:	YOU SAY THIS:	MAY YOU INTERRUPT?	NEED A SECOND?	MOTION DEBATABLE?	MOTION AMENDABLE?	VOTE REQUIRED?
11. Object to procedure	"Point of order."	Yes	No	No	No	None; Chair decides
12. Ask for a standing vote	"I call for a division of the house."	No <sup>2</sup>	No	No	No	None
13. Ask for counted standing vote	"I move for a count."	No <sup>3</sup>	Yes	No	No	Majority
14. Take up a matter previously tabled	"I move to take from the table..."	No	Yes	No	No	Majority
15. Reconsider a vote <sup>4</sup>	"I move to reconsider the vote on..."	Yes (for entry)	Yes	Yes, if motion for reconsideration was debatable	No	Majority <sup>5</sup>
16. Rescind a vote	"I move to rescind the vote on..."	No	Yes	Yes	No	Same as motion being rescinded
17. Request information about subject matter or parliamentary procedure <sup>6</sup>	"I request a point of information about the subject under debate"	Yes, if pertinent to pending business	No	No	No	None, Chair decides
18. Consider something out of its scheduled order (or suspend a convention rule)	I move to change the order of business (suspend the rules) and consider..."	No	Yes	No	No	2/3 vote
19. To appeal a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority; a tie vote sustains the ruling of the Chair

<sup>2</sup> Divisions must be called for before other business is started.

<sup>3</sup> Divisions must be called for before other business is started.

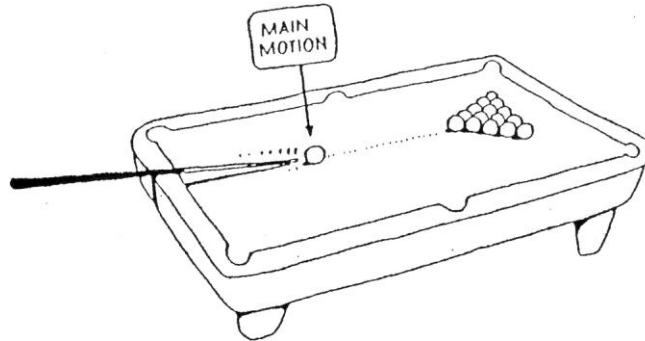
<sup>4</sup> No vote may be twice reconsidered.

<sup>5</sup> If carried, motion is before the house as though no action had been taken.

<sup>6</sup> First discuss with parliamentary aide.

## PRESIDENT AND VICE PRESIDENT

### MAIN MOTIONS



A motion is a way of getting a member's idea before a group. In order to make one, you must know the procedure, and once you know it, making a motion is a simple matter.

There are various kinds of motions, and some have higher priority than others—they can be taken up during the debate on another motion - but we will begin here with the main motion. While it is not the motion of highest priority, the main motion is the means by which a new proposal for action can be brought before the group. It is the main motion that makes things happen.

### HOW TO MAKE A MAIN MOTION

A main motion is a proposal for action. It can be made only when no other proposal is pending. And, for the group to consider it, at least two members must be in favor of it. The first member makes the motion, and the second member “seconds” it to show his or her approval.

A main motion should be expressed in an affirmative way – that is, it should suggest briefly and clearly that a group should do something, rather than it *not* do something and it should suggest a specific definite action. Here is an example:

*“I move that the Computer Club donate twenty-five dollars to UNICEF.”*

### PRESENTING A MAIN MOTION

There are nine steps in presenting a motion:

1. The member rises and addresses the chair.
2. The member is recognized by the chair.
3. The member states the proposal in the form of a motion.
4. Another member seconds the motion.
5. The motion is restated by the chair.
6. The chair conducts the discussion.
7. The chair closes the discussion after making sure that everyone who wants to has had a chance to speak.
8. The chair puts the question to a vote.
9. The chair announces the results.

## PRESIDENT AND VICE PRESIDENT

### SUGGESTIONS FOR CLUB OFFICERS

- President
- Vice President
- Secretary
- Treasurer
- Reporter
- Song Leader
- Recreation Leader
- Historian
- More on How To!



## PRESIDENT AND VICE PRESIDENT

### TO BE A GOOD 4-H MEMBER, YOU SHOULD...

*(Check yourself with this list!)*

- Be a good 4-H member, enthusiastic, and dependable. Be willing to learn and to work for a good cause.
- Work well with others - You do not want to accept all credit for club accomplishments.
- Inspire and encourage others to do their best. Always be kind, tactful, and courteous.
- Be neat in appearance.
- Speak in a strong and pleasing voice.
- Solicit suggestions and cooperation of others.
- Be prompt - on time and prepared for all meetings.
- Conduct the meeting in an orderly and impartial manner.
- Check closely with your 4-H leader(s). Keep them informed of all club activities and get their suggestions and help in conducting club programs.

