



Lafayette Parish
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4-H MEETING GUIDE

SAY

DO

1. "This meeting of the _____ 4-H Club will now come to order."
 2. "We will now have the Pledge of Allegiance led by _____ and _____ will lead us in the 4-H Pledge. Please stand."
 3. "The Secretary will now read the Minutes of the last meeting."
 4. "Are there any corrections to the Minutes as read?"
 5. "Do I hear a Motion to accept the Minutes as read?"
 6. "Do I hear a Second to the Motion?"
 7. "The Motion has been moved and Seconded and the Minutes stand approved as read."
 8. "We will now hear the Treasurer's Report."
 9. "We will now hear the Vice President's Community Service Report."
 10. "We will now hear the Reporter's News Report."
 11. "Is there any Old Business to come before the group?"
 12. "Is there any New Business to come before the group?"
1. Tap the gravel two taps.
 2. Say the Pledge of Allegiance. 4-H Pledge, and everyone be seated.
 3. Secretary reads the minutes.
 4. Wait a few seconds.
 5. A member makes the Motion.
 6. A member Seconds the Motion.
 - 7.
 8. Treasurer gives Report.
 9. Vice President gives Community Service Report.
 10. Reporter gives Report.
 11. A member may bring up some Old Business. Old Business would be discussed at this time.
 12. A member may bring up some New Business. New Business would be discussed at this time.

13. If there is no further business, we will now turn the meeting over to the Program Leaders for the Club's Special Program."
 14. "We would like to thank the Program Leaders for this month's Special Program."
 15. "At this time, we would like to turn the meeting over to our 4-H Agent _____."
 16. "If there is no further Business, do I hear a Motion to adjourn?"
 17. "Do I hear a Second to the Motion?"
 18. "All in favor, say "Aye" (eye/I)."
 19. "All opposed, say "No".
 20. "The Aye's have it. The monthly meeting of the _____ 4-H Club is now adjourned.
13. A special program should be conducted at every meeting.
 14. Thank them only if a program was conducted.
 15. The agent will discuss a certain topic at the end of their program, then they will turn the meeting over to the president.
 16. A club member should make a Motion.
 17. A club member should second the Motion.
 18. Wait a few seconds.
 - 19.
 20. Tap the gravel two times.