



## District III 4-H Council President Record Book

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Age \_\_\_\_\_

Name of 4-H Club \_\_\_\_\_

Number of Years in 4-H \_\_\_\_\_

Parent Signature \_\_\_\_\_

Leader Signature \_\_\_\_\_

Date Turned In \_\_\_\_\_

# Welcome!

As the elected or appointed president of your club or council, you have the privilege of presiding at meetings and coordinating the club program. This is an important job - the other officers and members will look to you to keep meetings running smoothly and to set a good example. In order to do this, you must become familiar with parliamentary procedure, how to conduct a meeting, how to prepare agendas, and how to insure that all members are respected, heard, and involved in meetings. This may seem like an overwhelming job at first, but this book, along with the officer training, will help you better understand your role as president and how to best fulfill your duties.

## PRESIDENTIAL RESPONSIBILITIES

1. Attend meetings.
2. Attend the officer training.
3. Prepare an agenda in advance of meetings.
4. Preside at meetings.
  - Start and stop meetings on time.
  - Understand the basic principles of parliamentary procedure so that everyone is heard and respected.
  - Maintain order and fairness during meetings
5. Cast the deciding vote in the event of a tie.
6. Appoint committees when necessary and periodically check their progress.
7. Work with the other officers and advisor to plan the club program.
8. Arrange for another person (usually the Vice-President) to preside at meetings when you are unable to attend.
9. Other duties as listed in the council constitution.
10. Complete a 4-H President Record Book.



## **RECORD BOOK REQUIREMENTS**

1. Read this book and become familiar with the guidelines for planning and conducting meetings using parliamentary procedure.
2. Complete the activities listed in this book.
3. Write your 4-H story, summarizing your work as president.
4. Turn in this record book to your county agent or council advisor at the end of the 4-H year.

## **YOUR TITLE**

The person in charge of the meeting is known as the "Presiding Officer." The presiding officer may be identified by any of the following titles:

1. President (Mr. or Madam)
2. Chair
3. Moderator

## **WHY USE PARLIAMENTARY PROCEDURE?**

1. Run an efficient and orderly meeting
2. Uphold the rule of the majority
3. Protect the rights of the minority

## **TOOLS OF PARLIAMENTARY PROCEDURE**

### Recognizing Members

The presiding officer must recognize members before they can speak. This allows each member a turn to speak without being interrupted. This practice also helps foster a sense of respect for others, even if their opinion does not agree with the majority. In order to be recognized by the presiding officer, a member must raise his or her hand or stand, and addresses the presiding officer with the appropriate title (Mr. or Madam President, OR Mr. or Madam Chair). Members may not stand to be recognized until the current speaker has finished.

## Motions

An important tool of parliamentary procedure is the motion. A motion is simply a suggestion made by a member for action to be taken by the group. Motions are an orderly way of receiving and addressing information provided by the group. To make a motion, a member must first be recognized by the president and then state the motion by saying "I move that . . . (what he or she would like the council to do)."

Once the motion is made, it must be seconded. To do this, the presiding officer must recognize another member, who says "I second the motion." If the motion is not seconded, it dies and is no longer considered. The following steps describe how to debate and vote on a motion once it has been seconded:

1. The presiding officer restates the motion to the assembly.
2. Members debate the motion, showing respect for different opinions. If the debate gets out of hand, the presiding officer calls for order with two (2) raps of the gavel.
3. Once there is no more discussion, the presiding officer asks the members to vote:  
"All in favor, say 'yes' (or raise your hand, or cast a ballot)"  
"All that oppose, say 'no' (or raise your hand, or cast a ballot)"
4. The presiding officer announces the result of the votes.

## Committees

The president or other officers cannot do all of the work. Therefore, it is important to delegate responsibilities. This is done by forming committees. A committee is a group of three (3) or more people who meet to work on a specific task. Committees are a good idea because they allow groups to accomplish more work, match members with specific skills or interests, and allow members to develop their leadership potential. The person in charge of the committee is called the Chair. The committee chair presides over the committee meeting and gives reports to the council about the committee's progress during meetings. Committees are a good idea for special activities such as community service projects, fair booths, parade floats, or field trips. Our council constitution sets up standing committees. You, the president, the other officers and the council advisor, are responsible for appointing committees.

## TYPES OF VOTES:

Voice vote	members say 'yes' or 'no'
Rising vote	members either stand or raise their hand
Secret ballot	a written vote
Roll call	secretary polls each member

## COUNTING VOTES

All motions are either accepted or denied based on majority vote (exceptions are listed below). **Majority vote = 50% + 1. Members who abstain from voting are not included.** Example: 20 members present, but 4 abstain from voting, therefore the majority = 9 ( $20 - 4 = 16 / 2 = 8 + 1 = 9$ ). **In the case of secret ballot, blank or illegal votes are not counted.** An example of an illegal vote is when the member writes down something that is not one of the voting choices (like "maybe," instead of "yes" or "no"). **In the case of a tie, the presiding officer votes.**

## 2/3 VOTE

There are only five motions that require a 2/3 majority vote instead of the 50% + 1 majority vote. These exceptions are listed below:

1. Motion to suspend or modify a rule of order that has already been adopted.
2. Motion that prevents the introduction of a question to consideration.
3. Motion that closes, limits, or extends the limits of a discussion.
4. Motion that closes the nominations.
5. Motion that takes away membership or office.



