# Parliamentary Procedure:

## Standard Order of Business

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| **Call to Order** | The Call to order is indicated by two gavel taps followed with the presiding officer (usually the President) stating "The meeting room will come to order."<br><br>This announces the start of the meeting and is completed on time and once a quorum is present. (4-H quorum defined at number of members present) |
| **Pledges** | Pledges are indicated by the president stating "_____ will lead the pledges." The President will tap the gavel once to indicate the members to stand up. The sergeant at arms is typically responsible for leading the pledges.<br><br>The Pledge of Allegiance is always done before the 4-H Pledge. |
| **Roll Call** | Roll call is indicated by the president stating "The Secretary will call the roll of members"<br><br>The secretary calls the roll of enrolled/new members or just checks that everyone has signed in.<br><br>Roll Call can include something fun and creative such as asking what a favorite 4-H activity, vegetable, this or that questions, etc. |
| **Officer Reports** | Officers Reports begin with the Secretaries Report, Treasurer's Report and other officer reports.<br><br>**Secretary's Report**<br><br>The Secretary's Report includes the Reading and Approval of the Minutes and information regarding Correspondence.<br><br>Minutes:<br><br>President: "Will the Secretary please read the minutes?"<br><br>Secretary: reports minutes<br><br>President: "Are there any corrections or additions to the minutes?"<br><br>*If none\**<br><br>   "The minutes are approved as read"<br><br>          or<br><br>   "Is there a motion to approve the minutes"<br><br>*If there are additions or corrections\**<br><br>   "The Chair calls for a motion to approve the minutes as corrected"<br><br>Correspondence: Secretary shares any correspondence received by the club (thank you notes or letters to the club)<br><br>**Treasurer's Report**<br><br>Treasurer reports recent changes in account activity and reports ending balance. The treasurer will report any pending purchases that require approval. |

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| | Purchases not included in the beginning of the year budget must be approved, however the treasurer's report itself does NOT require a motion for approval.<br><br>**Other Officer's Report**<br><br>If any other officers have anything significant to report, now is the time allotted to do so. |
| **Committee Reports** | Any Standing or Special committees are required to report.<br><br>If a membership wishes to follow the actions recommended by the committee, they must do so with a motion and vote.<br><br>Committee Reports themselves do NOT have to be approved with a motion. |
| **Unfinished Business** | It is indicated by the president stating "Is there any unfinished business?"<br><br>Old business includes items that:<br><br>• were pending when the previous meeting adjourned<br>• questions that were not reached at the previous meeting but were an agenda item in unfinished business<br>• questions which were postponed to the current meeting or were not reached during the allotted time they were postponed to<br><br>Items in unfinished business are all items that must be voted on. Unfinished Business is NOT for announcing and reporting about past events. |
| **New Business** | New Business is for new items to come before the club and be laid on the floor to be voted on. It is indicated by the president stating "Is there any new business?"<br><br>This is where a lot of main motions will come in to play for new events and opportunities. |
| **Announcements** | Announcements may be scheduled ahead of time or members may be called on. It may be<br><br>Announcements are any information not included in a officer or committee report that should be shared with the membership: Event results, project meeting dates, upcoming events, etc. that does not have to be voted on. |
| **Program** | Program is the fun educational portion of the meeting. This is where the recreation officer can get youth engaged in games, members can make presentations, guest speakers can present, etc. This should be the longest portion of the meeting. |
| **Adjourn** | The adjournment of the meeting occurs when there is no more business or programming to attend to. If no business is presented, a meeting is able to be declared adjourned or closed if there is a meeting agenda.<br><br>If there is no agenda set for the meeting, adjournment may occur with a motion to adjourn when a member states: I move to adjourn the meeting" and a second is made. A vote must be immediately taken without discussion once a motion to adjourn is made and seconded. |