



# MARYLAND 4-H

*OFFICER'S WORKBOOK for  
PRESIDENTS and VICE PRESIDENTS*



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## 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.

## The 4-H Motto

To Make the Best Better!

# Welcome 4-H Club Presidents and Vice Presidents

Congratulations on being elected as your 4-H club's President or Vice President! You have been given an important job – to make sure everyone feels welcome and is engaged with your club's meetings and activities. These officer positions require honesty, integrity, attention to detail, and cooperation with your fellow officers, club members, and club leaders and volunteers.

## About this Handbook

This handbook provides important information and guidelines that will help you succeed in your new role as club President or Vice President. This handbook also includes many helpful planning and reporting forms you will need to perform the duties of your office.

## Duties of the President and Vice President

### As the President, you will:

- ✓ Serve as a “guide” or “pilot” for the meeting, leading the discussion in a tactful and courteous way. Avoid voicing personal opinions on motions under discussion. Remember... your role is to facilitate the meeting.
- ✓ Cast the deciding vote if there is a tie.
- ✓ See that the room is ready and that the meeting starts on time.
- ✓ Notify the leader and vice president if you're unable to attend a meeting.
- ✓ Appoint committees with the help of the leader.

- ✓ Work with the members and the leader to plan the program of the year.
- ✓ Meet with the leader and the other officers to plan the order of business for each meeting.
- ✓ Delegate responsibilities and make sure everyone serves on a committee or has a job at some point during the year.
- ✓ Give other officers a helping hand with their jobs.

### As the Vice President, you will:

- ✓ Assume the duties of the president in his or her absence.
- ✓ Serve as chair of the Program/ Education Committee.
- ✓ Assure that all members and advisors receive a complete club program.
- ✓ Work with all standing committees and special committees. Standing committees are a permanent part of the club. Special committees form to do a task then disband once completed.
- ✓ Assure that the club has a well-rounded program, including social activities, community service, demonstrations, project work, recreation, and education.
- ✓ Check with those putting on a program to see if they are ready or need any help.
- ✓ Work with the club at the beginning of the year to set club goals.
- ✓ Assure that a program or presenter is properly introduced and thanked.

# The 4-H Club Meeting

Although each 4-H club is unique, successful club meetings have a lot in common. In order to make 4-H fun, educational, and engaging, meetings should include these major parts:

- Business Meeting (group decisions or informal discussions)
- Program (presentations and special activities)
- Group Building (pre-meeting activity, recreation, and refreshments)

## Parts of a 4-H Club Meeting

	Activities include...	Purpose...
<b>Business Meeting</b> (15-20 minutes)	<ul style="list-style-type: none"> <li>o Committee reports – updates on the work completed by the committees.</li> <li>o Group decisions – about club trips, raising or spending club funds, community service projects, program ideas, etc.</li> <li>o Informal Discussions – to provide information to members, to set group goals, or to gather ideas.</li> </ul>	<ul style="list-style-type: none"> <li>o Members learn decision-making methods and how decisions affect the group.</li> <li>o Members learn useful methods of conducting business using parliamentary procedure.</li> <li>o Members develop the leadership skills involved in serving as a committee member or as an elected or appointed officer.</li> </ul>
<b>Programs, Presentations and Special Activities</b> (30-60 minutes)	<ul style="list-style-type: none"> <li>o Presentations - by members, leaders, or parents to provide education. Project talks and demonstrations are examples</li> <li>o Special programs - presentations by resource people in the community.</li> <li>o Project Work - doing group project work together.</li> <li>o Activities - such as community service projects or other activities the group has identified.</li> </ul>	<ul style="list-style-type: none"> <li>o Members learn about topics of interest or importance.</li> <li>o Members learn about resources or opportunities within their community.</li> <li>o Members gain experience talking or presenting in front of a group.</li> <li>o Members learn the importance of giving to and helping others in their community.</li> </ul>
<b>Group Building</b> (15-20 minutes)	<ul style="list-style-type: none"> <li>o Fellowship - an informal time set aside for members and leaders to get to know each other, such as a get-acquainted activity at the beginning of your meeting.</li> <li>o Recreation - a variety of organized games or fun activities.</li> <li>o Refreshments - gives members a chance to serve as a host/ hostess. Refreshments may also be part of an educational activity.</li> <li>o Celebration - to recognize accomplishments of individuals or the club at each meeting or at the end of the year.</li> </ul>	<ul style="list-style-type: none"> <li>o Helps members feel a part of the group in a fun way.</li> <li>o Can encourage cooperation and teamwork.</li> <li>o Helps members feel good about what they have done and encourages them to reach goals or try new things.</li> </ul>

