

Design Your Own Clover!

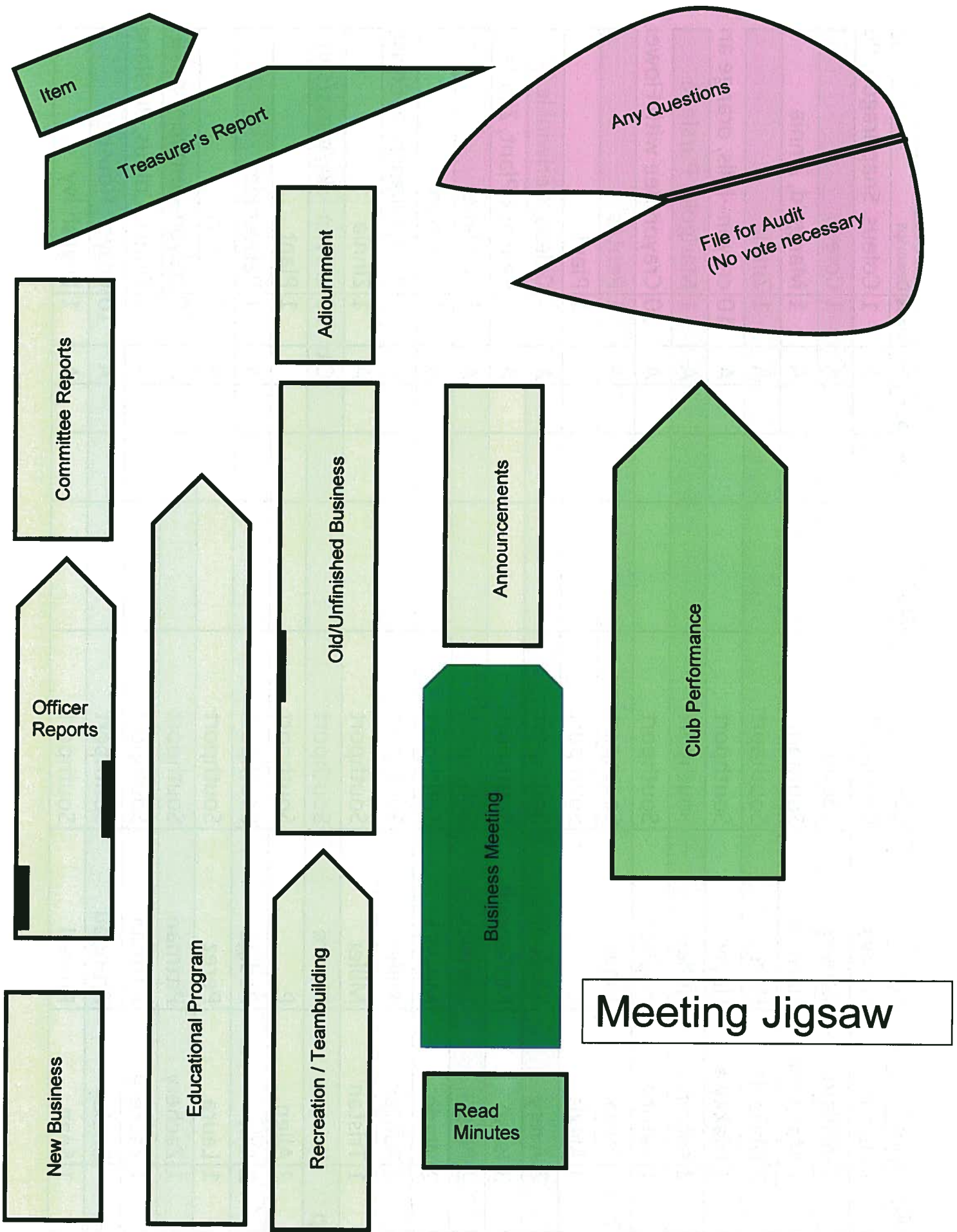
I Would Like to Learn...

We Could Help Our
Community By...

For FUN we could...

Some of the things I would like
to do in 4-H this year are...





