



# 4-H MEETING PACK



Agriculture and  
Agri-Food Canada

Agriculture et  
Agroalimentaire Canada

**Alberta**  
AGRICULTURE, FOOD AND  
RURAL DEVELOPMENT  
4-H Branch

## **THE 4-H MOTTO**

*"Learn to Do by Doing"*

## **THE 4-H PLEDGE**

*I pledge*

*My **Head** to clearer thinking,*

*My **Heart** to greater loyalty,*

*My **Hands** to larger service,*

*My **Health** to better living,*

*For my club, my community, and my country.*



## **THE 4-H GRACE**

(Tune of Auld Lang Syne)

*We thank thee, Lord, for blessings great  
on this, our own fair land.*

*Teach us to serve thee joyfully,  
with head, heart, health and hand.*

### *Published by*

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**DVD VIDEO AVAILABLE DECEMBER 2004!!**

Conquering the Scene Stealers: Running Effective Meetings

Clubs will be able to access this humorous and helpful resource for members to view techniques and procedures to run effective 4-H meetings. Copies will be available to order or borrow. **Call your 4-H office for details.**





## **THE 4-H MEETING PACK**

Congratulations! You have been given the awesome responsibility to be on your 4-H club's executive team this year! This manual will help you to understand what is expected of you and your fellow executive members. Take some time to review all of the manual so you are aware of the executive roles and procedures.

You will learn so much just by being involved in your club in this leadership role. Enjoy the experience.

### **HOW TO USE THIS RESOURCE**

- Members that hold executive positions and leaders in the 4-H clubs should have their own copy for a reference.
- Feel free to copy pages individually for the purpose of training and clarification of roles.
- A copy of the 4-H Meeting Pack should be available during meetings for a quick reference.
- Use the 4-H Meeting Pack, the new Video/DVD called "Conguering the Scene Stealers: Running Effective Meetings and the 4-H Fun Pack to train and encourage development of members and leaders in meeting skills



# GENERAL MEMBERSHIP

## 4-H MEMBERS

### Responsibilities:

- Be on time for meetings.
- Check the agenda or program before the meeting so you can organize your thoughts or prepare for any part of the meeting you are responsible for.
- Pay close attention and cooperate with the requests of the chairperson.
- Not talk to other members while the meeting is in progress.
- Put up your hand to address the chairperson.
- Wait for recognition from the chairperson before speaking.
- Keep your discussion on a topic to the point.
- What and learn how to make a motion.
- Stand to make a motion.
- Make independent decisions when voting on motions.
- Accept the decision of the majority.
- Get involved in committees and projects.

## 4-H ADULTS

### Note to all parents and leaders:

Allow the members to be the sole decision makers and operators of the club. You are there to support or advise when requested by the members.

## 4-H LEADERS

### Responsibilities:

- Be on time for meetings.
- General Leadership: check the agenda or program before the meeting so you can organize your thoughts or prepare for any part of the meeting you are responsible for.
- Pay close attention and cooperate with the requests of the chairperson.
- Do not talk while the meeting is in progress.
- Put up your hand to address the chairperson.
- Wait for recognition from the chairperson before speaking.
- Keep your discussion on topic and to the point.
- Accept the decision of the majority.
- Get involved in committees and projects as an advisor.



## **4-H PARENTS**

### Responsibilities:

- Familiarize yourself with the objectives of 4-H and how it will benefit your child.
- Be aware of the opportunities available through the 4-H program and encourage your child's participation.
- Show genuine interest in what your child's project involves.
- Review project and Club materials or assist your child when required to complete their project.
- Attend 4-H Club meetings as a spectator with your child whenever possible.
- Encourage 4-H members to develop their decision making and leadership skills at 4-H meetings.
- Support the Club leaders in their efforts to have a successful, smooth operating club year.
- Volunteer for parts of the 4-H program you may be interested in or have a special ability for. Talk to the Club leaders and be clear on what you can contribute to the program.
- Attend 4-H Club, district and regional events as a spectator with your child whenever possible.