## The 4-H Club Meeting Agenda

Planning the 4-H club meeting is an important responsibility of a 4-H club's officers and leaders. The club meeting should include a balance of the Business Meeting, Program, and Group Building activities. A 4-H club meeting may be arranged this way:

**Part 1: Pre-Meeting Activity** (5-10 minutes)

– This is a hands-on activity to get members to help members feel welcome, get to know each other, and encourage engagement in the meeting.

**Part 2: Business meeting** (15-20 minutes)

– The group sets goals, brings up new ideas, reports activities, and makes decisions during this part of the 4-H club meeting.

**Part 3: Program** (30-60 minutes) – This part of the meeting can include guest presenters, member talks and demonstrations, tours, community service projects, etc.

**Part 4: Recreation** (15 minutes) – Like the Pre-Meeting Activity, recreation helps members get to know each other and build cooperation. Recreation should be fun and get members active and engaged and can include games, mixers, sports, etc.

**Part 5: Refreshments** (5-10 minutes) – snacks add fun to the meeting and provides a great way for members to take active roles in the club by serving as a host/hostess.

The *4-H Club Meeting Agenda Planning Worksheets* at the back of this workbook will help you plan your club meetings.

## The Business Meeting: Order of Business

The business portion of the 4-H club meeting is divided into segments conducted in a specific order. An example of the most commonly used order of business is listed below:

1. Call to order
2. Opening song and/or pledges
3. Roll call and introduction of guests
4. Reading and approving the minutes
5. Treasurer's report
6. Committee reports and their acceptance
7. Unfinished business from the previous meeting
8. New business
9. Appointing committees (if needed) and checking on assigned individual tasks for next meeting
10. Adjourn business meeting

Your 4-H club's youth members make all of the club's decisions, with leadership provided by the club's officers.

# Using Parliamentary Procedure

The business portion of the 4-H Club meeting will be more efficient and orderly as the group has discussion and makes decisions when parliamentary procedure is followed. Parliamentary procedure is a set of guidelines established to help groups:

- Discuss only one item at a time
- Show courtesy to everyone in the group
- Make decisions by majority rule
- Respect the rights of the minority

*Robert's Rules of Order* is the most common guide for parliamentary procedure used by 4-H Clubs to conduct a business meeting and give each member a voice in their club.

## Steps in Making a Motion

During the business meeting, when a member has an idea for the club to consider or when the club members need to make a decision, a motion is used. The following steps are used to “entertain a motion” and to decide if club members are in favor of the item of business brought before the club:

### 1. Make a motion

- A club member will raise his or her hand and wait for the president to call on them before saying “I move \_\_\_\_\_.”

Note: The proper way to move a motion is to say, “**I move**,” not “I motion.”

### 2. Second the motion

- President says, “**Is there a second to the motion?**”
- A different member says, “**I second the motion.**” If no second is made the motion dies and no further action is taken. If the motion receives a second, move on to the next step.

### 3. Discuss the motion

- President says, “**It has been moved and seconded to \_\_\_\_\_.**  
**Is there any discussion?**”
- President allows discussion on the motion.

### 4. Vote on the motion

- When the discussion ends, the president says, “**It has been properly moved and seconded that we \_\_\_\_\_**” (President states the motion or has the secretary read the motion).
  - President says “**All in favor say ‘aye’.**” Aye means “yes”. (Pause for vote and record the count).
  - President says “**All opposed say ‘nay’.**” Nay means “no”. (Pause for vote and record the count).

### 5. State the results

- When the count of the ‘aye’ votes yields a majority (usually a majority is more than half of the number of members voting), the President says, “**Motion passes.**” or “**Motion carries.**” This means that the group will do what was stated in the motion.
- When the count of the ‘nay’ votes yields a majority, the President says, “**Motion fails.**” or “**Motion is lost.**” This means that the group will not do what was stated in the motion.

