



## Topic Two: Lead a Club That Works!



NCR 4-H Volunteer Specialists present:

Online Volunteer Modules

# 4-H Club Meeting Script

Date of Meeting: \_\_\_\_\_

Meeting Agenda Item	Script for Officers
Calling the Meeting to Order	<p><b>(President):</b>  <i>The meeting of the _____ 4-H Club will now come to order.</i>            (2 taps of the gavel)</p>
Pledges	<p><b>(President):</b>            _____ will now lead us in the Pledge of Allegiance and the 4-H motto and pledge. Please stand.            (3 taps)</p>
Roll Call	<p><b>(President):</b>  <i>Our secretary will now do call roll.</i></p> <p><b>(Secretary):</b>  <i>As I call your name, answer the following _____.</i></p>
Introduction of Guests and/or new members	<p><b>(President):</b>  <b>NOTE to Vice President:</b> check before meeting starts, if no guests, move on to next agenda item.  <i>Vice President, do we have guests or new members to introduce today?</i></p> <p><b>Vice President:</b>  <i>Names of guests at meeting:</i></p>

<p>Reading and Approval of minutes</p>	<p><b>(President):</b>  <i>Secretary will now review the minutes from the previous meeting.</i></p> <p><b>(Secretary):</b>  <i>Are there any corrections or additions to the minutes?</i></p> <p>(Pause long enough for the members to state corrections. The members are responsible for making revisions. Secretary will confirm any changes members suggest. If there are no changes:)  _____</p> <p><b>(President):</b>  <i>"The minutes stand approved as read."</i></p> <p><b>OR</b>  (If there are changes, after the corrections or revisions are made:)  <i>"The minutes stand approved as corrected."</i></p>
<p>Treasurer's Report</p>	<p><b>(President):</b>  Treasurer _____ will now give the Treasurer's report.</p> <p><b>(Treasurer):</b>  Our balance last month was: \$ _____</p> <p>We've had \$ _____ in deposits (name deposits), and  \$ _____ in expenditures (name expenditures).</p> <p>Our current balance is \$ _____</p> <p><i>Are there any questions?</i></p> <p><b>(President):</b>  Thank you for the treasurer's report.</p>
<p>Reporter – Historian Report</p>	<p><b>(President):</b>  <b>NOTE:</b> Check with Reporter before the meeting and ask if any updates, if none, move to next agenda item.</p> <p><i>Reporter, do you have any updates for us?</i></p> <p><b>(Reporter – Historian provide a report here)</b></p> <p><b>(President):</b>  Thank you</p>



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Club Leader Report	<p><b>(President):</b>  <i>We will now have the club leader report.</i></p>
Unfinished Business	<p><b>(President):</b>  <i>We will now move on to unfinished business:</i></p>
New Business	<p><b>(President):</b>  <i>We will now move on to new business.</i></p>
Adjournment:	<p><b>(President):</b>  <i>This meeting of the _____ 4-H Club is adjourned.</i></p> <p>(1 tap of the gavel)</p>
Program or Activity/Game	<p><b>(President):</b> <b>Direct the group to the next activity</b>  <i>Next item on our agenda is to have some fun</i></p> <p><i>GAME/SONG – WHO IS LEADING-  DEMONSTRATIONS</i></p>

## HOW TO MAKE A MOTION IN A MEETING

### **Step 1:**

When a member of our club wants to make a motion, he/she must first be recognized by the President. To be recognized, the member can stand, raise his/her hand or address the President by saying, "President, I'd like to make a motion".

### **Step 2:**

The member makes a motion by saying:

- "I move to ... " OR
- "I move that ... "

### **Step 3:**

The President then asks, "Would anyone like to second that motion?"

- A different member seconds the motion by saying, "I second that motion".

### **Step 4:**

The President states (repeats) the motion: "It is moved and seconded to ... "

Ask, "Is there any discussion?"

### **Step 5:**

The President calls for the vote by asking, "All those in favor to say 'aye' and all oppose to say 'no'."

### **Step 6:**

The President announces the outcome of the vote, saying

- "The motion has passed" OR
- "The motion is not passed"

This resource was adapted October, 2019.

Originally developed by Rachelle Vetter, North Dakota State University Extension and Kari Robideau, University of Minnesota Extension, 2016