PRESIDENT & VICE PRESIDENT WORKSHEET

YOUR JOB AS PRESIDENT

As President, your job is to help everyone in the club work together. You do all you can to make each member feel comfortable with the group. Group discussions are important to the club's working together. You want everyone to participate. You will hesitate to put in your own ideas. You will watch, listen, and toss back to the group questions put to you. Ask questions and make the group think.

As President, you should ...

BEFORE THE MEETING

- Plan business of the meeting with other officers and your club leader.
- Arrange to have one of the vice presidents preside if you cannot attend.
- See that the meeting room is ready. If acceptable with leader or school, check temperature for comfort and arrange chairs so everyone can participate. (Try a circle if you have a small club.)
- Know parliamentary procedure to conduct an orderly meeting.
- Assign responsibilities so every member has some job in the club at one time or another.

DURING THE MEETING

- Preside at meetings. Call the meeting to order on time and direct the business meeting.
- Appoint a temporary secretary if the elected one is absent.
- Appoint committees, unless otherwise decided by club action. (You may want to consult with your club leader before doing this.)
- Decide points of order fairly. Guide the meeting in a courteous way.
- Avoid talking too much. The meeting belongs to the 4-H'ers. The president is only the "pilot" and should avoid giving opinions.
- Cast deciding vote in case of tie vote. Vote when voting by ballot or roll call.
- Be courteous to guests. Introduce them to the club.

IN ADDITION TO MEETINGS

- Plan with officers and your volunteer leaders the program for the year.
- Check frequently on progress of committees. Ask for a report from each chair person.
- Approve payment of bills after action by the club.
- Sign minutes after approval by the club.

TIPS TO THE PRESIDENT

- Don't talk too much. You are to lead, not to run the show.
- Ask members to help. Don't tell them to help.
- Make all members feel a part of the club.
- Don't just call on friends to help.
- Be courteous and help members who are new.
- Always stand when opening a meeting.
- Stay seated when secretary reads his/her report and calls roll, during program and committee reports.
- Speak clearly and distinctly and loudly enough.
- Do not say "I." Say "your president."
- If you cannot be at a meeting, notify the Vice President in advance.
YOUR JOB AS VICE PRESIDENT

You are the president's assistant. You preside when the president is absent, serve as chairman of the program committee and work with the president and club leader to involve members in planning the yearly program.

As President, you should ...

- Learn the duties of the president.
- Learn the rules of parliamentary procedure
- Preside at meetings when the president is absent.
- Act as chairman of the program committee. (Be responsible for the programs.)
- Assist the other officers, club leaders and program committee in planning each meeting in advance, announce plans and assign responsibilities.
- As program chairman, sit near the front of the room or at the table with the president and secretary.

TIPS TO THE VICE PRESIDENT

- Stand when presenting program participants.
- Try to give each club member a part in one or more meetings during the year.
- Check before the meeting and make sure each member is prepared for his/her part for the program.
- Encourage 4-H'ers to be on programs. Help them if they need help in planning their parts.
- Be polite. Ask club members to volunteer or ask them to help. Don't tell them.
- Don't just ask friends to be on programs.
- Help make all members feel a part of the 4-H club.

PROGRAMS WITH POW

Exciting 4-H programs and active 4-H clubs don't just happen! They are the result of planning. As the chairman of the program committee, you will want to involve the members of your committee in two kinds of planning:

- Yearly program planning -- general topics or activities for each month.
- Monthly meeting and activity planning -- specific details and who is responsible for each part of the 4-H meeting and/or activity.

After planning, check to see if you can answer "yes" to each of these questions.

- Does the program involve all the members?
- Is the program interesting to all ages in our club?
- Is the plan realistic?
- Are some fun and work activities included?
- Did we consider county 4-H events?
4-H MEETING OUTLINE

The 4-H meeting program may vary with your individual club. You will work with the other 4-H officers, your 4-H club volunteer leader and your county extension agent to plan exciting 4-H meetings. Everyone with a part in the program should be notified and come well prepared. A well-planned 4-H meeting usually consists of these three main parts:

Business, Education/Project Work, & Recreation/Social Activities

The program content and time will depend on your club's traditions, meeting place and time. This outline will help you plan your meetings.

BUSINESS ...

Call to Order
"The meeting of the _________ 4-H Club will please come to order."

Call for Minutes
"The secretary will now read the minutes of the last meeting."
Secretary reads minutes.