## More about Motions...

- Generally, motions come from the membership of the club, not the president.
- A motion cannot be discussed or voted upon unless it has a second.
- Only one motion may be on the “floor” at a time.
- A motion can be changed by making an “amendment”. See the 4-H Club Officer’s Handbook to learn more about amendments.
- Only one member speaks at a time during the discussion about a motion. Do not allow discussions to drag on too long.
- Only the club’s youth members may vote. Adults are present to share ideas and provide guidance as needed but only youth may vote.
- When all items on the agenda for the business meeting have been completed, the president “calls” (asks the members) for a motion to adjourn the meeting.

## Different Ways 4-H Clubs May Vote

The voice vote is a quick way to vote, but if the vote sounds close between the ‘ayes’ and ‘nays’, the president may want to use another way to vote. Here are a few ways commonly used to vote during 4-H club meetings:

- Voice Vote – Members call out their vote when prompted by the president.
- Show of Hands – Members raise their hands so the president can count their votes.

- Standing Vote – Members stand so the president can count their votes.
- Secret Ballot – A blank slip of paper is given to each member so they can write down their vote. A ballot is typically used when voting during an election or on motions about sensitive ideas.



# A President's Script for a 4-H Business Meeting

Below you will find an example of a script that can be used to help the president lead the 4-H club business meeting.

## Business Meeting Script - Example

CALL TO ORDER	
President	<i>Taps gavel.</i> "The meeting of the _____ 4-H Club will please come to order."
PLEDGES	
President	"Will _____ and _____ please come forward and lead us in our Pledge of Allegiance and 4-H Pledge?" <i>The president asks two members to lead pledges before the meeting begins.</i>
Member	"Please stand and join me in reciting the Pledge of Allegiance." Member leads pledge.
Member	"Please remain standing and join me in reciting the 4-H Pledge." Member leads 4-H Pledge. "You may be seated."
ROLL CALL	
President	"The secretary will now call roll."
Secretary	Calls roll and records attendance.
INTRODUCE NEW MEMBERS/GUESTS	
Vice President (or other officer assigned this responsibility)	"We are pleased to introduce _____ who is a <i>(new member, guest, etc.) to our club. Thank you for joining us.</i> " <i>It would be great for the vice president to meet any new members or guests prior to the meeting and learn a little bit of information about them to make their introduction to the group more special.</i>
READING OF THE MINUTES	
President	"The secretary will read the minutes of the last meeting."
Secretary	Reads the minutes from the last meeting.
President	"Are there any corrections or additions to the minutes?" <i>PAUSE. If a member notices a mistake, the member will raise his hand. When called on by the president, he or she will explain the mistake.</i> <b>IF CORRECTIONS:</b> "The secretary will please make the correction. Are there any other corrections or additions?" <i>PAUSE.</i> "If not, the minutes stand approved as corrected." <b>IF NO CORRECTIONS:</b> "If not, the minutes stand approved as read."

TREASURER'S REPORT	
President	"Will the treasurer give the treasurer's report?"
Treasurer	<i>Reports on the balance on hand and explains any money paid out or received since the last club business meeting.</i>
President	<p>"Are there any questions regarding the treasurer's report?" PAUSE. <i>If a member has a question about the report, he or she will raise his/her hand, and when recognized by the president, will ask the question.</i></p> <p><b>If questions:</b> <i>The treasurer will answer any questions about the report. After all questions have been answered say, "If there are no further questions, the treasurer's report will be filed for audit."</i></p> <p><b>If no questions:</b> <i>"If not, the treasurer's report will be filed for audit."</i></p>
COMMITTEE REPORTS	
Committee Chairperson	<i>Committees are small groups that have been appointed or elected to discuss or investigate a specific topic and make a recommendation to the group. Some of the committees your 4-H club might have are: activity committee, community service committee, fund raising committee, parade committee, etc. Committee chairman should report back to the club to inform them of what their committee has been working on and their suggestions for the club. The club may have to vote on something that the committee suggests.</i>
UNFINISHED BUSINESS	
President	<p><i>As the agenda is prepared before the meeting, the president will refer to the minutes of the last meeting to list unfinished business, which is business that was discussed at a previous meeting that still has unfinished details or decisions to be made.</i></p> <p>"Our first item of unfinished business is: _____"  "_____"</p> <p><i>The president, leader, or another member will help lead the discussion about each business item. Who will lead the discussion is generally identified on the agenda.</i></p>

