



Making & Recording Motions

Motions are the most important thing to record in your minutes. When recording a motion, you must write it **exactly how it was said**. Be sure to record who made the motion and who seconded it. You must also include if it was carried or defeated. If at any time you need something repeated, don't be afraid to stop the meeting and clarify. Also know your parliamentary procedure, as written below:

1. Member A raises hand or otherwise gets the chair's attention.
2. Chair recognizes Member A (i.e. "The chair recognizes Tina." In less formal clubs, the chair may say, "Yes, Tina – go ahead.")
3. Member A rises and states, "I move/make a motion that..."
4. Chair asks, "Is there a seconder?"
5. Member B raises hand or rises.
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/say 'no'."
13. Chair announces the result of the vote. "The motion is carried/defeated."

It is a good idea to repeat the motion to the club after you have written it down, and before they vote, to ensure you have recorded it properly, and also that everyone knows what they are voting on. It is uber-important to make sure to record who made the motion and seconded it, and whether or not it was carried.

Congratulations on becoming Club Secretary! 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!

Secretary's Responsibilities

- Record attendance at all meetings (during roll call)
- Record and keep a copy of the minutes
- Read the minutes to the club members at the next meeting
- Just before a vote is taken, read back the correct wording of the motion to the club so they can vote accordingly
- Maintain a filing system of committee reports and other important matters of the club
- Bring all correspondence, minutes and related records to each meeting in case they need to be referred to during the meeting
- Read all correspondence at club meetings and bring matters to the attention of appropriate officers as they are received (ie. bills to Treasurer, etc.)
- Respond to all correspondence as directed by the President and members
- Prepare and distribute copies of the minutes, notices of meetings, and agendas to members prior to meeting
- Notify General Leader / President in advance for meetings you cannot attend
- Sit at the front of the room with the rest of the executive, facing the members
- If President and Vice President are absent, call meeting to order and preside until a temporary chairperson is elected
- Participate in discussion when appropriate
- Follow parliamentary procedure
- Help fellow club members follow parliamentary procedure
- Write and send thank you notes to guest speakers, etc. as directed
- Keep all records such as scrapbooks, programs and secretary books from previous years
- Attend as many 4-H meetings and activities as possible
- 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 (*see To Keep in Mind*)
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

Getting Organized

The Secretary's job involves a lot of writing stuff down! You must not only keep the minutes of each meeting safe, but you must also keep all reports, correspondence, and old club records in some sort of logical order. The previous Secretary should pass on to you the records that he/she has kept.

If they are not organized in a way that makes it easy to find a document, you can make it easier for yourself (and be the next Secretary's hero!) if you sort it out and organize it.

A good way to keep everything organized is to use a **file box**, and some **file folders**. A file box has carrying handles, so that you can take it to meetings. You can also keep everything on a **USB** or on your computer desktop under specific folder or file names

If the club has too much information to fit into one box, it might be time to get rid of some of the older material. You could also keep the older material in a separate box, and bring only the last two or three years worth of material with you to meetings.

Labeling files with both the category of information they contain, as well as the club year, make it easy to find what you're looking for when you need to look back.

Categories to include could be:

- Minutes
- Correspondence
- Project Reports (Beef, Light Horse, Crafts, etc.)
- Committee Reports
- Club Activities (if your club doesn't have a club scrapbook keeper or historian)
- Achievement Day

Examples of file names include:

- Minutes 2018—2019
- Minutes 2019—2020
- Beef Project Reports 2018—2019
- Beef Project Reports 2019—2020

Many clubs have a LOT of old information. Don't feel you need to carry around receipts-from-the-2001-Club-Hot-Dog-Sale with you to every 4-H meeting!

If your club has LOTS of old information, talk to the group about *culling* (getting rid of) unimportant old club records. Records should be kept for at least seven years.

Keeping the Minutes

Every set of minutes should be a complete record of all club decisions and actions, but that does not mean that every point raised by every person during a meeting needs to be recorded. Follow the order set out in the agenda, and stick to these guidelines for taking minutes, and you'll do a great job!

The following should be recorded:

1. **Name of the Club.**
2. **Kind of Meeting** (general, executive, annual, special, etc.)
3. **Date and place of the meeting**
4. **Who is present:** Name of members present for smaller meetings and the number of members present in larger meetings. (If any members notified the executive ahead of time that they would be absent, you could record them as having sent their regrets. e.g. Regrets: Kenzie Smith, John Alexander)
5. **The time the meeting started**
6. **All business transacted**—in particular, **motions** (who moved and seconded and whether the motion was carried or defeated.) It is not necessary to record the vote count unless it was very close. If a member requests to have his/her name recorded in the vote, the request should be honoured.
7. **Committee reports** and their acceptance, approval, referral, etc.
8. **Committees appointed** (names of members or their specific job and powers, which is called "terms of reference".)
9. **Statement of correspondence handled.**
10. **Any special features of the meeting** (such as a guest speaker).

1. Time & place of next meeting.

2. Time of adjournment.

The minutes do not need to include all the discussion, but where background information is important (such as a report) it should be included or attached.

Recording a motion made should look like this: **MOTION:** "That the club purchase stacking chairs and round tables." Moved by William Johnston; Seconded by Eva Black. **CARRIED**

To Keep in Mind

- "Correspondence" is anything written that your club specifically receives—a thank you card, email, invitation, etc.
- Make sure your General Leader orders you a Secretary's Book from the Provincial 4-H Office!
- If your handwriting is not the neatest, record the minutes on a piece of loose-leaf and re-write or type them when you get home.
- You can even bring a laptop to the meeting and record the minutes by typing them. Don't forget to hit 'Save' throughout the meeting!
- Make copies of the minutes and agenda for the meeting, or email them to members beforehand. It is useful for the minutes to be made available at least a week before the meeting so people can follow up with any duties that were assigned to them.
- Really listen well at meetings, even if you find the discussion not very interesting. The club is depending on you to keep track!



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