



4-H CLUB MEETING SCRIPT

ORDER OF BUSINESS

MEETING ITEM	WHAT TO SAY	ACTION(S)	PERSON IN CHARGE
Call to order	"This meeting will now come to order."	Tap Gavel Once	President
Pledge of Allegiance	"Please stand for the Pledge of Allegiance led by _____."	Allow person leading pledge to have access to lectern	
4-H Pledge	"_____ will now lead us in the 4-H Pledge."	Allow person leading pledge to have access to lectern	
Roll Call	"The secretary will now call the roll."	Allow Secretary to read and record names of those present	
Calling of Members Names		Allow Secretary to read and record names of those present	Secretary
Minutes from Previous Meeting	"The secretary will now read the minutes of the previous meeting."	Secretary rises and assume position behind lectern to read minutes.	President
Reading of the Minutes		Secretary reads minutes from previous meeting. Secretary is positioned behind lectern.	Secretary
Approval of Minutes	"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."	Tap Gavel Once	President
Treasurer Report	"May we have the treasurer's report."		President
Reading of Treasurer Report		Treasurer reads reports and provides information on any income and expenses of the club since last meeting. Treasure is positioned behind the lectern.	Treasurer
Committee Reports	"Will the chair of the Service committee please report."	Following the report the President says words in next line	President
	"Does any member wish to present a motion to accept this report?"		
Leader Report	"We will now hear from our 4-H Leader, _____."	President will sit down and allow leader access to lectern.	President
Leader Report Given		Leader provides club report from behind the lectern.	Leader
Old Business	"Is there any old business which needs to come to the 4-H club?"		President
		President will need to acknowledge anyone wishing to bring old business to the club and act appropriately using parliamentary procedure.	Various Members

MEETING ITEM	WHAT TO SAY	ACTION(S)	PERSON IN CHARGE
New Business	“Having no additional old business we are now ready for new business. Is there any new business for our the 4-H Club?”	President will pause and wait for any new business to be presented. All business will be acted upon using parliamentary procedure	President
Program	“If there is no further business to come before the group, this concludes the business, and we will turn the meeting over to Vice President.”	After speaking, President will sit down and allow Vice-President to assume position behind lectern.	President
Program		Vice-President will introduce the speaker and/or the program for the club meeting	Vice-President
Adjournment	<p>We would like to thank _____ (program presenter(s) name) for presenting to our club today.</p> <p>“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.”</p>		President

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.**”

SECRETARY

Roll Call – Please make sure that you have signed in either through the online form, or by using one of the sign-in slips.

Minutes

The meeting of the Union 4-H Club was called to order by Susie Clover, President at 1:00 p.m. on March 5, 2018, at the Union Community Hall. Jacob Harris and Emily Watson led the Pledge of Allegiance and 4-H Pledge. The secretary called roll and read the minutes. The minutes were accepted as read.

Treasurer's Report: No expenditures since last meeting. A deposit of \$86.04 was made from the proceeds of our club rummage sale. We have a current balance of \$252.28.

Reporter, Isabella Griffin, submitted a media release about our food drive to the local paper.

It was printed, and a copy was given to our historian.

Committee Reports: Rosa Martinez, Community Service Chair, reported that the committee submitted a Revolution of Responsibility Grant to use goats for weed abatement and increase awareness of using livestock to address environmental issues.

Old Business: Ashley Smith, Healthy Living Officer, did the Healthy-H Challenge Check to see how members did on last month's goal to have Un-Plugged Fun by limiting screen time. The majority of members reported by standing that they met the goal.

New Business: Madison Carr moved that our club build a float for the Founders' Day Parade. The motion was seconded and carried. Madison volunteered to chair the committee and was appointed. Grace, Addison, Emilio, Mackenzie, Angel, Jadden, Nicole, Xavier, Maya, Stephanie and Tom Blake volunteered to be on the committee.

There was no leader report as Ms. Green was absent.

The program was presented by Ashley Smith, Health Living Officer. She introduced the Health-H Challenge to enjoy outdoor winter fun and play outside at least once every week. The Healthy-H Challenge Tip was to play in the snow by sledding, skiing or building a snow fort.

The 4-H agent conducted a program on soil testing in preparation for gardening. The agent also recognized members that completed their annual portfolio.

He also reviewed upcoming events and information in the newsletter.

The meeting was adjourned at 2:00 p.m.

TREASURER'S REPORT

Our balance last month was \$275.25.

We collected \$17.00 from record book cover sales and \$1000 for cancer project.

We spent \$28 on refreshments for the record book workshop and \$1000 donation to Cancer Society.

Our new balance is \$264.25.

SERVICE COMMITTEE CHAIR

The service committee wants to thank all members who worked the school wide cancer service project. Our 4-H sponsored dress pink for a \$1 day raised \$1000. The other service efforts for that project included 4-H members decorating the hallways pink and reading cancer facts during morning announcements. The classroom winner for best door decorating contest was Ms. Smith's class. Our club will sponsor a pink lemonade party for them at the end of the school year.

LEADER REPORT

I want to thank all of you for your hard work for the service project. I'm very proud of each one of you!!!

I also want to recognize the members that went to the parish 4-H Six Easy Bites workshop. Stand if you participated.

Just a reminder that we will have the end of the year 4-H celebration field trip. I'll be sending a note home to your parents for permission.

OLD BUSINESS

A nutrition project workshop was held at the 4-H office. Three of our members participated. I was one of the members that went and it was so much fun. I learned how to make great after school snacks. They told me it was good for me but I don't know because they were so good!

NEW BUSINESS

Just a reminder that a note will be sent to your parents for the end of the year 4-H event. Be sure to have those back by May 25th.

PROGRAM

Today we are going to play a game from the 4th H is for Health. I learned about it at the 4-H Six Easy Bites workshop. We learned about healthy snacks and how important it is for us to exercise. We should exercise at least 60 minutes a day.

The game is like Tic Tac Toe but with exercise. I would like everyone to find a partner and I will give you an sheet with more instructions.