## NEW BUSINESS

President	<p><i>As the agenda is prepared before the meeting, the president or leader will identify new issues for the club to discuss.</i></p> <p>“Our first item of new business is: _____”</p> <p>_____”</p> <p><i>The president, leader or another member will help lead the discussion about each business item. Who will lead the discussion is generally identified on the agenda. If a decision needs to be made for any business item, the president will accept a motion from the floor and a vote will be held.</i></p>
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President	<p><i>After all listed new business on the agenda has been discussed, “Is there any other new business to bring before the club?”</i></p>
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Member & President	<p><i>After receiving the floor from the president, any member may bring up new business. If the business requires a decision to be made, the member will say,</i></p> <p><b>Member:</b> “I move that...”</p> <p><b>President:</b> “Is there a second to this motion?”</p> <p><b>Another Member:</b> “I second that motion”</p> <p><b>President:</b> “The motion has been made and properly seconded to _____ .Is there any discussion?”</p> <p><i>Any member may raise their hand and share their views about the issue when the president calls on them.</i></p> <p><b>President:</b> “If there is no further discussion, then we will vote. All in favor say ‘Aye.’ All opposed ‘<b>Nay</b>’.” <i>The motion carries (or fails depending of the vote).”</i></p>
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## ANNOUNCEMENTS

President or Vice President	<p><i>Your club leader may prepare a list of announcements or prepare a take-home list for each member with important dates and reminders.</i></p> <p>“Here is a list of announcements and reminders” or “Are there any announcements?”</p>
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Any member	<p><i>After receiving the floor from the president, any member or leader may make announcements.</i></p>
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## ADJOURNMENT OF BUSINESS MEETING

President	<p>“If there is no further business, is there a motion that we adjourn the business meeting?”</p>
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Any member	<p><i>Raises hand. After receiving the floor from the president the member will say, “I move that this meeting be adjourned.” This particular motion does not need a second.</i></p>
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President	<p>“This meeting is adjourned.”</p>
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## 4-H Club Committees

A strong committee structure will enable all members of the club to actively shape club programs, events, and activities. Club committees offer a chance for members to work together toward accomplishing goals with the support of 4-H adult volunteers. The types of committees that a club has, the number of members, and how the members are selected should be included in the 4-H club's bylaws.

### Why Have Committees?

Committees can help 4-H groups function well by making recommendations and suggesting plans for the group while getting more members involved.

### How Are Committees Formed?

In many cases, the president, with help from the organizational club leader, appoints committees. However, your club may also permit members to volunteer. Either the president or the committee itself may name the committee chairperson.

### What Kinds of Committees May 4-H Clubs Have?

#### The Executive Committee

The officers and the organizational leaders make up the club's executive committee. This committee should meet, plan and begin training soon after new officers are elected.

#### Standing Committees

Standing committees are appointed each year and they serve for the entire year. Examples include the:

- **Program Committee** – Plans the program for the year, including the program for each meeting. After the plans are approved by the club members, they are written in the “Club Annual Report” form. The programs should also be shared with each family in the club and with the county/city Extension office. The vice-president serves as this committee's chairperson.
- **Recreation Committee** – Plans recreation for each club meeting and social activities for the club. The recreation leader chairs this committee.
- **Membership Committee** – Makes plans to enroll new members in the club and talks with prospective members and their parents. This committee helps invite new members and to get them acquainted with others in the club and participate in club programs.

#### Special Committees

- **Special committees** are appointed to study problems and recommend solutions. For example, special committees might be appointed to plan a group tour or trip, a local club celebration, a fundraiser, or a parent appreciation activity.

