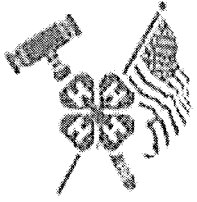


OHIO 4-H CLUB OFFICER'S GUIDE



PRESIDENT'S MANUAL



4-H Club President's Manual



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Check list for Presidents

- ___ I consult with the advisor ahead of time to prepare for each meeting.
- ___ I conduct the meetings in a courteous and tactful manner.
- ___ I make guests feel welcome.
- ___ I help the other officers to carry out their assignments.
- ___ I encourage everyone to participate in the meeting.
- ___ I make sure everyone gets to serve on a committee at some time during the year.
- ___ I delegate responsibilities rather than trying to do them all myself.
- ___ I give others credit for jobs they do.

- ___ I thank those who participate in the program or those who help to make arrangements.
- ___ I avoid dominating the meeting by giving too many personal opinions.
- ___ I represent my group proudly at other meetings and events.
- ___ I try to attend as many 4-H meetings and activities as possible and am prompt and enthusiastic.
- ___ I have a planned agenda for each meeting.
- ___ I arrange for a place to meet in advance.
- ___ I know basic parliamentary procedure.
- ___ I am knowledgeable of the 4-H organization.

Adapted from the University of Illinois, 1984

What Is A 4-H Meeting?

You are standing before your 4-H club. You call the meeting to order and then ... what do you do? What happens in a 4-H club meeting? There are so many things you want to cover during the meeting. What should the meeting include? What **do** you do?

Most 4-H club meetings consist of three parts: 1) the business meeting; 2) the program; and 3) recreation. Let's briefly look at each of the three parts.

The Business Session

In the business session we learn how to make decisions as a group. The decisions made by the group guide the club's activities throughout the year. By participating in the business session, members learn how they can become an important part of the democratic decision making process. Members learn how to use basic principles of parliamentary procedure that ensures a smooth and effective meeting.

The business meeting gives members a chance to share ideas and plan and do things together. A group of people has more information and ideas than any single person. As a group, your club can make better decisions and do much more than as single 4-Hers.

The Program

The second part of the meeting is the program. Whether it is a film, a field trip or tour, demonstrations by club members, or a chance to work on club projects or individual 4-H projects, the program is an important part of the 4-H club meeting. This is sometimes referred to as the "educational part" of the meeting. But a well planned program makes the education fun and varied. Perhaps one

meeting you have a guest speaker. At another you may take a club trip. At a third you may work on projects with your advisors in getting ready for the fair or judging. Whatever you do, the program is an important part of the club meeting and, if well planned, is often the best part of the meeting!

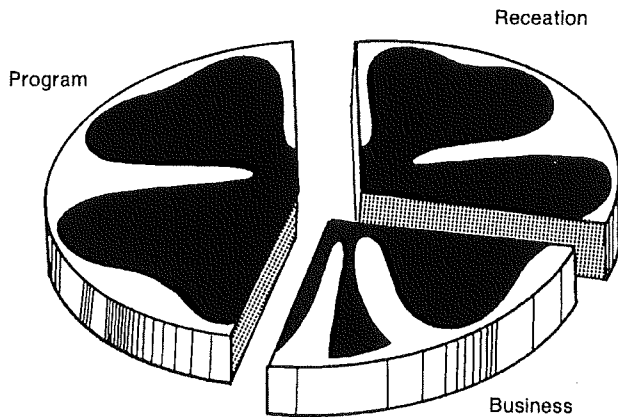
It is often a good idea to involve members of your club in presenting the educational program.

Recreation

We include recreation and social time in the 4-H club meeting to provide members an opportunity to get to know one another and simply have fun. Recreation usually comes after the business session and educational program (in that order) and gives members a chance to celebrate and feel good about what they have done. Recreation, however, can be inserted into the meeting at any point it may seem appropriate.

Recreation should be more than basketball or football at every meeting. There are literally thousands of games your club can play. Part of your responsibility as president is to make this year a great year for all your club's members. One way to help attain this goal is to be sure the recreation officer(s) has different games/activities each week. This way, someone who is not a great baseball player has a chance of doing well at another activity. There are also many games that require individual or small groups which get more members involved in the games at all times. Another idea is to find activities or games in which there are no losers — everybody wins! Often, refreshments are served during the recreation period. Parties and special events are often considered part of "recreation."

How Do I Fit These Together?



Parts of the 4-H Meeting

You can view the 4-H meeting as a freshly-baked pie. The pie is to be divided between the three parts of the meeting. You can plan to have equal portions or you can make one piece larger than the other two or make all three different sizes. If the program is important, you may want to leave the most time for your club meeting for the program. If you are having an “end of the year” party for the club, the recreation part of the meeting might take almost all the meeting time. Early in the 4-H year, the business session might be the most important part of the meeting as the club plans projects, activities, and the club’s calendar. As president of your club, you need to work with the other officers and your advisor(s) to determine how to best divide the time for your meetings being sure to give time to all three elements of a 4-H meeting.