Approval of Minutes
"Are there any additions or corrections to the minutes?" (Pause) "If not, they stand approved as read."

Opening Ceremony
"We will now have the pledges and thought for the day." Vice President or another 4-H member leads pledge to the American Flag, 4-H Pledge and thought for the day.

Introduction of Visitors
"Our Vice President, _________, (or Reporter, _________) will now introduce our visitors." Officer introduces visitors.

Roll Call
"Will the secretary please take the roll?" Secretary either calls roll or simply checks roll.

Committee Reports
"We will now have the committee reports. Will the chairman of the _________ committee please report?" (Pause for report, then request other reports.)

Old Business
"Is there any old business that needs to be discussed?" (Recognize members who have business to discuss and guide club in discussing and making a decision.)

"Is there any further old business?"

New Business
"Is there any new business to be discussed?" (Allow time for discussion and voting if necessary.)

"Is there any further new business?"

Announcements
"Are there any announcements?" (Leaders, agents or members may have announcements.)

PROGRAM ...

Introduce Program Chairman (Vice President)
"I will now turn the meeting over to ______ to introduce our program." Vice President introduces program participants.

Thank Program Participants
"Thank you, ________, for presenting such an interesting program." (Make comments appropriate for the program and thank vice presidents for coordinating program.

RECREATION (If time and facility permit) ...

Introduce Recreation Leader
"_______, our recreation leader, will now lead us in a short period of recreation."

4-H Member
Recreation leader leads a game, song or activity.

ADJOURNMENT ...

Close Meeting
Our next meeting will be [DATE] at [PLACE].
"Is there a motion that we adjourn?" (Handle motion.) "The meeting is adjoumed."
4-H PARLIAMENTARY PROCEDURE GUIDELINES

It's easy to conduct good 4-H meetings when you understand parliamentary procedure. If you study these guidelines, you will do a super job. They are a simplified version of Robert's Rules of Order.

NOMINATIONS AND ELECTIONS

Nominations may be made by a committee or from the floor by a member. Even when a nominating committee is used, nominations may be made by members when the floor is open for further nominations.

To offer a nomination, after the floor is open for such, a member obtains the floor and states, "I nominate ________ for ________." The president then asks for further nominations. If there are none, nominations are closed and the vote is taken. Candidates are voted upon in the order in which they were nominated.

Closing nominations

Nominations may be closed by a two-thirds vote or by general consent. The motion to close nominations requires a second, is un debateable, and can be amended as to time only.

Making nominations and holding elections

A second is not required to nominate. A majority vote is required to elect. After the president has asked for further nominations for an office and none are presented, a member may obtain the floor and state:

Member: "I move that nominations cease."

Member: "Mr./Madame President, I second the motion."

President: "It has been moved and seconded that nominations cease. This motion is un debateable, amendable as to time only and requires a two-thirds vote. Are you ready for the question? Those supporting the motion that we close nominations, please rise. There being a two-thirds majority, the motion carried and nominations are closed." (Proceed to vote on the candidates in the same order they were nominated.)

Reopening nominations

The motion to reopen nominations requires a majority vote. A second is required. It is un debateable, can be amended as to time only, and only the negative vote can be reconsidered.

E lecting by acclamation

An error is sometimes made by offering a motion that "we close nominations and elect by acclamation." This is not correct, since it combines two motions requiring different votes into one motion. To close nominations requires a two-thirds vote, and to elect requires a majority vote. Nominations should first be closed either by vote or by general consent, then nominations voted upon.

MAKING A MOTION

There are eight steps in making and carrying a motion.

1. The member addresses the president. "Mister (or Madame) President."
2. The president recognizes the member. "Yes, (member's name)."
3. The member makes the motion. "I move that we ..."
4. The motion is seconded. "I second the motion."
5. The president states the motion. "The motion has been made and seconded that ..."
6. The president calls for discussion. "Is there any discussion?"
7. The president takes a vote on the motion. "All those in favor of ..."
8. The president announces the result of the vote. "The motion to ______ passed (or failed)."

AMENDING A MOTION
A motion may be amended if someone sees a change or addition that will make the proposal better for the club. You will think of changes that need to be made as the club discusses the motion.