# **THE 4-H CLUB EXECUTIVE**







## **PRESIDENT**

### *Responsibilities:*

- Prepare and distribute an agenda before each meeting after talking with other Club officers and the Club leader. (see "Amazing Agendas" Section of this manual)
- Chair your Club's business meetings.
- Sit at the front of the room with the Secretary, facing the members.
- Call the meeting to order on time, and limit the length of the meeting.
- Understand and use proper parliamentary procedure in meetings and during elections.
- Maintain order in the meetings, keep the business moving along and the discussions on topic.
- Give all the necessary factual information before discussion occurs.
- Stand when speaking.
- Assign the floor to one speaker at a time.
- Encourage the participation of all 4-H members.
- To turn the chair over to another member before taking part in a discussion.
- State every motion before a vote is taken and announce the results.
- Vote; only to break a tie. In some clubs, the President is allowed to vote.
- Announce results of a vote.
- Sign the minutes after they have been adopted.
- Co-sign all cheques if you are one of the designates.
- Provide leadership to other officers and 4-H members.
- Be a spokesperson for your Club.
- Know the roles of all other officers in your Club.





## **VICE-PRESIDENT**

### Responsibilities:

- Chair the Club's business meetings if the President is absent.
- Assist the President and other officers in preparing meeting agendas.
- Understand and use proper parliamentary procedure in meetings.
- Encourage the participation of 4-H members.
- Provide leadership to other officers and 4-H members.
- Know the roles of other officers in your Club.
- Take over any projects the Club has assigned to the position of Vice-President.
- Take over the President's role and responsibilities if the President leaves the Club.





## SECRETARY

### Responsibilities:

- Sit at the front of the room with the President, facing the members.
- Assist the President and other officers in preparing meeting agendas.
- Keep a list of the members, call the roll, and record attendance at each meeting.
- Read the minutes of the previous meeting.
- Receive, read and answer all Club correspondence as directed by the President and members.
- Record the minutes of each meeting.
- Bring all correspondence, minutes and related records to each meeting in case these need to be referred to throughout the meeting.
- Call the meeting to order and preside until the election of a temporary chairperson, if the President and Vice-President are both absent.
- Use bold titles, bullets and spacing to organize minutes and make them more readable.

### Minutes should contain the following:

- Name of club, committee or organization
- Date, place and type of meeting.
- Time of the call to order.
- Number of officers, members and guests present.
- Motion that the minutes of the last meeting were read and adopted.
- Statement of correspondence read and action taken.
- All motions with the names of the mover and seconder and the final decision of the group.
- Name of mover and seconder of reports.
- Results of elections and names of committee members.
- Notes on discussions that may be useful in the future.
- Brief summary of program activities.
- Action Plan noting the date of the meeting, the item discussed, the action taken/to be taken, who it was assigned to, and the deadline.

### Example:

Oct. 13/05

#### **December Fun Activity**

Action: Book the ski hill and rental equipment,

Responsible: Social committee (John M. chair)

Deadline: Details to be shared at November meeting

- Time of adjournment.







## TREASURER

### Responsibilities:

- Contact the Club's bank and fill in new signature cards.
- Keep an accurate, up-to-date record of Club finances.
- Give a Treasurer's report at Club business meetings and a written report to the Secretary.
- Move your report be adopted for review purposes.
- Collect members' dues.
- Deposit income in the Club's bank account and to provide receipts when receiving money for the Club.
- Pay bills on behalf of the Club and to keep a copy of receipts received when bills are paid.
- Co-sign Club cheques.
- Check your records against the bank statement when it arrives. Be sure figures agree.
- Keep all receipts, cancelled cheques and bank statements.
- Prepare a financial statement at the end of the Club year.
- Make a list of all the items the club owns (inventory).
- Have a financial review done on books at the end of the Club year.
- Assist the President and other officers in preparing meeting agendas.

### *Treasurer's Report*

A Treasurer's report should be given at each business meeting of your Club. Here are some tips on what you should include in your report.

1. Opening Club bank balance since the last Treasurer's report.
2. Income received since the last Treasurer's report. The income received should be itemized, that is, tell the members where the income came from and how much it was.
3. Expenses paid since the last Treasurer's report. Depending upon how many expenses were paid, the Treasurer can itemize the expenses as well. If the expenses were for one event, the Treasurer may report the total expenses rather than stating every expense to the group. Be prepared, however, to answer any questions from the Club regarding each individual expense.
4. Closing bank balance after income received and expenses paid are taken off bank account.
5. Some Clubs ask the Treasurer to report any outstanding income or expenses that the Treasurer knows about but has not received or paid.