### TO CONDUCT A GOOD MEETING, YOU SHOULD...

- Start and end meeting on time.
- Have a suitable meeting place in readiness; seats arranged, good light, fresh air, heat, if necessary, and 4-H flags and banners in place. Study the picture on the front of this booklet which shows a good arrangement for an effective meeting – secretary seated at the president's left, the display of 4-H flag set, etc.
- Have an appropriate, planned program. Check beforehand to see that those on program are ready.
- Have short, snappy business meetings. By proper planning the business meeting the business session can be complete and effective without consuming too much time, and becoming uninteresting. (Rule of thumb: no longer than 10 minutes.)
- Conduct the meeting according to parliamentary procedure.
- Plan for several members to participate in each program, and for all members to participate during the year.
- Have a variety of things on the program. Include such items as business, singing, talks, demonstrations, recreation, movies, etc.

### THE JOB OF A 4-H OFFICER

As an officer of your 4-H club, you have added opportunities and responsibilities. Learn what these are and be prepared to meet them. The following suggestions will help you.

## PRESIDENT AND VICE PRESIDENT

### THE PRESIDENT'S DUTIES

- Check on arrangements for meeting. This includes checking with your club leader(s). Be sure that each person listed on the program is ready.
- Preside over all meetings.
  - Call meetings to order and adjourn meetings at scheduled time.
  - Follow the order of procedure recommended for conducting club meetings.
  - Keep order and see that business is conducted according to parliamentary law.
- Appoint committees as needed.
- Cast deciding vote in case of tie vote.
- Approve payment of bills on action by club.
- Be familiar with the duties of other officers and all committees, and see that they perform their duties.
- Attend 4-H council and officer training meetings.

### SUGGESTIONS TO PRESIDENT

- Stand when speaking to the group.
- Avoid the use of the personal pronoun "I." Say, "your president," or "the chairman."
- Remain seated during the reading of minutes, long reports of committees, and addresses. When the minutes have been read or a report is completed, you again stand and assume leadership of the group. Often there will be questions or discussion following a report. As president, you will preside, seeing that each person who wishes to speak has a chance to do so. You should remain impartial throughout.
- If you wish to take part in a discussion, you must call the vice-president or someone else to the chair and take the floor as any other member. You must not return to the chair until the question under consideration is decided.
- If you must be absent from a meeting, the vice-president presides, but you should notify him in advance. If the vice-president is also absent, the secretary calls the meeting to order and a chairman pro tem is elected.

### VICE PRESIDENT'S DUTIES

- Learn the duties of the president.
- Be prepared to perform these duties on short notice.
- Assist other officers in arranging for and conducting meetings.
- Serve (usually) as chairman of program committee.
- Attend 4-H council and officer training meetings.

## PRESIDENT AND VICE PRESIDENT

### SUGGESTIONS TO VICE PRESIDENT

- When you preside, follow the same suggestions as listed for president.
- When you serve as chairman of program committee, have this committee plan the programs several months in advance, list the topics, and state who is responsible. Check in advance of meetings to make sure that the persons are prepared for their part on the program. You will work closely with your 4-H leader(s) in planning and conducting programs.
- Although you are in charge of being certain the program is ready for each meeting, is it a good idea to have other 4-H'ers in charge of various programs. This gives them a chance to help with club meetings, thus causing them to be more active club members.

### SECRETARY'S DUTIES

- Call or check the roll and keep a record of attendance.
- Keep a record of the minutes of all meetings. Read the minutes when the president calls for them.
- Take care of club correspondence unless corresponding secretary has been elected. Send and post notices of 4-H meetings when instructed.
- Call meeting to order when both the president and vice-president are absent.
- Furnish your 4-H leader and/or Extension agents with copies of club roll and reports.
- Keep records of club: roll, minutes, programs, plan of work, etc. Provide a copy of these to the Historian for club scrapbook. Collect news articles, pictures, etc., for Historian's record.

### SUGGESTIONS TO SECRETARY

- Generally sit at front table with president. Stand when reading minutes, and sit when calling the roll.
- Have minutes complete but briefly stated.
- Never include personal comments and opinions in minutes.
- If club membership is large, or if you do not know all members of the club – making it impossible to check the roll – then have someone assigned to help you with this responsibility. When new members join, their names and addresses, etc., can be secured by passing a sheet for them to sign.
- Ask your 4-H leader(s) to help in writing minutes, preparing notes, etc.

