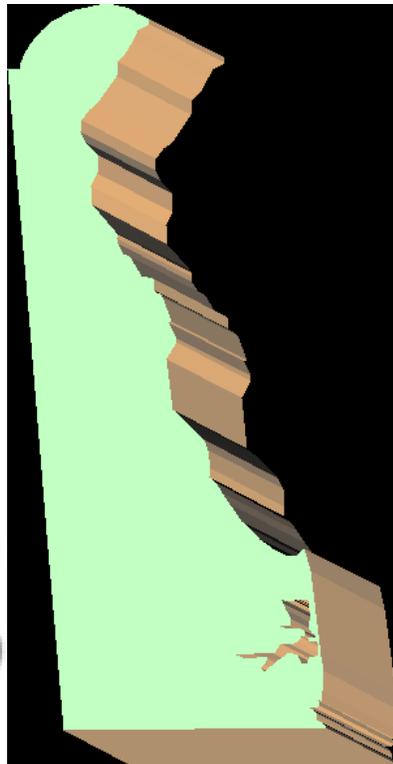


# DELAWARE 4-H CLUB PRESIDENT/VICE PRESIDENT'S GUIDEBOOK



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4-H CLUB NAME

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PRESIDENT'S (or V.P.'s) NAME

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COUNTY

## **Club President & Vice President**

**C**ongratulations on being elected your 4-H club president or vice president! With the honor comes a number of responsibilities. This book will outline some of your basic duties and help you work with your club leaders and members to ensure a successful year.

As you will soon see, there is more to being the president than running the meetings. You and the VP need to work with your club leaders (and perhaps even the rest of the executive officers) to plan the club programs and see that all activities are well-planned and presented. Don't be afraid to divide the tasks and ask others to help. If your club is fortunate to have older members who are not officers, get them involved in specific roles to help you and the club.

Remember that leading meetings is a skill that we all learn. You'll find it gets easier the longer you practice it! This skill is one that you will carry for a lifetime. You will be able to step into leadership positions in the community, in your business, and in your faith community using the skills you'll learn and polish as the 4-H Club President.

Finally, don't be afraid to ask for help from your advisors or the 4-H Agent. We all admire you for being elected President and want you to succeed.

You have a wonderful opportunity to learn more about your club, your members, and most importantly, about yourself in the coming year. Take advantage of this time to polish your leadership skills and inspire your club to truly Make the Best Better!

### **Characteristics of a Good Officer**

- Active 4-H Participant in local, county and state activities
- Leader
- Role Model
- Friendly
- Enthusiastic
- Tactful
- Team Player
- Respectful
- Committed
- Dedicated
- Encourager
- Positive Attitude
- Prepared
- Always let members know that their attendance and involvement at meetings and at county and state activities are important!

