



# 4-H Club Officer: Vice-President



## Duties of the Vice-President

The vice-president is next in rank to the president. You take the president's place in the event he/she resigns or is not present at a meeting. Probably your biggest and most important job is acting as chairman of the program committee.

- Know parliamentary procedure so that you can conduct and orderly meeting.
- Preside at meetings in the absence of the president.
- Know the duties of the President.
- Serve as chairman of the program committee. You may help prepare a calendar of events. Be responsible for following through with each monthly program for the year. Notify members who are on the program.
- Work with the other officers as a club leader.
- Work closely with the president, leaders, and other officers on plans or special activities.
- Check before each meeting to see if the president will be there.

*From "The 4-H Club Officer" Cooperative Extension Programs, University of Wisconsin-Extension.*



## **Other Duties of the Vice-President**

### **1. PLAN**

\* Plan the business meeting with the leader(s) and other officers before the meeting. This can be done over the phone if necessary, and it helps maintain order in the meeting. The main thing is to establish what will come up in the meeting beforehand so that the meeting runs smoothly and quickly. Actively participate in planning meetings and make suggestions as to what should be on the agenda for each meeting.

\* Keep in close touch with the president, local leaders and County Extension Office. Be sure and read the newsletter each month, it probably has announcements and news that apply to your group.

\* Work with the president to check on meeting arrangements, making sure the lighting and seating is comfortable.

\* Help plan the yearly program (Use the Secretary's Record Book).

### **2. PRESIDE**

\* The vice president is next in rank to the president. You take the president's place in the event that he or she resigns or is not present at the meeting. You should know all the duties of the president.

\* You may serve as chairperson on several committees, including the program committee. You may also serve as secretary or treasurer in their absence.

\* You should help the president use a pre-arranged agenda; it's helpful to provide a copy of the agenda for each officer, so that everyone can do their part in the meeting.

\* The order of business is: Call to order, opening ceremonies (pledge, ice breaker game), reading and approval of minutes, correspondence, Treasurer's report, committee reports, unfinished business, new business, announcements, program or special presentation, and adjournment. This can be changed to fit the specific needs of your club.

\* Guide the meeting in a courteous, tactful way. Avoid talking too much, and try to keep your opinion to yourself, as you serve as a mediator on each subject being discussed. The meetings belong to the members.

### **3. KNOW PARLIAMENTARY PROCEDURE**

\* Parliamentary procedure is essential to being able to conduct an orderly meeting.

\* The vice president usually votes on all club matters. The president usually does not vote unless there is a tie or if it's secret ballot.

### **4. DELEGATE**

\* Help the president delegate responsibilities fairly so every member has a job in the club at some time.

\* You should be involved with the planning of programs in the meeting, for example, scheduling demonstrations and other special presentations to be presented at the meetings. Notify and remind people of their involvement in the next meeting.

### **5. BE OBSERVANT**

\* All officers should make a big effort to know each member of the club. Make new members feel welcome and help them get involved by inviting them to be on committees and give their opinions. You serve as a role model to younger members, so try to make your actions reflect the high standards of the 4-H program. Your attitude should stay positive, so others become enthusiastic about the program as well.

\* Be courteous to guests and have them properly introduced to the club.

From: The Adams County Cooperative Extension 4-H/Youth Programs of Colorado



## **Phrases Commonly Used by Presidents and Vice Presidents When Leading a Business Meeting**

### **When calling the meeting to order:**

Tap the gavel three times

*"I'd like to call this meeting of the \_\_\_\_\_ 4-H Club to order."*

### **When asking for the pledges:**

*"Please rise as we have the pledge of allegiance to the American Flag led by \_\_\_\_\_ and the 4-H Pledge led by \_\_\_\_\_."*

### **When asking for the secretary's minutes:**

*"Our club secretary \_\_\_\_\_, will now read the minutes of the last meeting. "*

### **When approving the minutes:**

*"Are there any additions or corrections to the secretary's minutes?"*

If there are no corrections:

*"Seeing none, the minutes will stand approved as read." (a vote is not necessary.)*

If there are corrections:

\*Note the changes in the minutes.

