

4-H CLUB MEETING ORDER OF BUSINESS

WHAT TO SAY

Will the meeting please come to order?

Will everyone please stand for the Pledge of Allegiance led by _____ and the 4-H Pledge led by _____.

Please be seated.

Will the Secretary please (****choose one to say**: “call the roll” or “have everyone sign the sign-in sheet”)?

Will the Secretary read the minutes of the last meeting?

Are there any additions or corrections to the minutes? If not, the minutes stand approved as read. (**Only say this if the Secretary reads the minutes. Omit if no minutes are read.**)

Will the Treasurer please give a report?

Is the Reporter ready with a report?

Is there any old business?

Is there any new business?

I will now turn the meeting over to the Vice President for the program.

I now turn the meeting over to our 4-H club agent Mrs. Cater.

If there are no further announcements

this meeting is now adjourned.

WHAT TO DO

Rap gavel 2 times.

Everyone stands.

1st - Pledge of Allegiance
2nd - 4-H Pledge

Allow time for everyone to sit.

Call the Roll or Start the Sign-in Sheet

Secretary reads minutes.

Wait of few seconds.

Treasurer reads report.

Reporter gives report.

Wait a few seconds.

Wait a few seconds.

Vice President introduces program. At conclusion of program, vice president turns the meeting back over to the President.

4-H agents discuss newsletter and present program.

Wait 1-2 seconds to see if leader or anyone has anything to add.

Rap gavel 1 time.