## **PRESIDENT / VICE PRESIDENT DUTIES:**

- Provide assistance to club leaders
- Plan Agenda for club meeting (**See Sample Agenda**)
  - Review planned agenda with leader prior to meeting
  - Provide copy of agenda to other officers during meeting
- Assist and insure meeting room is set up and cleaned up for meetings
- Start meeting on time; end on time at a convenient time for everyone involved
- Run effective meetings. Keep the conversation focused on the issue at hand.
- Maintain Control of meeting (Vice President serves as Sgt. At Arms)
- Be Prepared (Knowledgeable of information being covered)
  - Provide good detail; explain 4-H programs and activities thoroughly.
- If you are unable to be at a meeting, contact and provide advance notice to Vice President.
- Require Secretary Minutes at each meeting (even in absence of Secretary)
- Require Treasurer Report at each meeting (even in absence of Treasurer)
- Involve other club members in meeting (Reports under Old Business, Motions, Selection of Committees)
- Encourage Safety Report at each meeting
- Encourage Health Report at each meeting
- Appoint Committees for club activities (Do not chair committees, nor appoint self to a committee, don't choose the same members for every committee, and choose different members to serve as chairpersons) (**See sample committee sheet**)
- Make meeting/club activities fun and educational. Use your meeting time wisely by setting up speakers or activities that relate to your club's focus. Do not default to crafts or unsupervised play time month after month or members (and their parents) will wonder what they are getting out of it.
- Plan and coordinate Speakers for club meetings; introduce speakers at each meeting
- Suggest possible tours for club members
- Be a good role model for other members in your club; be an active 4-H participant
- Encourage younger members to participate and be involved in 4-H—they are the future of your club!
- Be available for other club members; provide a telephone number or email address so they can contact you
- Encourage everyone in club to work together and help each other
- Don't just push ahead your ideas/thoughts; listen to your members and make democratic decisions.
- Cast deciding vote if necessary
- Work with other officers of club
- Work with leader and other officers to develop club program for year (**see Sample Club Calendar**)
- Determine Other Leadership Roles for Club Membes:
  - Program: Speakers, Films, Videos, Demonstrations, Activities
  - Membership: New Member Recruitment
  - Recreation: *Planned* fun activity or game at each meeting
  - Community Service – Coordinates service activities to help others
  - Health Reporter – Provides health reports at meeting
  - Safety Reporter – Provides safety reports at meeting
  - Song Leader – Leads club members in songs at meetings

## At A Glance...

### Basic Motions

President: Do I hear a motion?  
1<sup>st</sup> Member: I move that... (never, "I make a motion that we...")  
President: Is there a second?  
2<sup>nd</sup> Member: I second the motion  
President: Is there any discussion?  
President: All those in favor say "Aye"  
President: All those opposed say "Nay"  
President: Motion Carried OR (Motion is defeated)

Note: If in doubt of vote, ask for a show of hands.

### Ways to vote at club meetings:

- Voice Vote
- Show of Hands
- Standing Vote
- Ballot
- Roll Call
- Honor System (Close Eyes; Raise Hands)

### Routine Order of Business:

Call to Order  
Pledges (Pledge of Allegiance, 4-H Pledge)  
Secretaries Report  
Treasurer's Report  
Health/Safety Reports  
(Committee Reports)  
Old Business  
New Business  
Program\*  
Adjourn  
Recreation

\*When you have speakers or program presenters, offer them the opportunity to make their presentations after the Pledges so they do not end up sitting through your meeting. Another alternative that respects their time is to give them a particular time. If your meeting starts at 7:00 pm, have them come at 7:45 pm.

# Parliamentary Procedure<sup>1</sup>

Sometimes meetings are very chaotic when making group decisions. Everyone talks at once, trying to sway others to a different point of view. A basic knowledge of parliamentary procedure can make the group decision process more orderly. It is an important skill youth can use throughout life.

Parliamentary procedure is used by most groups as they conduct their meetings. A few examples where parliamentary procedure is practiced include Congress, county commissioners, school boards, local fair boards and county 4-H clubs and committees.

## What Is Parliamentary Procedure?

It is an organized method for a group to accomplish their goals in an effective, fair, and efficient manner. It is effective by providing an orderly way to conduct the group's business and make decisions. It is fair because it is a democratic process for making a decision. It is efficient by keeping the group focused. One item of business is disposed of before going on to another. Most parliamentary procedure is based on Robert's Rules of Order which describes procedures on how to conduct items of business.

4-H meetings are often the first exposure young people will have to parliamentary procedure. There are volumes of material written on the fine points of parliamentary procedure, but only the basics are necessary for 90% of the business conducted at a local 4-H club meeting. Start with the basics of parliamentary procedure in this fact sheet, then continue to "learn by doing."