**ADDITIONAL NOTES:**

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**OTHER CLUB  
ELECTED  
POSITIONS**







## CLUB REPORTER

### Responsibilities:

- Contact your local media, newspaper and radio. Tell them you are the new Club Reporter.
  - Ask how they would like to be informed about Club news.
  - Find out how to advertise in the newspaper and on the radio.
- Provide the newspaper and radio with information on club activities.
- Prepare newspaper and radio advertisements when requested by the Club executive and members.
- Keep a scrapbook of clippings, reports and photographs of Club activities for historical purposes if requested by the Club.
- Assist the President and other officers in preparing meeting agendas.

### Tips on Writing News Articles

- Refer to the Marketing and Media Pack for an example of a press release.
- Work on your article as soon as possible. News is only news if it is recent and up to date. Plus by postponing articles, you may forget and miss important details!
- Each story or article has three parts - the beginning, the middle and the end. The most important facts go first. The beginning should include the significant points of who, what, when, where and why. The middle portion of the story should answer the remaining who, what, when, where and why you did not answer in the first part as well as explaining how the things happened that made up your story. The last section can be used to give additional details.
- For hand written articles, use lined paper. Write on every second line. Write on one side of the paper only. Leave wide margins at the side when writing your first draft.
- Use names of people, 4-H Clubs, events and locations.
- Use past tense for those events that have already happened. Use a future tense for those events that are coming up.
- Use a short, catchy title. Use 4-H in the title if possible
- Read your first draft. Ask yourself, "Does it flow properly, is it clear, are there spelling errors, is the story or article too long?" If the story or article needs to be changed, change it by writing in the margins and in between the lines.
- Make sure your facts are correct. Double-check the spelling of names of people, places, events, clubs, executive titles, addresses and telephone numbers.
- Read your article again. Ask yourself, "Are the who, what, when, where, why and how answered and do the sentences need to be shortened?" Avoid the use of a lot of "ands." Most sentences do not require the use of more than one "and." If possible, replace them with periods and start a new sentence.



- Ask someone else to read your story or article. Others can often spot problems or errors you may have missed. Make any changes you agree with.
- Using double space, print or type your final copy. Proofread your article – it should be error free!
- Using a computer for articles and sending them by e-mail makes it easier for the newspaper to submit the article.

## **HISTORIAN**

### Responsibilities:

- Collect information (e.g. newspaper clippings, pictures) about the 4-H Club's activities and events for the 4-H year.
- Organize information about the 4-H Club's activities and events into a form decided by the Club (e.g. scrapbook, binder).
- When requested by the President, give a Historian's report at Club business meetings and a written report to the Secretary.
- Make the history of the 4-H Club available to interested people.
- Assist the President and other officers in preparing meeting agendas.
- Give the Club history book to the next historian.

### *Tips on History Books*

- Keep the history book neat and readable.
- Use a pen not pencil.
- Include details on club membership, executive, leaders, projects, club events, special projects and individual achievements of club members
- Check details on times, places and people.
- Ensure correct spelling.
- Use titles.
- Write a description of club highlights for the year (remember to include summer events).
- Include pictures and label them.
- Include "fun" snapshots.
- Include other items requested by the Club.

## **PARLIAMENTARIAN**

### Responsibilities:

- Understand proper 4-H parliamentary procedure.
- Teach Club members, leaders and parents how to use proper 4-H parliamentary procedure.
- Assist the President and other officers in preparing meeting agendas.
- Ensure proper 4-H parliamentary procedure is used at Club meetings.



- When requested by the President, give a Parliamentarian's report at Club business meetings and a written report to the Secretary.
- Keep information on parliamentary procedure and bring it to the Club meetings.
- Keep a copy of the Club constitution and bring it to Club meetings.
- Review the Club constitution yearly and make recommendations for updating.

**ADDITIONAL NOTES:**

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# **SETTING UP FOR A MEETING**







Your room set up will make a big difference in the effectiveness of your meeting. Consider the following diagrams and what you have available for meeting space.