The Business Session

As we have already seen, the 4-H club meeting is composed of three parts — the business session, educational program, and recreation. Although all of the officers function as a team in helping guide the club towards its goals, it is the president of the group (and sometimes the vice-president) who has primary responsibility for conducting the actual business portion of the meeting.

What are the characteristics of a good 4-H business session? Here are some things to look for.

1. The 4-H club meeting should involve all members in making decisions.
2. 4-H members should respect the rights and ideas of other members.
3. The majority should rule at 4-H club meetings.
4. Business should be conducted in an orderly and effective manner.
5. The club meeting should be short and concise rather than long and boring (usually 15-20 minutes).

Parliamentary Procedure

In 4-H and many other organizations, we use “parliamentary procedure” as a way to effectively involve members in decision making. Parliamentary procedure is a democratic series of rules and order by which a club or organization operates. Parliamentary procedure does two things for the club. First, it provides a logical, step-by-step sequence for transacting business. Secondly, it provides a set of rules that insure an orderly and democratic meeting.

In a club using parliamentary procedure, the president does not attempt to influence or control the group’s thoughts or decisions but rather guide them through a decision-making process that results in a decision acceptable to a majority of the members. The way in which the president accomplishes this can take on several forms.

Meeting Style

Clubs, organizations and other groups all conduct business in slightly different ways. Generally, however, there are three basic meeting styles:

1. Simple Style

Characteristics: No formal agenda; group discusses business until members agree on what to do; probably no officers; open discussion. Might be used by a small committee of two or three members where few decisions need to be made.

2. Informal Style

Characteristics: Flexible meeting agenda; basic parliamentary procedures; chairperson or elected officers; controlled discussion. Many 4-H clubs use this style.

3. Formal Style

Characteristics: Precise meeting agenda; standard parliamentary procedure; elected officers. Used by governing bodies and formal organizations.

Can you think of examples of where each of these three styles might be used?

Simple Style?

Informal Style?

Formal Style?

Most 4-H clubs use an informal meeting style and basic parliamentary procedure for the business portion of their meeting. However, you should feel free to use whatever style works best for your club. Try to avoid “icy” formality during the business session and try to promote a friendly, cooperative spirit. A step by step guide showing the basic elements of a business session conducted under simple parliamentary rules begins on page 7.



Parliamentary Procedure

Tools of Parliamentary Procedure

In addition to providing a logical step-by-step outline for conducting the meeting, parliamentary procedure also provides a "toolbox" of instruments we use to insure an orderly and democratic meeting. A few of the more common "tools" are motions, amendments, and committees. It is your responsibility to make sure that all members of your club understand how to use these tools.

Motions: An important tool of parliamentary procedure is the motion. A motion is simply a suggestion made by a member for action to be taken by the group. To make a motion, a member is recognized and begins his motion with the phrase "I move that..." followed by what it is he would like to see the club do. In deciding the date for a club picnic, a member might be recognized and say "I move that the club picnic be held on Saturday, June 20."

Once the motion is made, another member of the club must "second the motion" that is, to make a statement of agreement with the original motion. To second the motion the member is recognized and states "I second the motion."

If a motion is not seconded, it "dies" or is no longer considered.

Motions are simply an orderly way of receiving input from members of the club. Once a motion is made and seconded, the president may call for discussion on the motion. When discussion is exhausted or completed, a vote on the motion is taken. In an informal style however, it is perfectly acceptable to allow discussion before a motion

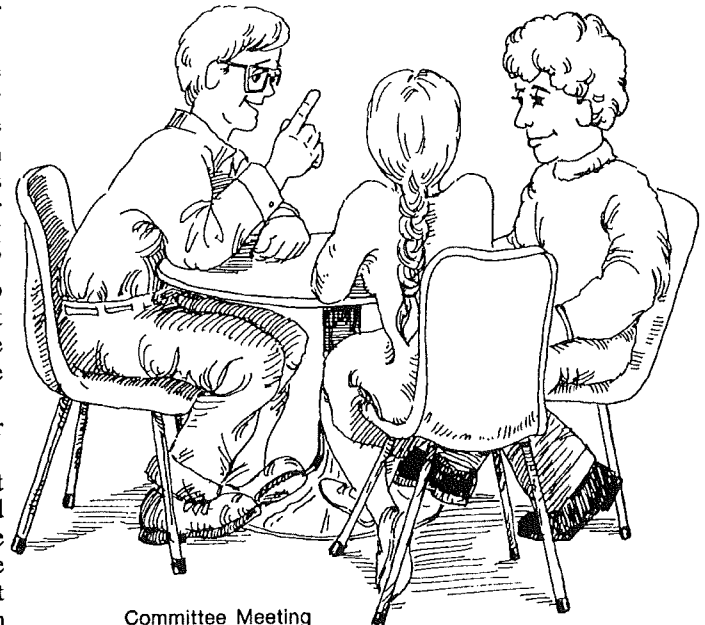
is made. In this manner the group may be able to reach a general agreement on what should be done and then finalize it with a motion, second and vote. This way, instead of having to take action on the first idea presented, discussion may eventually reveal the group's collective feeling on the issue.