Item

Treasurer's Report

Any Questions

File for Audit
(No vote necessary)

Committee Reports

Adjourment

Officer Reports

Old/Unfinished Business

Announcements

Club Performance

New Business

Educational Program

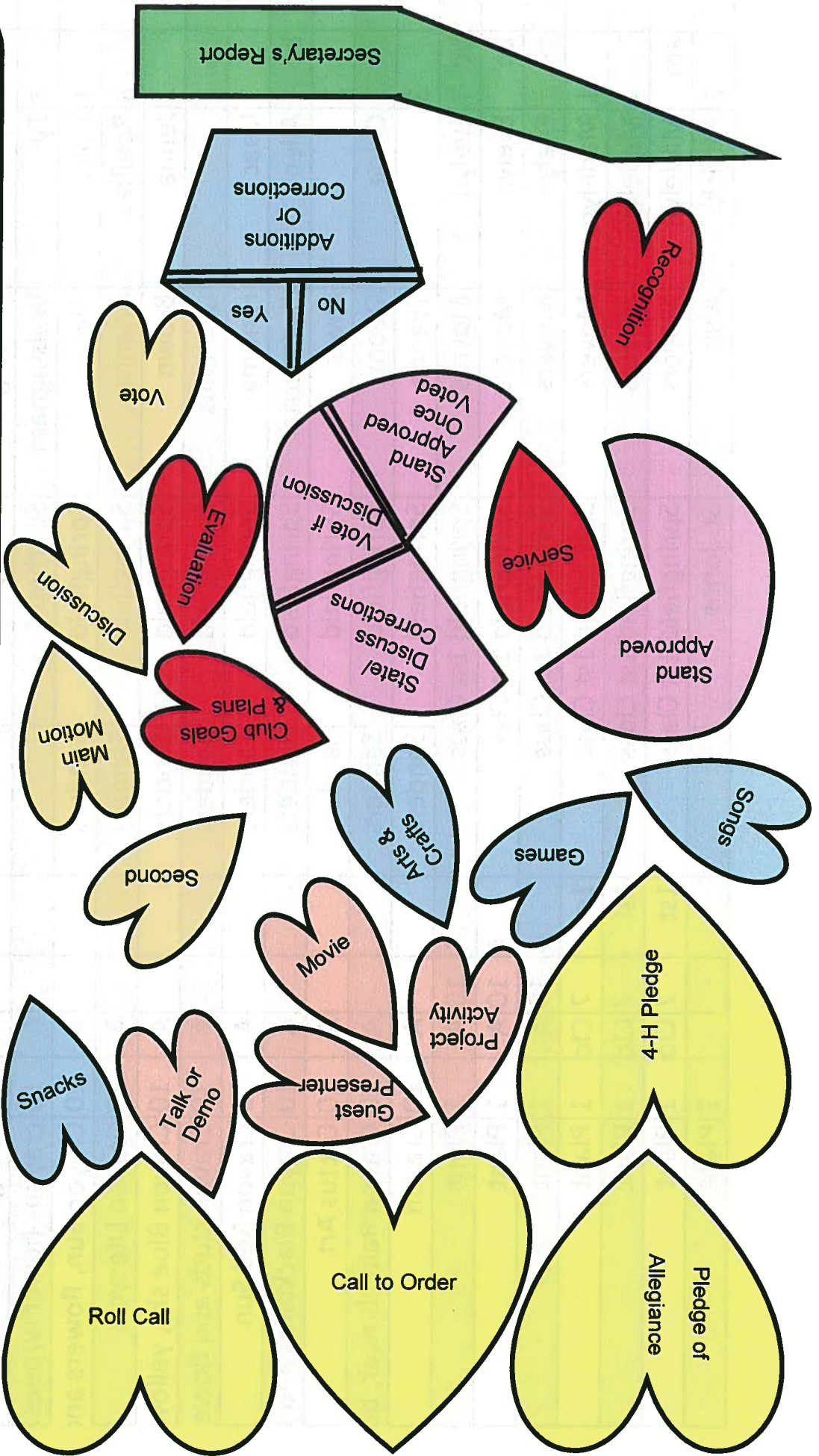
Recreation / Teambuilding

Business Meeting

Read Minutes

Meeting Jigsaw

Parts of a Meeting



Treasurer

Historian

Reporter

Song/Recreation

Sergeant-at-Arms

Parliamentarian

Assist with room setup, flags, banners, and be on watch for potential physical risks in the room

Be knowledgeable about parliamentary procedure and its application in a meeting. Make final decisions on any discrepancy in the parliamentary procedure of the club.

