



Basic 4-H Club Meeting



1. **CALL TO ORDER** *(President, _____, Raps Gavel 2 times for members to come to order)*
 The meeting of the _____ 4-H Club will come to order. We will begin with the Pledge of Allegiance and the 4-H Pledge. _____ and _____ will be our Pledge Leaders today. *(President, Raps Gavel 3 times for members to stand)*

2. **PLEDGES** *(The 2 Pledge Leaders come to the front to lead pledges; all members will recite pledges)*
(Pledge Leader) Attention, salute, pledge: I pledge allegiance to the flag...
(Pledge Leader) Now the 4-H, pledge: I pledge my head to clearer thinking, my heart to greater loyalty, my hands to larger service, and my health to better living for my club, my community, my country and my world.

3. **ROLL CALL** *(President rap gavel 1 time for members to sit)* Next, we will have meeting minutes and roll call.

4. **SECRETARY:** *(Secretary read minutes from meeting..... or say the meeting minutes are on page__)*
(President) Are there any additions or corrections to the minutes? **If there are no corrections to the minutes, they are approved as read. Seeing none, the minutes are approved.** If there are corrections and say the minutes are approved and will be filed with the corrections *(Tap the gavel 1 time)*
(Secretary) Please state your name and tell us your favorite_____.
(or if a large group say) Please be sure you have signed in on the attendance sheet.
(President) Now the treasurer will give the treasurer’s report.

5. **TREASURER:** There is a total of \$_____ in our club account.
(President) The treasurer’s report will be filed for audit. *(Tap the gavel 1 time)*

6. **BUSINESS/EDUCATIONAL PROGRAM, PROJECT AND/OR ACTIVITIES REPORTS**
(OPTION 1)
(President) Our Vice-President, will tell us our club options for today.
(Vice-President) Today’s educational program will be presented by _____ teaching us about _____.

- Or
 Today’s club options are:
 1. _____,
 2. _____,
 3. _____.

(OPTION 2)

(President) Is there any old business that needs to be addressed before we move on with our agenda? Stand and state any old business that needs to be taken care of.

The first item of business is _____

(member) I move that we _____ *(another member seconds, if no second then say)* *(president)* Is there a second? *(if no second)* The motion dies for lack of a second.

(or) It has been moved and seconded that we _____

(president) Is there any discussion?

(member) I call for question. **“Question” When enough discussion has taken place, a member should call**

“Question” to signal for vote on a motion. All discussion stops and a vote is immediately done.

(president) It has been called to question. Are the members ready for the question? {pause} **If members seem ready proceed by saying...** We will now proceed to vote on the motion to _____ *(president)* All in favor, please signify by saying aye.” {pause} “ All opposed, no. {pause}” **If the vote is close you may need do a ballot or hand count, for hand count say)** All those in favor please raise your hand {*pause and count*} _____ in favor all opposed {*pause and count*} _____ opposed. The motion has (passed or failed according to vote). (*Tap the gavel 1 time to announce the result of the vote.*)

(president) Is there any other business that needs to be addressed before we move on with the agenda? If so, stand and state any business that needs to be taken care of. {pause}

(member) I move that we _____ *(another member seconds)*

(president) It has been moved and seconded that we _____

(president) Is there any discussion?

(president) We will now proceed to vote on the motion to _____

All in favor, please signify by saying aye. {*pause*} . All opposed, no. {*pause*}. . The motion has (passed or failed according to vote). (*Tap the gavel 1 time to announce the result of the vote.*)

7. **ANNOUNCEMENTS** *(President)* Are there any announcements?

8. **ADJOURNMENT** *(President)* Do I have a motion to adjourn the meeting?

(Member 1, _____) I move that the meeting be adjourned. *(President)* Is there a second?

(Member 2, _____) I second the motion. *(President)* All those in favor of the motion to adjourn the meeting say “yes.” {pause} All opposed say “no.” {pause} The motion to adjourn the meeting has passed. Please stand. (*rap gavel 3 times*) We will adjourn by saying the 4-H Motto and you may go to your project meetings/activities. (*All*) To make the best better. This meeting is adjourned *(President rap gavel 1 times.)*

Adapted by Florida 4-H Military Programming team, form 4-H 101, Lesson 11, 4-H Military Partnerships, National 4-H Headquarters, National Institute of Food and Agriculture, USDA.