## ROUNDTABLE

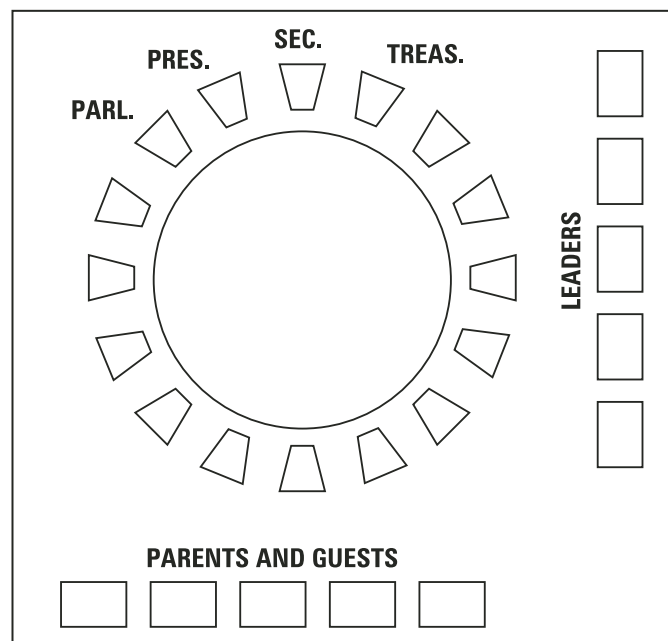
You may not have a round table, but this format still works with members in a circle, as long as executive are still given a table.

### Advantages:

- Great eye contact.
- Very good for increased communication.
- Group is very connected.
- Few distractions.
- Everyone has a writing surface.
- New members can see all that is happening and therefore increase learning.
- Parents and leaders can watch without distracting members.

### Disadvantages:

- Hard to find locations with large round tables.
- Using round seating arrangement without table means no writing/organizing surface.





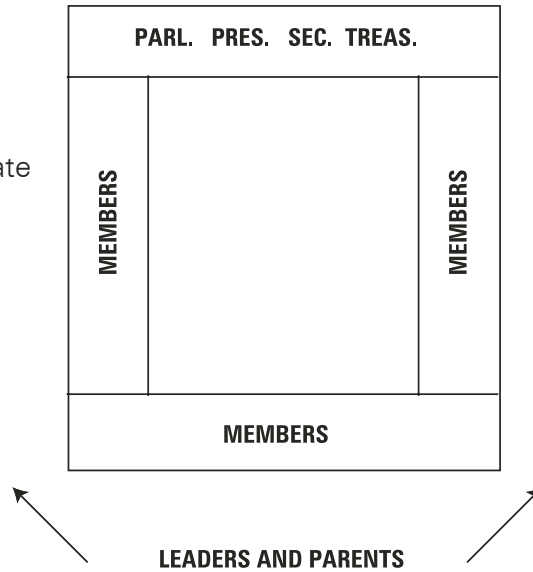
## THE BOARDROOM

### Advantages:

- Everyone has a writing surface.
- No one is looking at another's back.
- Most meeting facilities can accommodate this set up.

### Disadvantages:

- Sitting along a long straight table limits communication.
- Need lots of space and tables to accommodate a group.
- Impersonal if it is a small club.



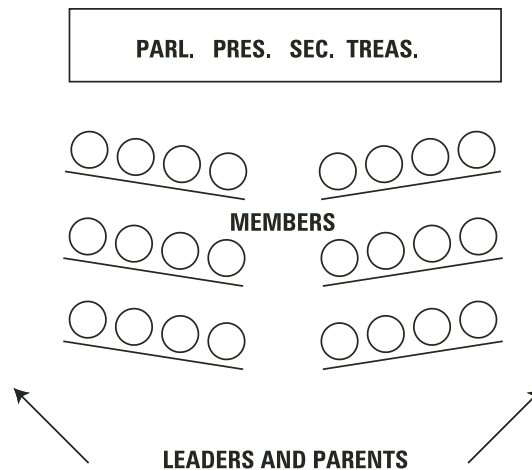
## THEATRE

### Advantages:

- Useful for clubs with large numbers.

### Disadvantages:

- Not very conducive to including members or effective communication.
- Back row tends to get "lost" or doesn't participate fully.
- Disruptions or side conversations are common.