## A WELL-PLANNED MEETING

A well-planned 4-H meeting has three (3) parts: the business meeting, educational program, and recreation. All of the officers should be aware of the meeting format.

### The Business Meeting

Call to order-

The presiding officer rises and says "***This meeting will now come to order,***" and raps the gavel twice. Always start on time!

Pledges-

Before the meeting starts, arrange for someone (a member or officer) to lead the pledges. This would be an appropriate time to have a devotion or thought for the day.

Roll Call-

The presiding officer rises and says, "***The secretary will please call the roll.***" The secretary remains seated while calling roll. After roll is called, visitors are introduced.

Reading of the minutes-

The presiding officer rises and says, "***The secretary will please read the minutes of the last meeting.***" The secretary rises and addresses the chair, then reads the minutes.

Approval of the minutes-

The presiding officer asks, "***Are there any additions or corrections to these minutes?***" If not, "***They stand approved as read.***" If a member wishes to make a correction, then the correction is made and the presiding officer asks, "***Are there any further corrections? The minutes are approved as corrected.***" It is not necessary to make a motion to approve the minutes. They are either approved as read or as corrected, but without a vote.

- Reports of officers- The presiding officer rises and asks, "**May we have the treasurer's report?**" The treasurer stands and reads the report. The treasurer's report is never voted on unless it has been audited. At this time, other officers may give their reports if necessary. Also, the secretary should read any correspondence at this time.
- Reports of committees- The presiding officer asks any committee chairs to report to the group by saying "**Will the chair of the \_\_\_\_\_ committee please report?**" The chair rises, addresses the chair, and reads the report. The presiding officer then asks, "**Does any member wish to present a motion to accept this report?**" At this time, a motion is made and seconded and carried out as described in this booklet (see the section on making a motion).
- Unfinished business- The presiding officer asks; "**Is there any unfinished business?**" If the answer is yes, then it is addressed. The secretary should be able to inform you of any unfinished business recorded in the minutes of the last meeting. If there is no unfinished business, then the presiding officer moves on to new business.
- New business- The presiding officer states: "**We are now ready for new business.**" New business allows members to submit new ideas for discussion and consideration by the group. A member must address the chair, explain the business, then make a motion (see the section on making motions for more details).
- Announcements- The presiding officer asks, "**Are there any announcements?**"

Adjourn-

Make sure to adjourn the meeting on time! The presiding officer asks, "*Is there a motion to adjourn?*" A member must make the motion and another member must second the motion. The presiding officer then states: "*It is moved and seconded that we adjourn. All in favor say 'yes;' opposed say 'no.'* The motion is carried and this meeting is adjourned," and raps the gavel once. A motion to adjourn may be made at any point during the meeting.

### The Educational Program

The educational program can be a talk, demonstration, slide show, video, etc. Programs are often coordinated with projects that members are involved with and should be planned well in advance. Many clubs choose to invite a guest speaker or club member to deliver the educational program- this adds interest and variety to the meeting.

### Recreation

Recreation is the social part of the meeting. It provides an opportunity for members to relax and get to know one another better. The recreational leader should consider the interests of the members when planning this part of the meeting. Often, the recreation part of the meeting consists of games, refreshments, or pleasant conversation.



## PREPARING THE AGENDA

Once you are familiar with how meetings are organized, or planned, you are ready to prepare the meeting agenda. **Preparing an agenda in advance of the meeting is very important; it is one way to communicate with members so that they can be prepared.** An agenda also helps the meeting stay on track so that it can end on time and members will have the opportunity to socialize during recreation. If possible, set time limits on items to be discussed to help the meeting run smoothly.

4-H Leadership Lads & Lasses  
Monday, September 15<sup>th</sup>, 2002  
3:30 PM

### A G E N D A

- I. **Business Meeting**
  - A. Call to order- President Mike Jones
  - B. Pledges- Amy Smith 2 min.
  - C. Roll Call- Secretary Beth Simmons 3 min.
  - D. Minutes- Secretary Beth Simmons 3 min.
  - E. Treasurer's Report- Jack Black 5 min.
  - F. Fair Booth Committee Report-  
Jim Jacobs, Chair 5 min
  - G. Unfinished Business-
    - T-shirts for Judging Competition 5 min
    - Community Service Project 10 min
  - H. New Business 15 min
  - I. Adjourn
- II. **Educational Program-** Mrs. Albert 20 min.  
"How to Prepare A Winning Speech"
- III. **Recreation-** Kelly Holland

## USING THE GAVEL

The gavel is a symbol of power and authority and should be respected. **Only the presiding officer may use the gavel.** When not in use, the gavel rests on the podium (or table) in front of the presiding officer. The following chart lists guidelines for using the gavel correctly:

1 rap	Signal members to sit Follows announcement of vote Adjourn the meeting
2 raps	Call the meeting to order
3 raps	Signal for group to stand in unison (for pledges, etc)
Multiple raps	Restore dignity and order to the meeting





### Your 4-H Story

Write a one-page story about your experience as 4-H President. Be sure to include highlights of your service in this office (interesting people you met, places you visited, or other new experiences). Also, write about what you learned by serving as President. Did you encounter any problems? How did you solve them? If you had it to do all over again, what would you do differently?

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Extension Programs are open to all regardless of race, color, creed, or national origin. Persons with disabilities needing assistance should contact the office 5 working days prior to programs.