

PRESIDENT'S GUIDE



The President should always stand when addressing the club.



- Call To Order (stand): Tap the gavel once. "The meeting of the _____
4-H Club will please come to order."
- Roll Call (stand): "The secretary will please call the roll and everyone will answer by
_____."
(Ex: giving the name of their favorite flower)
- Reading The Minutes: "The Secretary will please read the minutes of the last meeting."....."Are
there any corrections or additions?" (If there are no comments, then say,
"If not, the minutes stand approved as read.") If there are any corrections
or additions, after they are made, then say "The minutes stand approved
as corrected.
- Treasurer's Report: Should be approved by motion, ex: "I move that we accept the treasurer's
report." Must be seconded and voted on.
- Use Of The Gavel: The gavel is the symbol of office and leadership. It is not a hammer.
It should be used sparingly, with dignity, and a "tapping" manner.
It is a tool of the presiding officer to call a meeting to order (several taps)
and to keep order. After the passage of defeat of each motion, announce
that it is defeated or passed, and give one tap. Also, give one tap as you
announce that the meeting is adjourned.

The President should fill out this sheet at least a day before the meeting.

Turn it over to the Secretary after the meeting.

DATE: _____ PLACE: _____

ORDER OF BUSINESS

1. **“The meeting of the _____ 4-H Club will please come to order.”
2. “We will rise and sing a song led by our song leader. Remain standing and _____
will lead us in the flag salute.”
3. The Secretary will call the roll. Please answer by _____.
4. Introduce all visitors _____.
5. ** Reading and approving the minutes of the previous meeting.
6. Correspondences _____.
(Check with Secretary and Leaders before meeting)
7. Reports on committees _____.
(Check the minutes to see what committees need to report.)
8. ** Treasurer’s Report - (should be approved by motion).
9. Unfinished Business _____.
(Check last month’s minutes.)
10. New Business _____

11. Appointment of Committee _____

12. Club songs or cheer led by song leader _____.
13. “Will the Vice-President please announce the program for our next meeting?”
14. “Will _____ please lead us in the 4-H Pledge?”
15. “If there is no further business to come before the meeting, the motion to adjourn is in order.”
After the motion is made, seconded, and passed ** turn the meeting over the leader.

**Use the gavel