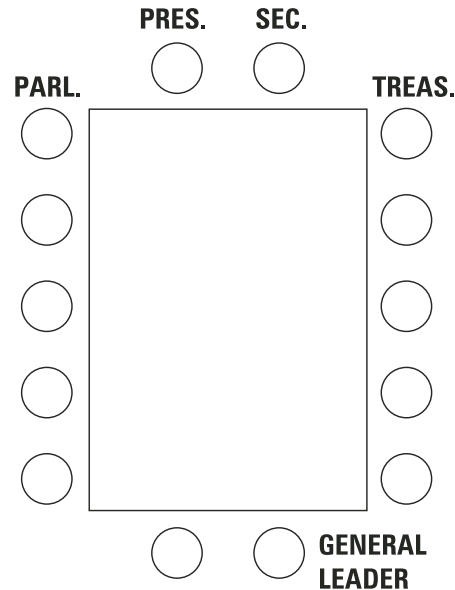
## KITCHEN TABLE

### Advantages:

- A kitchen table offers a personal touch.
- Most are comfortable in this setting.
- Small clubs work well.
- Availability, every home has one.
- Parents and leaders are not relied on to carry out meeting.

### Disadvantages:

- Large clubs would be crowded.
- May be distractions (phone, sibling, TV, in the next room) that need to be planned for or dealt with.
- Parents and leaders are not as accessible if needed during the meeting.



### LEADERS AND PARENTS

can be in another room unless called on during discussions.

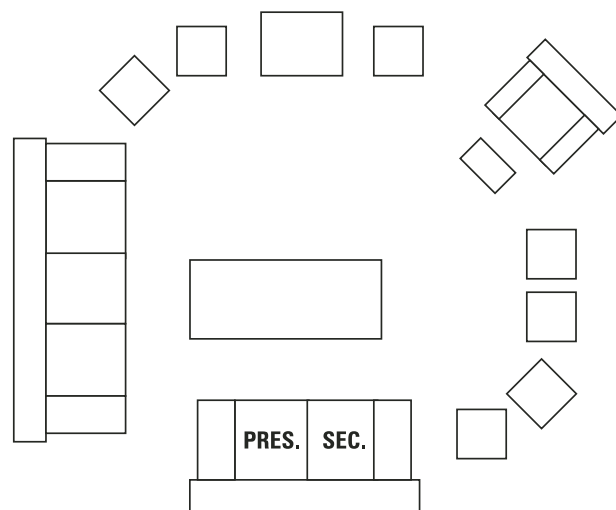
## LIVING ROOM

### Advantages:

- Very comfortable.
- Relaxed atmosphere.
- Very available, everyone has one!
- Great for small clubs.
- Parents are not relied on to carry out meeting.

### Disadvantages:

- May not have enough seats for all members.
- Hard to keep focus on business.
- Members might be too comfortable.
- No writing surfaces for Executive and note takers.
- May be distractions (phone, sibling, TV, in the next room) that need to be planned for or dealt with.
- Parents and leaders are not as accessible if needed during the meeting.



### LEADERS AND PARENTS

can be in another room unless called on during discussions.



**ADDITIONAL NOTES:**

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# **PARLIAMENTARY PROCEDURE**









## ELECTIONS

### NOMINATING COMMITTEE

Many 4-H Clubs have nominating committees who approach people to run for executive positions prior to elections. A slate of potential officers is presented to the membership at election time. It is suggested to have three people on the nominating committee with at least one adult being on the committee.

- The committee looks at the responsibilities of the executive positions to be filled and decides who would be strong candidates for each position.
- The committee approaches the individuals about letting their name stand for the executive position. The committee members should fully understand the roles, responsibilities and time commitment of the executive positions so they can answer any questions from the potential candidate.