Note: See Virginia Cooperative Extension Publication 388-024, 4-H Secretary's Record book, for items to be considered in writing minutes and also for example of minutes.

## PRESIDENT AND VICE PRESIDENT

### TREASURER'S DUTIES

- Keep an accurate account of all money received and deposit in a bank in the name of 4-H club by treasurer.
- Pay all bills on action by club and approval of club leader or agent. Checks should be signed by Treasurer and an adult leader (adult leader should not be from same family as the treasurer).
- Keep an accurate account of all money spent.
- Be prepared to give a report at each club meeting of money received and spent and balance in treasury.

### SUGGESTIONS TO TREASURER

- An inexpensive account book will be helpful to you.
- Keep all canceled checks and bank statements.
- Have the account audited or approved.
- Ask your 4-H leader(s) to help you check your records quarterly or as needed.

### REPORTER'S DUTIES

- Write a brief report of club meetings and activities for newspapers, radio, and TV. Tell what was done and by whom.
- Learn to write interesting news items and send them in on time.
- Make a collection of all newspaper items referring to club for permanent records kept by secretary. Use loose leaf notebook.

### SUGGESTIONS TO REPORTER

- Before you start writing your story, be sure you know WHO? WHAT? WHEN? WHERE? HOW? and WHY? Start with the most interesting facts. Spell correctly all names in your story. Use first name, initials, and titles.
- Write as neatly as you can. Type, if possible, and double-space. Never write on both sides of the paper. Never use pencil.
- Secure the names and addresses of local newspapers and dates news items are due. Send your news articles to the newspapers before that date.
- Read newspaper reports of various clubs to get ideas that will help in writing news items.

## PRESIDENT AND VICE PRESIDENT

### EXAMPLE OF NEWS ARTICLE

Mountain View 4-H members will be participating in County Presentation Day on Saturday, May 20.

Plans for participating at the event were made at the regular monthly meeting of the club at the Community Center Thursday, January 20.

Members of our club will decorate the center with seasonal flowers for the Spring Fling theme. Parents of 4-H club members are invited to help.

Another feature of the club meeting last Thursday was a discussion and demonstration regarding the best use of color on 4-H Presentation boards.

Ten of the 24 members were present. Jose Ramirez, president, presided.

Signed—Jenny Alturez, Club Reporter

### SONG LEADER'S DUTIES

- Select appropriate songs in advance of the 4-H meeting.
- Lead the singing at 4-H meetings and other 4-H events.
- Develop good singing among the group.
- Learn and teach new songs.
- Keep song books and music of club. Distribute and collect song books at meetings.

### SUGGESTIONS TO SONG LEADER

- Always start with a familiar song.
- Give clear instructions as to name or number of song, number of verses, and whether to stand or remain seated.
- Be ready to lead an appropriate song on short notice. You may be called unexpectedly.
- Enjoy what you are doing. Enjoyment is contagious.

### RECREATION LEADER'S DUTIES

- Select appropriate type of form of recreation in advance of meeting. Include games of various types – opening, mixers, quiet and active group games, relays, skits, stunts, musical, etc.
- Lead the recreation at 4-H meetings and other 4-H events.
- Help members of your 4-H club learn and enjoy many types of recreation. Teach them to lead recreation instead of doing it all yourself.
- Serve as chairman of the recreation committee. This committee should include the song leader and two or three other club members.

## PRESIDENT AND VICE PRESIDENT

### SUGGESTIONS TO RECREATION LEADER

- Always start with a familiar type of recreation.
- Give clear instructions as to what is to be done.
- Be ready to lead appropriate recreation on short notice.
- Be enthusiastic and enjoy what you are doing. This will encourage participation and increase enjoyment by all.
- Have access to a book of games, stunts, relays, etc. Check with your club leader(s) or Extension agent for other ideas and materials.

### HISTORIAN'S DUTIES

(In a club with no historian, these duties are usually assumed by the club secretary or reporter.)

- Keep a record or scrapbook of all club activities and events. Include in this names of all club members and leaders each year, copies of the club program plans, news clippings, and pictures about club events and activities, etc.
- Work closely with the secretary and reporter in keeping a record or history of all club activities.

### SUGGESTIONS TO HISTORIAN

- Use a scrapbook or other appropriate means for keeping club history.
- Ask members of your club to collect and give to you news articles, pictures, etc., of club activities and events.
- Get from the secretary and place in club scrapbook the following:
  - List of club membership
  - List of projects selected and completed by each member
  - Program plans for the year
- Check closely with the club president and 4-H leader(s) to be certain you obtain information about all 4-H activities and events participated in by members of your club. Place this information in your scrapbook.
- Keep your club scrapbook or record neat, attractive, and up-to-date.
- Place the club scrapbook on display at club achievement programs, parents' night programs, etc.

