

Running a Smooth 4-H Business Meeting

4-H club officers conduct a 4-H business meeting with as little input as possible from you, the leader. This will happen if you have helped officers to understand their jobs and make an agenda in advance, or decide if a business meeting is needed.

Business meetings follow a specific procedure:

- Call to order when the meeting opens (president)
- 4-H pledge, pledge of allegiance, song, or other opening (vice president).
- Roll call -(secretary).
- Reading of the minutes of the last meeting (secretary).
- Treasurer's report (treasurer).
- Correspondence (secretary).
- Reports of committees.
- Old or unfinished business left over from the last meeting (president).
- New business (president).
- Next meeting date.
- Adjournment when the business meeting is over.

Minutes of a Meeting

It is the secretary's job to keep the minutes of each meeting. The minutes should be a record of what is done, not what is said. They should contain:

- date and place of meeting.
- names of members and visitors present.
- approval of previous minutes.
- all reports and what was done about them.
- all motions, with the name of the person who made them, and whether the motion was carried or lost.
- the time the meeting was adjourned.
- any programs, refreshments, or recreation that happened after the meeting.



Making and Voting on Motions

A member who wants the club to vote on something makes a motion. That member raises one hand, or stands, and waits to be recognized. After being recognized by the president, the member says, "I move that ..."

Another member says "I second the motion." This means that at least one other member thinks the club should consider it. (If the motion is not seconded, it is dropped.)

The president then asks for discussion. When discussion stops, the president asks, "Are you ready for the question?" If no one requests more discussion the club is ready to vote.

The president states the motion so everyone can hear it. The members vote when the president says, "All in favor say 'Aye,'" and "All opposed say 'Nay.'"

The motion is passed if more members vote "aye" than "Nay." If the president is in doubt about the vote, he should ask for a show of hands or a standing vote.

The president then says, "The motion is carried," or "The motion is lost," according to the vote.

Ways to Vote

Voice Vote. The president says "All in favor of the motion say 'Aye.'" "All opposed say, 'Nay.'"

Standing Vote. The members stand so their votes can be counted.

Show of Hands. The members raise their hands so the president can count their votes.

Ballot. The president and one or more helpers hand out blank slips of paper so the members can write down their vote.

Roll Call. Members vote, one at a time, as their names are called.

Honor System. All members close their eyes and vote by raising one hand.