Make amendments after motions have been made and seconded and the discussion has shown changes that need to be made. Follow these five steps:

1. Rise and address the president.
2. The president recognizes the member by name.
3. The member states the proposed amendment by saying, "I move to amend the motion by adding ______." Your motion might be to amend by striking out and adding or by substituting a word or sentence in a motion.
4. Second the motion to amend.
5. The president calls for discussion by saying, "It has been moved and seconded that the words ______ ______ ______ be added to the motion. Is there any discussion on the proposed amendment?"

If the amendment carries, the president states the motion as it is amended, and the club proceeds to discuss and vote on that motion.

If the amendment does not carry, the president takes up the original motion, completes the discussion, and takes the vote. A motion may be amended only one time.

IMPORTANT WORDS TO KNOW
- Motion - an official statement or proposal for members to vote on.
- Second - another person wants the club to vote on the motion. Motions die if they do not get a second.
- Amend - an adjustment in the wording of a motion.
- Undebatable - no discussion is allowed.
- Majority Vote - one more person than half of the members. Eleven is a majority in a club of 20 members.
- Two-thirds Vote - two-thirds or more of the members' vote. If 30 members, 20 must agree for the motion to pass.
- Committee - a group of people assigned a specific task. Committees are usually selected by the president in consultation with the volunteer leader.
- Nomination - the official suggestion of a specific person for an office.
- The Floor - the membership
- Obtains the Floor - gets permission from the president to speak.
- Acclamation - only one person is nominated for a specific office. The club votes to accept that person as the officer.

Courtesy of: http://pubs.caes.uga.edu/caespubs/pubcd/4-Hpubs/President.htm & http://pubs.caes.uga.edu/caespubs/pubcd/4-Hpubs/V-P.htm
Parliamentary procedure is one of the most effective means by which individuals can take orderly action as a group. Depending on the skills that members have, the club can use simple, informal, or formal parliamentary procedures. Club officers as well as club members should learn the appropriate parliamentary procedures they are going to use in making club decisions. These are the three different meeting styles:

• **Simple Style**
  **Characteristics:** No formal agenda; group discusses business until they agree on what to do; probably no officers; open discussion.
  **Settings:** Project meetings, small groups, sessions with younger members.

• **Informal Style**
  **Characteristics:** Flexible meeting agenda; basic parliamentary procedures; chairperson or elected officers; controlled discussion.
  **Settings:** 4-H meetings, school/church/civic organizations.

• **Formal Style**
  **Characteristics:** Precise meeting agenda; standard parliamentary procedures following Robert's Rules of Order; elected officers.
  **Settings:** Large gatherings, legislative bodies, 4-H Federation meetings, FFA formal meetings.

**Tips for Meetings...**
- Officers, committee chairperson, and members should know their jobs.
- Basic parliamentary procedure should be used for the business meeting.
- Only one person should speak at a time.
- Meetings should start and end on time. They are best planned to last 25 minutes or less, so boredom doesn't have time to set in.
- Officers, committee chairpersons, and leaders should meet before the meeting to plan the business agenda.
- Programs should be planned several weeks in advance.
- Every member should be on the program sometime during the year. Get all members involved in special club projects.
- Leaders and parents should support the members and officers as they strive to reach club goals.

**Courtesy of:** [http://www.fourh.umn.edu/resources/basic4h/mn4hmeeting.pdf](http://www.fourh.umn.edu/resources/basic4h/mn4hmeeting.pdf)

**Other suggestions from Collegiate 4-H at The Ohio State University:**
1. At the first meeting of the year, get everyone on the same page and prepare for upcoming year.
2. Brainstorming sessions with whole club for activities and other ideas.
3. Know what is going on in your club!
4. Be innovative, and not afraid to try new things.
Tips for leading a group discussion...
What if no one or only a few are sharing ideas?

Possible solutions:
1. President asks specific questions, such as:
   - Roger, what do you think of ...
   - John, from your experience at the county fair, would you share your feelings ...
   - Does anyone know of situations where this has worked?
   - What has been your thinking on this point?

2. Use special technique such as the following:
   - BUZZ GROUP – When member ideas are needed to solve a problem, divide into small groups
     and have each group report their best ideas back in a short time.
   - CIRCLE RESPONSE – The discussion leader calls on each person in the group for an idea.
     If the person isn’t ready to share, he can say “pass”. The secretary or note-taker can make a list
     of the ideas for the group to review.
   - BRAINSTORMING – The discussion leader divides the group if it is large. A time
     limit is set and the group members tell every idea they can think of in a short time.
     There is no time to discuss or judge the ideas. That comes after the brainstorming.