Amendments: Sometimes during discussion of a motion a change in the wording of the original motion may be needed. If this is the case, a member may move to amend, or change the motion to read differently. If a member wishes to amend a motion they must be recognized and state that they wish to "amend the motion to read that..." followed by the change. Amendments must be seconded and voted upon by the club before action on the original motion may be taken. Remember, the individual who made the original motion may withdraw or reword that motion at any time.

Committees: The president can not do all of the work for the 4-H club. Therefore, he/she must be able to successfully delegate different tasks, jobs, and responsibilities to other officers, members, or groups of members to carry out. To delegate means to entrust another with the responsibility for completion of a task. We often delegate routine decision making and certain specific responsibilities to committees.

A committee is a group of people, usually a subdivision of an organization, assembled for a specific purpose and assigned a specific task or responsibility. Examples of committees may be a fund-raising committee, bake sale committee or a publicity committee. Effective clubs use committees to:

1. distribute the work load
2. remove trivial decision making from the business session
3. match members with specific skills
4. get more accomplished
5. develop leadership skills in members



Committee Meeting

There are two types of committees — standing and ad-hoc. Standing committees function throughout the year and usually deal with subjects that affect the club on a more or less continuing basis such as a publicity or fund-raising committee. Ad-hoc committees are formed to address a specific topic of immediate concern such as a club picnic. Ad-hoc committees can be appointed at any time. They function for their specific purpose and are then disbanded. Ad-hoc committees are also called special committees.

Parliamentary procedure usually is not used in a committee meeting. Generally, a simple style of open discussion is used.

The president has the authority to appoint a special committee as needed. It is recommended that the standing committees be appointed at the beginning of the year by the president in consultation with the vice-president and other officers.

Order of Business

Generally, the Business Session follows this order:

1. **Call to Order** — The president rises and says, "This meeting will please come to order." Meetings should begin on time and end promptly.

2. **Pledge of Allegiance and the 4-H Pledge** — The president or someone he/she assigns leads the group in the pledge. A thought for the day or a similar activity could be added.

3. **Roll Call and Introduction of Visitors** — The president stands and says, "The secretary will please call the roll." The secretary remains seated and announces how roll call is to be answered and then calls the names of the 4-H'ers. Then all visitors are introduced to the group by the member who brought them.

4. **Minutes of Previous Meeting** — The president stands and says, "The secretary will read the minutes of the last meeting." The secretary rises and addresses the chair, "Mr. (or Madam) President," then reads the minutes and is seated.

5. **Approval of Minutes** — The president asks, "Are there any additions or corrections to these minutes? (waits a moment) If not, they stand approved as read." Or if there are corrections, the corrections are made and the president continues... "Are there any further corrections to the minutes? (waits a moment) There being no further corrections, the minutes will stand approved as corrected."

6. **Officer's Reports** — The president asks, "May we have the treasurer's report?" The treasurer rises and addresses the chair, then reads the treasurer's report and is seated. Other officers such as Reporter, Health, Safety, etc. may also have reports. At this time, the secretary should read any correspondence addressed to the group. Generally no action is required on these reports.

7. **Committee Reports** — The president asks the chair of each committee to report. The president says, "Will the chair of the _____ committee please report?"

The chair rises, addresses the president, and gives the report.

The president says, "Does any member wish to present a motion to accept this report? At this time a motion is presented and carried out as described earlier in this booklet. (Your club may have the vice president in charge of all committees. In this case the vice president would call for each report).

8. **Old Business** — Old business is business not completed at earlier meetings.

President: "Is there any old business?" If the answer is "Yes," then that business is brought before the 4-Hers. If not, the president goes on to the next section of the meeting.

9. **New Business** — New business allows time for 4-Hers to submit new ideas for the group to consider.

President: "We are now ready for any new business."

The 4-Her must address the chair and explain any new business to come before the club. Any action taken by the group must be stated as a motion ("I move we have a bake sale.") and then follow the motion process.

10. **Announcements, Leader's Report** — President: "Are there any announcements?" The program for the next meeting is announced by the vice president. The place, date and time of the next meetings and activities also are announced. The 4-H Leader may also want to make some announcements.

11. **Adjournment** — The president asks, "Is there a motion for adjournment?"

