**President Script for 4-H Meeting**

The following guide can be used for planning and leading your 4-H club meeting. The terms/words to use for each part of the business meeting are listed **in bold** directly below each business meeting part. Keep this form for club records.

Agenda for (club name) meeting of (date) .

Pre-Meeting Activities

Meeting Person In Charge

Call to order President

**“This meeting will now come to order.”**

Pledge of Allegiance led by

**“Please stand for the Pledge of Allegiance led by \_\_\_\_\_\_\_\_.”**

4-H Pledge led by

**“\_\_\_\_\_\_\_\_\_\_ will now lead us in the 4-H Pledge.”**

Roll Call Secretary

**“The secretary will now call the roll.”**

Introduction of Visitors Various members

**“At this time would members please introduce their guests.”**

Minutes from Previous Meeting Secretary

**“The secretary will now read the minutes of the previous meeting.”**

Approval of Minutes President

**“Are there any additions or corrections to these minutes?**

(Wait a moment.) **If not they stand approved as read.”** If there are corrections they are made and the president says, **“Are there** **any further corrections to the minutes?** (Wait a moment.) **There** **being no further corrections, the minutes stand approved** **as corrected.”**

Treasurer Report Treasurer

**“May we have the treasurer’s report.”** This report and other

Officer reports do not require further action**.**

Committee Reports Various members

**“Will the chair of the \_\_\_\_\_\_ committee please report?”**

Following the report the President says. **“Does any member wish to present a motion to accept this report?”** See belowfor proper method for making a motion.

Old/Unfinished Business

**“Is there any old/unfinished business?”** (Use one or the other term.)

New Business

**“We are now ready for new business. On the agenda is . . . .”** After items on the agenda have been addressed say, **“Is there any other new business?”**

Announcements

**“Are there any other announcements?”**

Adjournment

**“Is there a motion for adjournment?”** After the motion has been made the president says, **“Is there a second?”** After the second has been made the president says, **“It has been moved and seconded that we adjourn. All in favor say ‘aye’,”** (pause for vote), **all opposed ‘nay’.” The meeting is adjourned.”**

Program

Recreation/Refreshments

**Steps in Making a Motion**

If there is something the club members need to decide during the business meeting, it requires a motion, a second, open discussion, and a vote. 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.

The proper way to move a motion is to say, **“I move,”** not “I motion.” When an item of business is brought up for discussion these steps are used:

1. President says, **“Is there a motion to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?”**

2. A member says**, “I move \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.”**

3. President says, **“Is there a second to the motion?”**

4. 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 is seconded, move on to step 5.

5. President says, **“It has been moved and seconded to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Is there any discussion?”**

6. President allows discussion on the motion.

7. 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). **All in favor say ‘aye.’** (Pause for vote). **“All opposed say ‘nay’.”**

8. President says, **“Motion passes.”** or **“Motion fails.”**

**NOTE**: The following tool helps keep order when a member seeks the floor to make a motion or discuss business. No one should speak unless recognized by the chair and given the floor. When a person wishes to speak the president says, **“The chair recognizes (name of speaker) and (name of speaker) has the floor.”**