Discussion does not solve problems...

Possible solutions:
1. President asks questions to redirect the discussion such as:
   - That’s interesting, but just how does this point fit in with the issue being considered?
   - Let’s take a look at the problem from another point of view. What would the person looking at
     the display be interested in learning?
   - Are we missing some important information?
   - We haven’t heard from several members. Would they be willing to share their ideas with us?

2. President proposes that a committee be appointed to consider information presented, to locate
   additional information, and to propose an appropriate course of action for the club.

Time is short and a decision must be made.

Possible solutions:
1. President tells of time limitation and asks for motion or proposed decision such as:
   - May I ask for two or three final comments before we close?
   - According to my watch, we’re scheduled to finish discussion in about 5 minutes. Is there a final
     comment?

2. President summarizes discussion and proposes a decision such as:
   - It appears that our group favors several courses of action. Would someone like to make a
     motion on the first suggestion so we can vote to accept or reject it?
   - As I listen to the discussion, I hear that group saying that we should have a Share the Fun
     number. Would anyone like to make a motion in that regard?

   In any discussion, carefully stated questions keep the discussion moving in the desired
   direction.

Courtesy of: http://www.fourh.umn.edu/resources/basic4h/mn4hmeeting.pdf
Do You Know Parliamentary Procedure?
Here is a little quiz to test your knowledge of parliamentary procedure. Mark a T (True) or F (False) in the blank preceding each statement.

___1. The president of a group should be in charge of the meeting.

___2. In presenting motions, members should rise and address the presiding officer.

___3. Motions should be introduced by saying, "I make a motion."

___4. You should not second a motion unless you rise, address the "chair," and are recognized.

___5. Committee reports which include recommendations need to be approved by the group through a motion, second, and a favorable vote.

___6. Nominations made from the floor should always be seconded.

___7. The secretary need not stand up when reading the minutes.

___8. The secretary need not rise when calling roll.

___9. The minutes of a meeting should be approved by a motion and vote.

___10. An amendment to a motion does not need to be seconded.

___11. If the chairman does not like a motion which has been properly made and seconded, he or she can ignore it and call for a new motion.

___12. Before every meeting, the president should outline a plan or agenda.


**Meeting order**

___ Old business  ___ Pledge of Allegiance  ___ 4-H Pledge

___ Adjournment  ___ Committee reports  ___ Roll Call

___ Announcements  ___ Approval of minutes  ___ Officer reports

___ New business  ___ Call to order

___ Reading of previous meeting's minutes
Answers to: Do You Know Parliamentary Procedure?

1. TRUE. The chairman would be in charge of those meetings.
2. TRUE. In business meetings, it is only after a member has addressed the presiding officer as “Mr./Madam President” or “Mr./Madam Chairman” and has been recognized that the member is privileged to speak and to present the proposal.
3. FALSE. It is better form to say, “move that,” instead of, “I make a motion that...”
4. FALSE. Only in the larger and more formal meetings is it necessary for one who seconds a motion to be “recognized.”
5. TRUE. All reports where a committee makes recommendations need to be approved by the group.
6. FALSE. Nominations made from the floor do not need to be seconded. When it is moved that the report of a nomination committee be accepted or that nominations cease or that the secretary be instructed to cast a unanimous ballot for those nominated, this is a main motion. These situations do require a second followed by discussion and a vote.
7. FALSE. The secretary does stand up while reading the minutes.
8. TRUE. The secretary may remain seated when calling roll because of the convenience of recording in the secretary’s book. The secretary must stand when the minutes are read.
9. FALSE. After the minutes have been read, the chairman may ask, “Are there any corrections to the minutes as read? If not, they stand approved as read.” If there is a correction, the presiding officer asks the secretary to make the change.
10. FALSE. An amendment to a motion should be seconded the same as the main motion to which it applies.
11. FALSE. A chairman cannot ignore a motion. He or she must deal with a motion which has been made and seconded by following the process outlined in the president’s brochure. The president must also acknowledge points of order and appeals.
12. TRUE. Better meetings will result if the chairman always prepares advance program outlines or agenda.


Meeting order:

1. Call to order; 2. Pledge of Allegiance; 3. 4-H Pledge; 4. Roll Call;
5. Reading of previous meeting’s minutes; 6. Approval of minutes;
11. Announcements; 12. Adjournment