*"The corrections made by \_\_\_\_\_ will be made and the minutes will stand approved as mended."*

### **When asking for the treasurer's report:**

*"We will now hear the treasurer's report from \_\_\_\_\_ at this time. "*

### **When approving the treasurer's report:**

*"Are there any additions or corrections?"*

If there are not any changes:

*"Seeing none, the treasurer's report will be accepted as read." (a vote is not necessary.)*

If there are changes to the report:

*"The change made by \_\_\_\_\_ will be noted and the treasurer's report will be accepted as mended."*

### **When asking for committee reports:**

*"The following committee(s) will present reports..."*

### **Old and New Business:**

*"The first (second, third, etc.) order of old (new) business is (see agenda)..."*

**When motion is needed:**

*“Would someone like to move (not make!) to \_\_\_\_\_.”*

It is best to acknowledge the person, once they stand, and have them state the motion clearly. The secretary should be writing down the motion made as it is stated by the person moving the motion.

**After a motion has been made:** (Be sure all details are stated, i.e. time, date, place, number, price, who is involved, etc.)

*“Is there a second to this motion?”*

*“It has been moved and seconded to (reread the exact motion as stated earlier) ... “*

After the call for discussion, acknowledge those who would like to speak on the motion. It is best to acknowledge the person who presented the motion first. You may limit discussion if you feel the need, as long as both sides have had a chance to speak.

**After all discussion on the motion is finished:**

*“Seeing no more discussion, we will proceed to vote. All in favor of the motion to \_\_\_\_\_ (reread the motion as presented and/or amended earlier) \_\_\_\_\_ signify by saying ‘aye’.”*

*“All opposed signify by saying ‘nay’.”*

It is best to have members say different signs for easier distinction between votes.

*“Motion (fails or passes).”* Tap gavel once.

**Next item of business...(repeat)**

**To adjourn the meeting:**

*“Is there a motion to adjourn the meeting?”*

*“Is there a second?”*

*“It has been moved and seconded to adjourn this meeting. All in favor, signify by saying, ‘aye’.”*

*“All opposed, say ‘no’.”*

*“Meeting adjourned.”* Tap gavel once.

# The President Conducts a Meeting



## A Short Guide to Parliamentary Procedure for 4-H Clubs

### Order of Business

Each officer should know the proper order of business:

1. Call to order
2. Opening song or pledge
3. Roll call
4. Reading minutes
5. Approving minutes
6. Treasurer's report
7. Committee reports
8. Accepting the committee reports
9. Unfinished business
10. New business
11. Appointing committees
12. Adjourn

### Some General Rules of Order

1. A member should always rise to make a motion or to address the group.
2. The president need not rise to recognize a member.
3. When making a motion, one should say "I move that--" instead of "I make a motion that--."
4. A motion must be approved by a second person saying, "I second the motion."
5. Recognition from the chair is not required to second a motion. (This rule is true in most cases; however, some larger, more formal groups do require recognition for seconding a motion.)
6. A nomination doesn't require a second.
7. If there is a motion before the house, no other motion can be made except:
  - (a) to adjourn.
  - (b) to table.
  - (c) to move the previous question; that is, to end the discussion and bring up the motion for vote.
8. A member may rise to a point of order; that is, if a member observes the violation of a rule; he or she may rise, secure recognition and state the point which is out of order.

### The President Conducts a Meeting

On the day of the 4-H meeting, Mr. Brown, the leader; John, the president; and the officers arrived at the club room a few minutes early to talk over the business of the day and to make any last-minute arrangements.

When the other members arrived and had been seated, John rose and said,

**Call to Order**

"The meeting will please come to order. Becky will lead the 4-H pledge." Becky asked all members to rise and repeat the 4-H pledge. When the members were seated again, John said, "Will the secretary call the roll?"

