



Meeting Monsters

- People want to hurry through meetings without taking time for discussions.

What do you do? Suggest lots of alternatives

- Meeting rambles and strays from original topic.

What do you do? Thank everyone for their comments and ask them to remember their ideas when that topic comes up. Then bring discussion back to original topic.

- Two members of each group gripe together during the meeting.

What do you do? Say, "Jeremy, only Colten gets to hear what you're saying – we want to hear it too."

- A parent tries to take over the meeting.

What do you do? Speak with your General Leader. Parents are non-voting guests and may be excused if they are disruptive.

- Someone is always negative.

What do you do? Let them speak, but then ask them what might be positive about the idea, or if they have another suggestion.

- Someone tries to make someone else feel like a fool.

What do you do? Cut them off by saying, "OK, Karen. We know how you feel – what do the rest of you think?"

Congratulations on becoming Club President. Stick to these rules and guidelines and you will do fine. Be sure to talk to your General Leader or your Regional 4-H Specialist if you have any questions or problems. They are there to help!

Trouble Shooting

- A. What if no one, or only a few members will share ideas?**

President asks each member to speak about what they feel. Break into smaller brainstorming groups, perhaps led by other executive members.

- B. What if discussion is not solving the problem?**

President asks questions to redirect the discussion, such as:

- "That's interesting, but how does this point help to solve things?"
- "Let's take a look at the problem from another point of view."
- "Are we missing some important information?"
- "We haven't heard from several members. Would they be willing to share their ideas with us?"

President proposes to create committee to consider information presented and to propose an appropriate course of action for the club.

- C. What if time is short and a decision must be made?**

President tells of time limitation and asks for final comments; summarizes discussion and proposes a decision. Ask for someone to make a motion so the club can pass that decision.

President's Responsibilities

- Prepare meeting agendas with your General Leader, the Vice President and/or Secretary. If possible, make copies of this agenda to hand out, or post it for all to see during the meeting.
- Notify General Leader and Vice President well in advance of any meetings you will not be attending
- Sit at the front of the room with the rest of the executive, facing the members
- Call meetings to order on time
- Limit the length of meetings
- Chair all general meetings in a fair, unbiased way
- Keep business moving along
- Keep discussions on topic (If necessary, ask them to "hold that thought" and discuss it later)
- Stand when announcing something important
- Refer to yourself as "The Chair"
- Follow parliamentary procedure
- Vote only to break a tie

- Give the floor to one speaker at a time, encouraging all members to participate. If someone is speaking out of turn, remind everyone to put up their hands.
- Help fellow club members to follow parliamentary procedure
- Turn the chair over to another person (Vice President) before taking part in any big discussions
- State or repeat all motions before a vote is taken
- Announce vote results
- Sign adopted minutes
- Split up or delegate the responsibilities among others rather than doing everything yourself (this helps your fellow club members develop their leadership and organizational skills, too)
- Give credit to others for the jobs they do
- Thank those who participate or help out in any way
- Attend as many 4-H meetings and activities as possible
- Come early to meetings and assist with setup.
- Be enthusiastic!

Agenda

A typical 4-H general meeting agenda looks like this:

1. Call to Order / Pledge
2. Roll Call
3. Review and Adopt Agenda
4. Minutes of Last Meeting
5. Correspondence
6. Unfinished (or Old) Business
7. Reports
 - Treasurer's
 - General Leader
 - Project Groups
 - Committees
8. New Business
9. Announcements
 - Next Meeting: Date, Time, Place
10. Adjournment

Followed by: Club Program, Recreation and / or Lunch

What to Say!

So now you have your Agenda figured out...but what are you supposed to say? Here are some suggestions:

1. Call to order / Pledge

- "I call this meeting to order."
- If your club has a gavel, this is the time to tap it on the table once or twice.
- "I call on (member's name) to lead us in the pledge." (Note: You can lead it every meeting too!)

2. Roll call

- "Will the secretary please take roll call."

3. Review & adopt agenda

- "Are there any additions to the agenda?"
- If no, then say, "The agenda is adopted as circulated / posted."
- If yes, "The agenda is adopted as amended."

4. Minutes of last meeting

- "The secretary will read the minutes of the last meeting."
- Once the secretary has finished, the chair asks, "Are there any additions or corrections to the minutes?"
- If no, the chair states, "The minutes stand approved as read."
- If yes, the corrections are made, and the chair asks again, "Are there any further corrections to the minutes?"
- Once all corrections are made, the chair states, "The minutes stand approved as corrected."

5. Correspondence

- "Would the secretary please read the correspondence?"

6. Unfinished or old business

- "Is there any unfinished (old) business?"

7. Reports

- "May we have the (Treasurer's, Beef Project, Social Committee, etc.) report?"
- Each report presenter should make a motion to accept his/her report as presented. If they do not, the chair asks, "Will someone move to accept this report as presented?"
- The presenter should move to accept, NOT adopt, their report. Accepting a report means that it will be entered into

the meeting minutes. Adopting a report means that the club will automatically do any action recommended in the report – you don't always want to do that!

8. New Business

- "Is there any new business?"

9. Announcements

- If the details of the next meeting are known, the chair should announce, "Our next meeting will take place (when & where). Are there any other announcements?"

10. Adjournment

- "Is there a motion for adjournment?" Member makes a motion to adjourn; no seconder is necessary.
- The chair must state, "The meeting is adjourned."

Club Program (guests)

- Guests may speak at any time during the meeting.

Recreation / Lunch

- 4-H Families / Project groups can take turns bringing goodies, or preparing fun activities or games after each meeting.

Boredom Busters

Sometimes meetings can get a little dull. Here are some quick pick-me-ups to get your members alert and enthusiastic!

- Take a two-minute stretch (don't break for a snack as you'll lose focus!)
- When asking for all in favour, have members vote by doing zany things (ie. "All in favour, cluck like a chicken! All opposed, bark like a dog!")
- Older members can be paired with younger members to help answer questions and keep them involved!

Making Motions

When you are the chair of a meeting, you must sometimes guide members through making motions. **REMEMBER:** Only members can vote!

1. Member A raises hand or otherwise gets the chair's attention.
2. Chair recognizes Member A (Ex. "The chair recognizes William." For a less formal example, the chair may say, "Yes, William, go ahead.")
3. Member A states, "I move/make a motion that ..."
4. Chair asks, "Is there a seconder?"
5. Member B raises hand.
6. Chair recognizes Member B.
7. Member B states, "I second the motion."
8. Chair asks, "Is there any discussion?"
9. As members are recognized by chair, they add their comments, questions, etc.
10. When the chair feels that everyone who wants to has added their comments, chair asks Member A, "Are you ready for the motion?"
11. Member A says, "Motion please"
12. Chair says, "Will the secretary please read the motion?", or states, "A motion has been made to ... All in favour, please raise your hand/say 'yes'. (pause a moment to count the vote) Any opposed, please raise your hand."
13. Chair announces the result of the vote. "The motion is carried/defeated."

Feel free to compliment your club and its members for their knowledge and use of parliamentary procedure!

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