# 4-H Club Meeting Agenda Planning Worksheet

(Follows suggested outline for a 4-H club meeting)

Date \_\_\_\_\_ Time \_\_\_\_\_ Place \_\_\_\_\_

AGENDA ITEM	PERSON RESPONSIBLE	ACTIVITY/ SUBJECT
<b>Pre-Meeting Activity (5-10 minutes)</b>		
Activity	Led by:	Activity:
<b>Business meeting (15-20 minutes)</b>		
Call to Order	President:	
Pledge of Allegiance	Led by:	
4-H Pledge	Led by:	
Roll Call	Secretary:	Subject, if any:
Introduction of New Members/Guests	Vice President:	
Reading the Minutes	Secretary:	
Approving the Minutes	President:	
Treasurer's Report	Treasurer:	
Committee/Officer Reports	Led by:	Subject:
	Led by:	Subject:

AGENDA ITEM	PERSON RESPONSIBLE	ACTIVITY/ SUBJECT
Unfinished Business	President:	Item A:
	President:	Item B:
New Business	President:	Item A:
	President:	Item B:
	President:	Item C:
	President:	Item D:
Announcements	President/Club Leaders:	
Adjournment	President:	
<b>Program (30-60 minutes)</b>		
Member Talks/Demos	Member A:	Subject:
	Member B:	Subject:
	Member C:	Subject:
	Member D:	Subject:
Other Program	Presenter:	Subject:
<b>Recreation (15 minutes)</b>		
Recreation	Recreation Leader:	Activity:
<b>Refreshments (5-10 minutes)</b>		
Refreshments	Provided by:	

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Activity	Led by:	Activity:
<b>Business meeting (15-20 minutes)</b>		
Call to Order	President:	
Pledge of Allegiance	Led by:	
4-H Pledge	Led by:	
Roll Call	Secretary:	Subject, if any:
Introduction of New Members/Guests	Vice President:	
Reading the Minutes	Secretary:	
Approving the Minutes	President:	
Treasurer's Report	Treasurer:	
Committee/Officer Reports	Led by:	Subject:
	Led by:	Subject:

AGENDA ITEM	PERSON RESPONSIBLE	ACTIVITY/ SUBJECT
Unfinished Business	President:	Item A:
	President:	Item B:
New Business	President:	Item A:
	President:	Item B:
	President:	Item C:
	President:	Item D:
Announcements	President/Club Leaders:	
Adjournment	President:	
<b>Program (30-60 minutes)</b>		
Member Talks/Demos	Member A:	Subject:
	Member B:	Subject:
	Member C:	Subject:
	Member D:	Subject:
Other Program	Presenter:	Subject:
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Recreation	Recreation Leader:	Activity:
<b>Refreshments (5-10 minutes)</b>		
Refreshments	Provided by:	

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4-H Pledge	Led by:	
Roll Call	Secretary:	Subject, if any:
Introduction of New Members/Guests	Vice President:	
Reading the Minutes	Secretary:	
Approving the Minutes	President:	
Treasurer's Report	Treasurer:	
Committee/Officer Reports	Led by:	Subject:
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Call to Order	President:	
Pledge of Allegiance	Led by:	
4-H Pledge	Led by:	
Roll Call	Secretary:	Subject, if any:
Introduction of New Members/Guests	Vice President:	
Reading the Minutes	Secretary:	
Approving the Minutes	President:	
Treasurer's Report	Treasurer:	
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Recreation	Recreation Leader:	Activity:
<b>Refreshments (5-10 minutes)</b>		
Refreshments	Provided by:	

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Unfinished Business	President:	Item A:
	President:	Item B:
New Business	President:	Item A:
	President:	Item B:
	President:	Item C:
	President:	Item D:
Announcements	President/Club Leaders:	
Adjournment	President:	
<b>Program (30-60 minutes)</b>		
Member Talks/Demos	Member A:	Subject:
	Member B:	Subject:
	Member C:	Subject:
	Member D:	Subject:
Other Program	Presenter:	Subject:
<b>Recreation (15 minutes)</b>		
Recreation	Recreation Leader:	Activity:
<b>Refreshments (5-10 minutes)</b>		
Refreshments	Provided by:	

# 4-H Club Meeting Agenda Planning Worksheet

(Follows suggested outline for a 4-H club meeting)

Date \_\_\_\_\_ Time \_\_\_\_\_ Place \_\_\_\_\_

AGENDA ITEM	PERSON RESPONSIBLE	ACTIVITY/ SUBJECT
<b>Pre-Meeting Activity (5-10 minutes)</b>		
Activity	Led by:	Activity:
<b>Business meeting (15-20 minutes)</b>		
Call to Order	President:	
Pledge of Allegiance	Led by:	
4-H Pledge	Led by:	
Roll Call	Secretary:	Subject, if any:
Introduction of New Members/Guests	Vice President:	
Reading the Minutes	Secretary:	
Approving the Minutes	President:	
Treasurer's Report	Treasurer:	
Committee/Officer Reports	Led by:	Subject:
	Led by:	Subject:

