



4-H Club Meeting Script

Meeting Agenda Item	Script for Officers
Calling the Meeting to Order	(President): <i>The meeting of the _____ 4-H Club will now come to order. (2 taps of the gavel)</i>
Pledges	(President): _____ <i>will now lead us in the Pledge of Allegiance and the 4-H motto and pledge. Please stand. (3 taps)</i>
Roll Call	(President): <i>Our secretary will now do roll call.</i>
	(Secretary): <i>As I call your name, answer the following:</i> _____.
Introduction of Guests and/or New Members	(President): <u>NOTE to Vice President: check before meeting start. If no guests, move on to next agenda item.</u> <i>Vice President, do we have guests or new members to introduce today?</i> Vice President: <i>(Introduce new members or guests)</i>
Reading and Approval of Minutes	(President): <i>The Secretary will now review the minutes from the previous meeting.</i>
	(Secretary): <i>(Reads minutes) (Pause long enough for the members to state corrections. The members are responsible for making revisions. Secretary will confirm any changes that members suggest.) If there are no changes:</i>
	(President): <i>The minutes stand approved as read. OR (If there are changes, after the corrections or revisions are made:) The minutes stand approved as corrected.</i>

Treasurer's Report	(President): <i>Treasurer _____ will now give the Treasurer's report.</i>
	(Treasurer): <i>Our balance last month was \$_____ We've had \$_____ in deposits (name deposits) and \$_____ in expenditures (name expenditures). Our current balance is \$_____. Are there any questions?</i>
	(President): NOTE: Check with Reporter before the meeting to ask for any updates. If none, move to next agenda item.
Reporter Report	<i>Reporter, do you have any updates for us? (Reporter/Historian provides report here)</i>
	(President): <i>Thank you.</i>
Club Leader Report	(President): <i>We will now have the club leader report.</i>
Unfinished Business	(President): <i>We will now move on to unfinished business: "Is there any old/unfinished business?"</i>
New Business	(President): <i>We will now move on to new business. "On the agenda is" After items on the agenda have been addressed say, "Is there any other new business?"</i>
Announcements	(President): <i>Are there any announcements?</i>
Adjournment	(President): Adjournment <i>"Is there a motion for adjournment?" After a motion is made then say: "Is there a second?" After the second say: "It has been moved and seconded that we adjourn. This meeting of the _____ 4-H Club is adjourned. (1 tap of the gavel)</i>
Program Activity/Game	(President): <i>Direct the group to the next activity</i> <i>The next item on our agenda is to have some fun: GAME/SONG - WHO IS LEADING – DEMONSTRATIONS</i>

2.5 4-H Meeting Script

HOW TO MAKE A MOTION IN A MEETING

Step 1:

When a member of our club wants to make a motion, he/she must first be recognized by the President. To be recognized, the member can stand, raise his/her hand or address the president by saying, "President, I'd like to make a motion."

Step 2:

The member makes a motion by saying:

- "I move to ..."
- "I move that..."

Step 3:

The President then asks, "Would anyone like to second that motion?"

- A different member seconds the motion by saying, "I second that motion."

Step 4:

The President states (repeats) the motion: "It is moved and seconded to ..."

Ask, "Is there any discussion?"

Step 5:

The President calls for the vote by asking, "All those in favor to say 'aye' and all opposed to say 'no'."

Step 6:

The President announces the outcome of the vote, saying:

- "The motion has passed." OR
- "The motion has not passed."