## The Motion

One of the basics of parliamentary procedure is how to move and dispose of a motion. Here are the steps to follow:

1. Recognition by the chair. A member seeks permission to speak to initiate a motion by simply raising his/her hand or standing and saying "Mister/Madam President..." When the president recognizes the member, that member has the floor and may speak.
2. The motion. A member should say, "I move that we buy a 4-H flag." It is not correct to say, "I make a motion that ..."
3. Second. The motion must receive a second before any discussion begins. A member does not need to be recognized to second a motion but just states, "I second the motion" or simply "Second". Obtaining a second indicates that at least two people favor discussing the motion. If there is no second, the motion is dropped.
4. Discussion. Once the motion has been moved and seconded, its merits can then be discussed. A member of the group must first be recognized by the president. The member gives reasons for or against the motion to the group.
5. Vote. Discussion on a motion may end in three ways: (1) No one says anything; (2) A member says "I call for the question" which means that the member wants the motion brought to a vote, or (3) The president decides that there has been adequate discussion. Some methods of voting include: voice vote (aye/nay), a show of hands, standing, roll call, or by secret ballot. The president should always call for both sides of the vote even if the vote appears to be unanimous. The president announces the result of the vote. "The motion passes/fails." A majority is needed to pass a motion. A majority is more than half of the members present and voting.

<sup>1</sup>Archer, T.M., Dill, D., and Weber, E.M., (no date). *Parliamentary Procedure*. *Ohioline Fact Sheets*. <http://ohioline.ag.ohio-state.edu>. Retrieved 11/07/2003

## **Amendments**

There are times when members of the group will want to change the motion while it is in the discussion phase. This is called an amendment. It is recommended that only one amendment be permitted per motion. An amendment generally strikes out, adds, or substitutes words in the main motion. A motion has been moved and seconded and is being discussed. To amend a motion:

1. A group member is recognized by the president to speak, then says, "I move to amend the motion to buy a 4-H flag by adding the words 3 ft. x 5 ft."
2. A second to this amendment is required.
3. Discussion follows and is for only the amendment, not the original motion. In the example, members may discuss the merits of a 3 ft. x 5 ft. size of 4-H flag, not if they are to purchase a flag (original motion).
4. When it is time to vote, the president conducts a vote to determine if the amendment passes. A majority is needed.
5. If the amendment passed, discussion follows on the motion as amended. In our example, "I move that we buy a 3 ft. x 5 ft. 4-H flag."
6. After discussion, a vote is taken on the motion as amended. A majority is needed.
7. If the amendment did not pass, discussion on the original motion continues, which in our example, is "to buy a 4-H flag."
8. After discussion, a vote is taken on the motion. A majority vote is needed.

Tip: For less formal meetings, such as 4-H club meetings, it may be best to introduce complicated ideas by discussion before the motion is made. This eliminates the need for most amendments.

## **To Lay On Or Take From The Table**

There are times when there is a reason to delay the decision on a motion. Perhaps there is not enough information to make a decision. The procedure to do this is called "laying on the table." This delays a decision until another time.

1. During discussion of a motion, a member is recognized by the president and says, "I move to lay the motion on the table."
2. Once again, a second is required.
3. There is no discussion permitted. The group proceeds directly to vote whether to table the motion or not. A majority is needed.
4. To bring back the motion so it can be discussed and acted upon, is called "taking from the table." While in old business, a member says, "I move to take from the table (motion's name)."
5. A second is required.
6. There is no discussion permitted. The group proceeds to vote whether to bring the motion from the table or not. A majority is needed. Once a motion has been brought back from the table, it is the next item of business.

Tip: Generally, a tabled motion comes back for consideration at the next regular meeting. Don't use the motion to table as a way to "kill" a motion.

## **Adjournment**

Adjournment is used to end the meeting.

1. To adjourn the meeting, a member is recognized by the president and says, "I move that we adjourn."
2. Once again a second is required.

3. There is no discussion permitted. The group proceeds to vote whether to end the meeting or not. A majority is needed.

A motion to adjourn can be given at any time during a meeting, but hopefully will not be misused by club members to adjourn prematurely when there is important business yet to be addressed.

## References

Robert, Henry M. (1970). Robert's Rules of Order, Newly Revised, Scott, Foresman and Company, Glenview, IL, 1970.