To adjourn

The chair

To address the chair

The house

To table

A quorum

To make a motion

To amend

Minutes

Majority vote

To obtain the floor

Pro tem

Out of order

The agenda

Special of Ad Hoc
Committee

Parliamentary
Procedure

Roll call

Vote

Standing committee

To receive from the
president the right to
speak

To suggest that a certain thing be done by the club

To put aside a motion for discussion at another meeting

The number of members necessary to carry on business

The record or report of each meeting's work

The presiding officer

"For the time being."
For example, to act in the place of an officer who is absent

Not following the approved rules of order

To change or modify

To vote by casting ballots

The club or organization

To end the meeting

To rise and say "Mr. President"

The vote of more than half the members

A committee appointed to do one job or complete a specific task

A methodical way of taking attendance

A method for conducting a business meeting in an efficient, fair, and friendly manner

A listing of things to be done at a meeting and the order in which they will be discussed

Committee that functions throughout the year

A democratic method of allowing every member to have input into the final decision

To ballot

President

Vice President

Secretary

Serves in the absence of the President. Serves as Program Committee Chair, leads the committee in planning the annual program. Helps president coordinate club committee.

Takes care of all club funds. Under guidance of club leader, handles deposits and bills. Collects dues when approved by club. Keeps treasurer's book up to date. Gives monthly report to club on treasury balance.

Writes short news article about special events and activities for Newsletter.

- Presides at meetings. Guides the meetings in a tactful, positive way. Appoints committees as needed. Attends County 4-H Council meetings.

- Keeps complete and accurate minutes of meetings. Keeps records of each member and their attendance. Handles all correspondence. Keeps record of committee reports.

- Keeps the club scrapbook up to date. Takes photographs (or gets them from other club members) of club activities and events. Cuts articles from newspaper about club members for the scrapbook.

- Plans and leads songs for club meetings. Provides leadership for Recreation at club meetings and activities.



4-H VOLUNTEER INFORMATION SERIES

Nebraska 4-H Youth Development

Teaching Parliamentary Procedure: Let's Make Trail Mix

Learning to use parliamentary procedure is an important part of a club meeting, and this activity can be a fun way for members to practice making motions, seconding them, and voting. When completed, there will be refreshments for the club.

Materials Needed:

- Large bowl
- Large spoon
- Serving utensils: paper cups, napkins etc.
- Ingredients for Trail Mix
 - Several choices of cereal
 - Raisins
 - Peanuts
 - Different types of candies
 - Pretzels
 - Other items as desired
 - Include one or two items that could be questionable items for Trail Mix

Procedure:

1. Display the ingredients and talk about the importance of using parliamentary procedure to insure a successful business meeting.
2. Explain that by using the process of making Trail Mix, members will learn how to make a motion.
3. As members go through the process of deciding what ingredients they will put in the Trail Mix, they will need to correctly make a motion for each ingredient they want to add. ("I move that ____ be added to the Trail Mix.")
4. Then ask for a second, discuss, and a take a vote.
5. Continue for each ingredient to be added.
6. Once the Trail Mix has been completed, the members can eat it for a snack.

Ivy, Deb. October 2001. Quick and easy guide to parliamentary procedure. Wisconsin 4-H Southern District Leadership Team. 4-H Youth Development in Iowa County.



Extension is a Division of the Institute of Agriculture and Natural Resources at the University of Nebraska–Lincoln cooperating with the Counties and the United States Department of Agriculture.

The 4-H Youth Development program abides with the nondiscrimination policies of the University of Nebraska–Lincoln and the United States Department of Agriculture.

Call to Order

Pledges

Roll Call

Secretary's Report

Treasurers' Report

Committee Reports

Old Business

New Business

Announcements

Adjourn