**Roll Call**

"Instead of answering 'Present,' " said Bill, the secretary, "will each member stand and tell the club about the progress of his or her project since the last meeting?" After each member reported, John rose and said;

**Reading Minutes**

"The secretary will now read the minutes of the last meeting."

**Approving Minutes**

When Bill finished, John asked, "Are there any additions or corrections to the minutes?" He paused. "If not, they stand approved as read." (Had there been additions or corrections they would have been made and John would have said, "The minutes are approved as corrected.") "We will now have the treasurer's report."

**Treasurer's Report**

The treasurer announced the amount of expenditures for the past week and stated the balance in the treasury, Then the president said, "Will the chairperson of the recreation committee now report?"

**Committee Report**

Susie, the chairperson, rose. "Mr. President." Recognition from the chair. "Susie," said John

**Making a Motion**

"The recreation committee wants to report that the club secured the use of the community hall on Friday night, April 10. I move that this report be accepted and that the club have a party at the community hall on Friday night, April 10." One of the members immediately stood up.

**Seconding a Motion**

"I second the motion," he said. "Is there any discussion of this motion?" asked John. An enthusiastic discussion followed. Finally, one of the members, indicating that he wished the club to vote on the motion, called, "Question." Then John said, "Are the members ready for the question?" Since no one seemed unready to vote, he said,

**Oral Vote**

"All those in favor of the motion signify so by saying 'aye.' "

"Aye," chorused all the members.

"All those opposed, by saying 'no,' " continued John. Since there were no opposing votes, John said, "The motion is carried." When the other committee reports were given, John asked,

**Unfinished Business**

"Is there any unfinished business to come before the meeting?" Since none was introduced, John continued,

**New Business**

"Is there any new business to come before the meeting?"

### **Out of Order**

Tom began to speak without first addressing the president. "Tom, you're speaking out of order," said John. "You're addressing the meeting without recognition from the chair." This time, Tom stood and said, "Mr. President."

"Tom," replied John.

### **The Motion**

"I move that we have an exhibit," said Tom. After the motion was seconded, Sally rose and was recognized.

### **Amending the Motion**

"I amend the motion to read 'that our 4-H club have an exhibit at the county fair this July.'" After the amendment was seconded, the members held a short discussion. Then the president brought the amendment to vote.

"All those in favor of this amendment signify so by saying 'aye.'"

"Aye." "All those opposed by saying 'no.'" Since there were no opposing votes, John said,

### **Voting on a Motion as Amended**

"The amendment is carried. We're now ready to vote on the amended motion. Is there any discussion?" Since there was none, John said, "The motion was made, seconded and amended that our 4-H club have an exhibit at the county fair this July. All those in favor signify by saying 'aye.' " "Aye."

"Those opposed, 'no.' " There being no opposing votes, John said "The motion is carried. Is there any other business to come before the meeting?"

Cathy stood and was recognized.

"I move that we invite the Leesville 4-H Club to our party Friday night," she said.

When the motion was seconded and discussed, John conducted an oral vote in the usual way. Since there were many opposing votes, however, he couldn't tell whether the motion was carried or lost.

Therefore he said,

### **Standing Vote**

"All those in favor of the motion please stand." After counting the votes he said, "All those opposed to the motion please stand." Since there were more votes against than for, he announced, "The motion is lost."

When all the business was disposed of, John said,

### **Adjournment**

"If there is no further business, a motion for adjournment is now in order."

"Mr. President," said Bill.

"Bill," replied John.

"I move that we adjourn until two o'clock next Saturday at the home of Sally Jones."

When the motion was seconded, John said, "All those in favor, say 'aye.' "

"Aye," answered all the members. "Those opposed, 'no.'" John paused. "The motion is carried," concluded John, "and the meeting stands adjourned until two o'clock Saturday at the home of Sally Jones."

### **If There Is No Business**

When there is no business to be discussed, the president can call the meeting to order and ask the secretary to read the roll. The minutes can be read and approved. Then the business meeting can be adjourned. The rest of the meeting time can be spent on program and recreation.