## PRESIDENT AND VICE PRESIDENT

### SUGGESTED ORDER FOR CONDUCTING MEETINGS

1. Opening
  - a. Call to order – pledges, devotions, song
2. Business
  - a. Roll call (this may be checked instead of called)
  - b. Reading and approval of minutes
  - c. Report of treasurer
  - d. Report of committees
  - e. Unfinished business
  - f. New business
3. Program
  - a. Educational presentation, talks, demonstrations, skits, review of program for next meeting, etc.
4. Project instructions where group projects are selected by club
5. Adjournment
6. Recreation
  - a. Songs, games, etc. (refreshments optional)

### SUGGESTIONS FOR CONDUCTING A 4-H MEETING

President: (stands, and, if he uses a gavel, strikes the table to get attention.) The meeting will please come to order. Let's stand for the Pledge of Allegiance to the American Flag and the 4-H Pledge. Please remain standing as we sing (name of song).

President: (Standing) Mary Jones will lead our devotional (devotional given)

President: (Standing) Thank you, Mary. The secretary will please call the roll. (clubs may check rather than call the roll in order to save time.)

Secretary: (If roll is called, the secretary remains seated.)

President: (standing) The secretary will please read the minutes of the last meeting.

Secretary: (standing) Mr. President. President: (call secretary by name)

Secretary: The regular meeting of the Mountain View 4-H club was held (etc.)

Respectfully submitted,

---

President  
Ruth Brown, Secretary

President: (standing) Thank you, Ruth. You have heard the reading of the minutes. Are there any additions or corrections? (pause) If not, they are approved as read. (If there are corrections, the president says, "they are approved as corrected.") We will now have the treasurer's report.

Treasurer: (standing) Mr. President. President: (call treasurer by name)

Treasurer: The balance on hand last month was \$34.50.

## PRESIDENT AND VICE PRESIDENT

Since then, we received a total of \$62 for sale of tickets to our 4-H Share-the-Fun program, with the following expenses: materials for decorations and posters - \$10.25; prizes awarded - \$20; leaving a profit of \$31.75 from our Share-the Fun program. Balance on hand - \$66.25. Respectfully submitted, James Smith, Treasurer

*(Note: No official action by the club is required to accept the treasurer's report.)*

President: Is there any old business to come before the club? (Pause) If not, is there any new business? (pause) If not, we will now turn the meeting over to the program chairman.

Program Chairman: (standing) Mr. President. President: (call program chairman by name)

Program Chairman: (Announces the program, introduces any persons on the program, and remains in charge until program is completed.)

President: Thank you, \_\_\_\_\_. That was an interesting and helpful program, and we wish to thank each of you who took part. Are there any announcements? If not, the meeting is adjourned. (If gavel is used, the president should strike the table once to declare meeting officially adjourned.)

### HOW TO MAKE AND PASS A MOTION

Motions are made during the business session of the meeting. To make a motion, raise your hand and wait until the president calls your name. This is called "obtaining the floor." Then state the motion, "I move that, etc."

A motion must be seconded by another member before it is discussed or voted upon. Any member may second it by saying, "I second the motion." This can be done without rising or addressing the president. If no one immediately seconds a motion, the president should ask, "Is there a second to the motion?" If a motion is not seconded, the president declares the motion lost.

After a motion has been properly made and seconded, the president generally repeats the motion and asks, "Is there any discussion?" After a reasonable length of time for discussion, the president puts the motion to a vote by first stating the motion, as "The motion has been made and seconded that, etc." Then, "All in favor of this motion say, 'Aye'." (Pause for the vote.) "All opposed, 'No'." The president then announces, "The motion is carried" or "The motion is lost," as the case may be. During a lengthy discussion or after reasonable length of time has been given to discussion, any member may call for a vote by saying, "Question." This may be done without standing or obtaining the floor. The vote is then taken in the usual manner. Most motions require a two-thirds vote for approval.

If the vote was taken vocally ("Aye's" and "No's") and was close, the president may ask the members to vote by standing. This permits counting first those in favor of the motion and then those against it. If the vote was taken vocally and was close, any member may call for a re-vote by calling for "a division of the house." (This may be done without obtaining the floor, but must be done before another motion has been stated.) If "a division of the house" is called for, the president again takes the vote by having the members vote by standing.



## PRESIDENT AND VICE PRESIDENT

After a motion has been properly made and seconded, a motion may be made to amend the motion. If this is seconded, it takes precedence over the original motion and must be voted on first. Then a vote must be taken on the original motion as amended. An amendment requires only a majority vote for approval.