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## Sample Agenda

### Creative Clovers 4-H Club Thursday, October 20, 200-

<Get acquainted activity for early arrivals>

1. Call to Order
2. Pledges (Pledge of Allegiance, 4-H Pledge)
3. Roll Call/Secretaries Report
4. Treasurer's Report
5. Health/Safety Reports
6. Committee Reports
  - Membership
  - Community Service
7. Old Business
  - a. National 4-H Week events
  - b. County Achievement Event
8. New Business
  - a. Fund-Raiser for Year-end trip
  - b. Community Service for Holidays
  - c. County Public Speaking Contest
  - d. Project Selection
9. Adjourn

Program: June Smith, Toastmasters Intl. – Giving Successful Speeches

Recreation: <get acquainted name-games>

## Sample Committee Sheet

*Committees meet between club meetings to organize or conduct their activity. Committee Chairs should be ready to report on their activities. The Membership Committee works together to recruit new members, then report on what they did, where they recruited, and how many new members they've brought into the club.*

### Creative Clovers 4-H Club

**Executive Committee:** Brian (President), Tom (VP), Roberta (Treasurer), Freda (Secretary)

**Program:** Tom (chair), Anna, Concetta, Tiffani

**Membership:** Helen (chair), Diane, Ed, Freda

**Recreation:** Ginger (chair), Preeti, Jan,

**Community Service:** Anna (chair), Diane, Mary, Nick

**Refreshments:** Roberta (coordinator) (each family assigned a different month)

**Health Reporter:** Nick

**Safety Reporter:** Ed

**Song Leader:** Diane

## Sample Club Calendar

*Note: Each club's activities should support the project/s taken in the club as well as county and state events. So, a horse club's activities will vary greatly from an Environmental club's and both of these will be different than a general club. This calendar is intended to give you some ideas about organizing the year's programs so that your members are prepared and ready for upcoming events.*

### OCTOBER

Discuss: Make A Difference Day Project  
Public Speaking Contest  
Halloween Parade

**DUE: Enrollment Cards**  
**Public Speaking Contest Entry**

Program: June Smith, Toastmasters Intl.

### NOVEMBER

Discuss: Christmas Service Activity  
Club Christmas Party  
Favorite Foods

**DUE: ---**

Program: Jane Smith, Tablesetting

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### DECEMBER Christmas Party!

Caroling & Carry-In

Quick info/demo on Favorite Foods  
**DUE: Favorite Foods Entries!**

### JANUARY

Discuss: Favorite Foods  
County Judging Contests  
Work on Project Books

**DUE: ---**

Program: Bob Smith, Judging Contests

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### FEBRUARY

Discuss: County Demonstrations Contest  
County Judging Contests  
Fund-raiser for Year-End Trip  
State Camp

**DUE: County Demo Contest Entry**  
**State Camp Applications**

Program: Demo How-To's

### MARCH

Discuss: Fund-Raiser  
County Fashion Revue/Consumer Event  
Ag Day at UD

**DUE: ---**

Program: Fashion on A Budget

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## Club Calendar, Continued

### **APRIL**

Discuss: Ag Day at UD  
Summer Events: Camps, Fairs, etc.

### **DUE: National Congress Applications & State Scholarship Forms**

Program: Having Fun with Your P's & Q's

### **MAY**

Discuss: Summer Events  
Fund-Raiser

### **DUE: State Fair Entries**

Program: Packing for a Successful Camp!

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### **JUNE**

Discuss: Summer Events  
Need State Fair Helpers  
Year End Trip

### **DUE: ---**

Program: Winning Record Books

### **JULY – THURS., JULY 15**

(pre-Fair Pool Party @ Anderson's!)

### **PICK UP PASSES & LAST MINUTE FAIR INFO!**

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### **AUGUST**

Discuss: Record Books  
Window Display Contest  
County Awards Event  
Enrollment Cards  
New Members

### **DUE: Record Books**

Program: Record Book Help

### **SEPTEMBER**

Discuss: Planning next year  
Election of Officers  
New Members  
Preliminary Project Selection

### **DUE: ENROLLMENT CARDS!!**

Program: To Be Announced