### ELECTION NIGHT

- If the Club uses a nominating committee, the Chairperson of the Nominating Committee reads and moves the adoption of their report at election time.
- Whether a nominating committee is used or not used, the Chairperson of the 4-H meeting calls for nominations from the floor by saying, "Nominations are now open for the office of \_\_\_\_\_." If a nominating committee is used, the Chairperson should say, "For (office), \_\_\_\_\_ has been nominated by the Nominating Committee. Are there any further nominations for (office)?"
- A member can nominate by saying, "I nominate (name)." No seconder is required.
- The Chairperson of the 4-H meeting says, "Are there any further nominations?", and pauses.
- If no further nominations are put forward, the Chairperson repeats, "Are there any further nominations?", and pauses.
- For the third time, the Chairperson asks, "Are there any further nominations?" and pause.
- The Chairperson asks, "Will someone move nominations close?" or states, "As there are no further nominations, I declare nominations are closed."
- The above steps are repeated for each executive position that needs to be filled.
- If nominations are moved, closed and seconded before other members have had the chance to make their nominations, the premature motion is ignored. More nominations are accepted.
- Once all nominations are completed, the earlier motion to close nominations can be voted upon without making and seconding the motion again.



### **VOTING - ELECTIONS AND MOTIONS**

- In an election, if only one nomination is put forth for a position, a vote is not required. The individual is elected by acclamation.
- If more than one name is put forward for an office, a vote must be taken.
- If the Chairperson of the 4-H meeting is nominated for a position, he or she must ask another member to take over the Chairperson's role during that portion of the election process.

### **VOTING METHODS**

- Show of hands - the most common used method of voting in 4-H Clubs. For voting during an election, the candidates are asked to leave the room and the Chairperson asks for a show of hands for votes on each individual. The Chairperson makes the count and announces the result.
- Ballot - secret votes on paper which are used for controversial motions and for elections. Someone must prepare, distribute, collect, and count the votes.
- Voice - used at large meetings on routine matters that are unlikely to cause an argument. The Chairperson says, "All those in favour say "Aye." "All those opposed, say "Nay." The Chairperson judges the vote by the volume of sound. This method is not commonly used for 4-H elections.

In elections, the candidate who gets the most votes wins the office. Tied election votes may be broken by the Chairperson if they have not already voted, by taking the vote again to determine if the tie can be broken, by flipping a coin or another method determined by the Club.

Generally, a simple majority (1/2 of the voting members present plus one) in favour of a motion passes the motion. Therefore, a tied vote defeats a motion.

### **VOTING RIGHTS OF PRESIDENT**

The Club should decide on the voting rights of the President and put the decision in their bylaws.

Two methods are recommended:

- The President votes on all issues.
- The President does not vote except to make a tie (which defeats the motion, if the President deems it necessary) or to break a tie.



## AMAZING AGENDAS

When writing an agenda:

- Include important points.
- Remember news and events - what, why, results, copies of important items for everyone. Check with the secretary, leaders, and committees.
- Reports from executive, committees and projects.
- Keep structure and control.
- Assign sensible allocations of how much time each agenda item requires. Example: 5 min, 2 min and enforce it.
- Be organized and prepared.

Sample Agenda

1. Call to order.
2. 4-H Pledge.
3. Roll Call.
4. Additions to the Agenda - Is there anything to add?
5. Minutes - Any errors or omissions? Adoption requires a motion, second and vote.
6. Old business or business arising from the minutes. Discuss active items and business that has been ongoing.
7. Correspondence - Include information leader received.
8. Reports of Officers - Reports should be written and submitted to the secretary for inclusion in minutes. Officers move to adopt their own reports, requires a second and vote.
9. Reports of Committees - Reports are generally given by the committee chair and should also be submitted in writing. Presenter should move to adopt report, requires a second and vote.
10. New Business - Topics should be on agenda prior to meeting.
11. Announcement of dates and program for next meeting.
12. Nominations and Elections - Generally done once a year; see your constitution.
13. Adjournment - Chair can declare the meeting adjourned if there is no further business; requires a second if motion to adjourn is early.

General Meetings should also include one or more of the following:

**Program** - project work, guest speaker, discussion group, demonstration, or workshop.

**Social Activity** – games, food, fun and interaction of all members and leaders



## QUORUM

A quorum is the agreed on minimum number of eligible voters that must be at the meeting to conduct business. Quorum should be stated in the Club bylaws or constitution. Many groups use 1/2 or 1/3 of the voting members as quorum.

If quorum is not present,

- the Chairperson may dismiss the group, or
- the group may proceed informally understanding that any decisions made must be approved at the next meeting or discuss items of interest but make no decisions.