Only one motion can be on the floor at one time, with the exception of an amendment motion, as explained above. Other motions are out of order.

## ELECTION OF OFFICERS

Election of officers occurs annually, unless otherwise specified. Elections can be held at any regular meeting to fill vacancies.

A nominating committee is usually appointed to nominate a slate of officers (one person for each office to be filled). This usually results in a more representative set of officers. When the committee makes its report, the president asks if there are any other nominations. They may then be made from the floor. The committee's nominations are treated just as if made by members from the floor, no vote being taken on accepting them. Nominations do not have to be seconded.

When the nominations have been completed or when a reasonable time has been given for nominations, the president may ask, "If there are no other nominations, is there a motion that the nominations be closed?" After obtaining the floor by addressing the president and being recognized, a member may say, "I move that the nominations be closed." This motion must be seconded and approved by vote.

After the nominations have been closed, a limited time is usually given for those making nominations to state the qualifications of their candidates. Voting then takes place. Vote in the order of nominations. Usually the candidate receiving the most votes is considered elected.

## COMMITTEES

A committee (2 or more persons) is usually used for preliminary work in the preparation of matter for action by the club. This saves time in club meetings, usually assures more effective results, and also provides training and opportunities for more members.

The number and kinds of committees may vary but are classified as:

1. Standing committees appointed for a definite time, as a session or a year, such as Executive, Program, Recreation, Membership, etc.
2. Special committees – appointed for a special purpose, such as tours, exhibits, etc.

With the exception of the executive committee (composed of the officers, with the 4-H leaders as ex-officio members), all committees are appointed by the president. Unless otherwise specified, the first named on a committee is chairman. His/her duties are: (1) call a meeting of the committee; (2) have discussion and action on question referred to committee; and (3) make report at next club meeting on the recommendations of the committee.

## PRESIDENT AND VICE PRESIDENT

### HOW TO USE THE FLAG

1. It is universal custom to display the flag only from sunrise to sunset on buildings and on stationary flagstaffs in the open. However, the flag may be displayed at night upon special occasions when it is desired to produce a patriotic effect.
2. The flag should be hoisted briskly and lowered ceremoniously
3. The flag should not be displayed on days when the weather is inclement
4. The flag should be displayed during school days in or near every schoolhouse
5. The flag, when carried in a procession with another flag or flags, should be either on the marching right; that is, the flag's own right; or, if there is a line of other flags, in front of the center of that line
6. The flag should not be displayed on a float in a parade except from a staff or so suspended that its folds fall as free as though the flag were staffed.
7. The flag should not be draped over the hood, top, sides, or back of a vehicle or of a train or a boat.
8. No other flag or pennant should be placed above, or, if on the same level, to the right of the flag of the United States of America
9. When the flag is displayed over the middle of the street, it should be suspended vertically with the union to the north in an east and west street or to the east in a north and south street
10. When used on a speaker's platform, the flag, if displayed flat, should be displayed above and behind the speaker. When displayed from a staff in a church or public auditorium, if it is displayed in the chancel of a church, or on the speaker's platform in a public auditorium, the flag should occupy the position of honor and be placed at the clergyman's or speaker's right as he/she faces the congregation or audience. But when the flag is displayed from a staff in a church or public auditorium elsewhere than in the chancel or on the platform, it shall be placed in the position of honor at the right of the congregation or audience as they face the chancel or platform. Any other flag should be placed on the opposite side.

### PARLIAMENTARY TERMS

*The House* – the official meeting of the 4-H club.

*The Chair* – the presiding officer.

*Minutes* – the official record of work done in a meeting.

*Motion* – a proposal that a certain action be taken by the club.

*Second the Motion* – to approve a motion that has been made.

*Amend a Motion* – modify or change a motion that has been made and seconded.

*The Question* – the motion before the house.

*Unfinished Business* – business carried over from the previous meeting or meetings.

*New Business* – business started in the meeting now in session.

*To Refer to a Committee* – to place certain work in the hands of a small committee which must report at a future meeting.

*Standing Committee* – a committee appointed by the president to carry on some regular or permanent work of the club or the organization. Example: Executive, Program, Membership.

*Special Committee* – a committee appointed by the president to carry on some regular or permanent work of the club or the organization.

*Pro Tem* – “for the time being.” This is an abbreviation of the Latin phrase, “pro tempore.” Example: She is secretary pro tem” means that she is acting in place of the secretary.

*To Obtain the Floor* – to obtain from the presiding officer the right to speak.

*To Put the Question* – to take the vote.