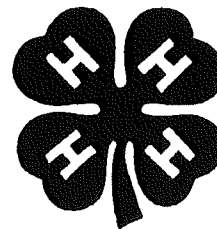
4-Her: "Mr. (or Madam) President."

President: "John"

4-Her: "I move that we adjourn."

Second 4-Her: "I second the motion."

President: "It is moved and seconded that we adjourn. All in favor say "yes;" opposed "no." The motion is carried and the meeting is adjourned.





Guest Speaker

The Program

This is the heart of most 4-H meetings and may include any of the activities identified by members of your group as appropriate in reaching their goals. In many clubs, the vice president is in charge of the program.

Some possibilities are:

- 4-H presentations-demonstrations, talks, show and tell
- Guest Speaker
- Visual aid material (film, slides, posters, video tapes)
- Community service activities
- Tours
- Supervised work on projects

Notes on Introducing a Speaker

It is important for the president to introduce a speaker easily and graciously. It not only puts the speaker at ease but also commands the attention of the audience. The three points to remember in making an introduction are:

1. Tell who the speaker is — name
2. Tell what he represents — interests or occupation
3. Tell why he is here — subject of talk

Here is an example of a good introduction: "Our club has been studying for some time about how to prepare our animals for exhibit. Harold Anderson's dad has had a great deal of experience in exhibiting. May I present Mr. Anderson, who will demonstrate 'How to Fit a Dairy Heifer for Exhibiting.'"

Notes on Holding and Election

An election of officers requires the use of certain rules in addition to the general form for conducting a meeting. Contact your advisor for more information on holding an election. This can be found in the *Ohio 4-H Club Officers Guide — Working With Officers And Committees*.

Recreation

Through recreation at club meetings, members learn to create their own fun, to cooperate, to give as well as follow directions, and to better understand themselves and others. Some clubs schedule recreational activities while waiting for all members to arrive; others prefer having this at the end of the meeting. Simple action games use up excess energy and can teach information or skills. Games also provide an opportunity for 4-H members to lead others (it is usually helpful to discuss the game or activity details with the member before he/she leads it).

Refreshments

Once again, it is up to your group. If your meeting is right after school, you may want to start with a snack. A Saturday morning meeting might end with refreshments. Some meetings may not need any. Refreshments should not be provided by the leader.



Planning the Agenda

The following guide can be used in planning your 4-H club meetings. You will want to fill one out before each meeting.

Agenda for _____ 4-H Meeting (Produce additional copies as needed)

This form may be used for planning regular 4-H meetings. The officers and leaders should meet at least a week prior to the meeting date and make sure that everyone with a part on the program is notified and prepared.

Place _____ Date _____ Time _____

Pre-Meeting Activities _____

Meeting _____ Person In Charge _____

Call to order.....President _____

Pledge of Allegiance.....led by _____

4-H Pledge.....led by _____

Roll Callto be announced by _____

Introduction of VisitorsVarious members _____

Minutes of Previous Meeting.....Secretary _____

Approval of Minutes.....President _____

Officers Reports.....Treasurer, Secretary, Health, Safety and other officers

Committee ReportsVice President _____

_____ led by _____

_____ led by _____

_____ led by _____

Old Business — items of discussion _____

New Business — items of discussion _____

Leader's Report/Announcements.....Advisor _____

Adjournment

Program: _____

Recreation/Refreshments _____

Evaluating Your Meeting

Check List for 4-H Club Meeting

Use the following to learn how your 4-H club meetings have improved. What areas do we need to work on?

Business

- Correct order of business followed
- Motions made and presented properly
- Committee reports complete but brief
- Minutes well written
- Officers' reports complete but brief. All officers reporting — treasurer, reporter, others
- President conducted meeting effectively
- Correct parliamentary procedure observed
- Meeting started promptly and ended at scheduled time

Educational Program

- Program well balanced
- Project information presented
- Activity information presented
- Variety of methods used to make meetings interesting
- Program arranged to capture and hold interest
- Quality of program and program numbers good
- Change of pace from one program to another

Social Program

- At least two games (one old and one new)
- Snappy, well organized

Ceremonies

- Use 4-H pledge, pledge of allegiance, 4-H motto
- Special ceremonies used such as initiation, installation, citizenship, attaching seal to charter as necessary

Member Participation

- All members present
- All or most of the members participated in the meeting
- Interested, attentive, and enthusiastic
- Courteous to guests, leaders, and club officers
- Talking clear and distinct
- Arrived on time

Leader Participation

- Brief Statements and guidance given

Adapted from Pennsylvania State University, 1984

References

The ABC's of Planning Your 4-H Club Programs, The Pennsylvania State University, Cooperative Extension Service, University Park, PA., 1984.

So You Are President Of Your Group, The University of Illinois at Urbana-Champaign, Cooperative Extension Service, Urbana, IL., 1984.

NOTES



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.