AGENDA ITEM	PERSON RESPONSIBLE	ACTIVITY/ SUBJECT
Unfinished Business	President:	Item A:
	President:	Item B:
New Business	President:	Item A:
	President:	Item B:
	President:	Item C:
	President:	Item D:
Announcements	President/Club Leaders:	
Adjournment	President:	
<b>Program (30-60 minutes)</b>		
Member Talks/Demos	Member A:	Subject:
	Member B:	Subject:
	Member C:	Subject:
	Member D:	Subject:
Other Program	Presenter:	Subject:
<b>Recreation (15 minutes)</b>		
Recreation	Recreation Leader:	Activity:
<b>Refreshments (5-10 minutes)</b>		
Refreshments	Provided by:	

# 4-H Club Meeting Agenda Planning Worksheet

(Follows suggested outline for a 4-H club meeting)

Date \_\_\_\_\_ Time \_\_\_\_\_ Place \_\_\_\_\_

AGENDA ITEM	PERSON RESPONSIBLE	ACTIVITY/ SUBJECT
<b>Pre-Meeting Activity (5-10 minutes)</b>		
Activity	Led by:	Activity:
<b>Business meeting (15-20 minutes)</b>		
Call to Order	President:	
Pledge of Allegiance	Led by:	
4-H Pledge	Led by:	
Roll Call	Secretary:	Subject, if any:
Introduction of New Members/Guests	Vice President:	
Reading the Minutes	Secretary:	
Approving the Minutes	President:	
Treasurer's Report	Treasurer:	
Committee/Officer Reports	Led by:	Subject:
	Led by:	Subject:

AGENDA ITEM	PERSON RESPONSIBLE	ACTIVITY/ SUBJECT
Unfinished Business	President:	Item A:
	President:	Item B:
New Business	President:	Item A:
	President:	Item B:
	President:	Item C:
	President:	Item D:
Announcements	President/Club Leaders:	
Adjournment	President:	
<b>Program (30-60 minutes)</b>		
Member Talks/Demos	Member A:	Subject:
	Member B:	Subject:
	Member C:	Subject:
	Member D:	Subject:
Other Program	Presenter:	Subject:
<b>Recreation (15 minutes)</b>		
Recreation	Recreation Leader:	Activity:
<b>Refreshments (5-10 minutes)</b>		
Refreshments	Provided by:	

# 4-H Club Meeting Agenda Planning Worksheet

(Follows suggested outline for a 4-H club meeting)

Date \_\_\_\_\_ Time \_\_\_\_\_ Place \_\_\_\_\_

AGENDA ITEM	PERSON RESPONSIBLE	ACTIVITY/ SUBJECT
<b>Pre-Meeting Activity (5-10 minutes)</b>		
Activity	Led by:	Activity:
<b>Business meeting (15-20 minutes)</b>		
Call to Order	President:	
Pledge of Allegiance	Led by:	
4-H Pledge	Led by:	
Roll Call	Secretary:	Subject, if any:
Introduction of New Members/Guests	Vice President:	
Reading the Minutes	Secretary:	
Approving the Minutes	President:	
Treasurer's Report	Treasurer:	
Committee/Officer Reports	Led by:	Subject:
	Led by:	Subject:

AGENDA ITEM	PERSON RESPONSIBLE	ACTIVITY/ SUBJECT
Unfinished Business	President:	Item A:
	President:	Item B:
New Business	President:	Item A:
	President:	Item B:
	President:	Item C:
	President:	Item D:
Announcements	President/Club Leaders:	
Adjournment	President:	
<b>Program (30-60 minutes)</b>		
Member Talks/Demos	Member A:	Subject:
	Member B:	Subject:
	Member C:	Subject:
	Member D:	Subject:
Other Program	Presenter:	Subject:
<b>Recreation (15 minutes)</b>		
Recreation	Recreation Leader:	Activity:
<b>Refreshments (5-10 minutes)</b>		
Refreshments	Provided by:	

## Acknowledgments

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