## MAKING A MOTION

1. The member puts up his/her hand or rises to address the Chairperson.
2. The Chairperson recognizes the member by stating his/her name or nodding to them.
3. The member makes the motion - "I move that. . ."
4. The Chairperson asks for a seconder.
5. Another member seconds the motion - "I second the motion."
6. The Chairperson or Secretary states the motion.
7. The Chairperson calls for any discussion on the motion.
8. The Chairperson or Secretary restates the motion.
9. The Chairperson asks, "All those in favour of the motion?" The votes in favour are counted.
10. The Chairperson asks, "All those opposed?" The votes opposed are counted.
11. The Chairperson states the results of the vote - carried or defeated.

Generally, to have a motion carried, a minimum of 1/2 of the voting members plus one must vote in favour of the motion.

## AMENDING OR CHANGING THE MOTION

Before voting on the motion, a change or amendment may be suggested.

Amendments do not change the intent of the motion. They add, subtract or substitute words of the original motion.

If an amendment is offered to a motion and the maker of the motion likes the amendment, the maker may say:

*"If there are no further objections, I will accept the amendment."*

If no one objects, the amendment does not have to be voted on as it automatically becomes a part of the original motion. Then a vote is taken on the motion not the amendment.

OR



1. A member makes the motion: "I move to amend the motion by (adding, subtracting, substituting) (state exact words)."
2. The Chairperson asks for a seconder.
3. The Chairperson states the amendment and calls for any discussion on the amendment.
4. The Chairperson restates the amendment.
5. The Chairperson asks, "All those in favour of the amendment?" "All those opposed?"
6. The Chairperson states the results of the vote on the amendment - carried or defeated.
7. If the vote is defeated, the original motion is restated and voted on or a new motion for another amendment can be brought forward.
8. If the vote on the amendment is carried, the original motion is modified to fit the amendment, is restated by the Chairperson and a vote is taken.

## **CALL FOR THE QUESTION**

When any member feels that discussion on a motion has gone on long enough, they can ask the Chairperson to "call for the question".

1. The member calls for the question by saying, "Question."
2. The motion is stated and a vote is taken.

## **WITHDRAWING MOTIONS**

The mover may withdraw their motion if they do so before the Chairperson states the motion to the membership.

1. Mover states they would like to withdraw their motion.
2. The Chairperson announces, "The motion has been withdrawn."

By asking the chairperson, a member may ask the mover to withdraw the motion, but the mover does not have to do so. If the mover wants to withdraw the motion the above steps are used.

Sometimes a mover wants to withdraw a motion that the Chairperson has already stated to the membership.

1. The mover asks the permission of the Chairperson to withdraw the motion.
2. Permission is granted or refused by the Chairperson.

A seconder can only withdraw a second if a motion has been changed after it was seconded.

A withdrawn motion is not recorded in the minutes.



### **NOTICE OF MOTION**

If someone has an item that they would like to bring up and make a motion on at another time, a notice of motion may be used.

1. In the new business section of the agenda, a member may give a notice of motion by saying, "I give notice that, at the next meeting (or some other time), I will move that. . . ." No seconder is required.
2. The members think about or research the idea before the next meeting.
3. The member makes a motion at the next meeting.
4. The motion is seconded, discussed and a vote is held.

### **TABLING MOTIONS**

Sometimes it is necessary to lay aside business so that it may be renewed at a later time.

1. The motion has been moved and seconded. Discussion may or may not be taking place on the motion.
2. A member says, "I move to table the motion until..."
3. A seconder is required.
4. Discussion is allowed.
5. A vote is taken.

To reactivate a tabled motion:

6. A member says, "I move that we resume discussion on..."
7. The motion needs a seconder.
8. Discussion is allowed.
9. A vote is taken on whether to resume action on the original motion.
10. If carried, discussion on the original motion is resumed.
11. If defeated, the matter is ignored.

### **REFERRING MOTIONS TO COMMITTEES**

Sometimes it is necessary to refer a motion to a committee for further investigation.

1. The motion has been moved and seconded.
2. Discussion may or may not be taking place.
3. A member may refer the motion to a committee by saying, "I move to refer this motion to ... (include what committee, what the committee is to do and when it is to report to the members)."
4. A seconder is required.
5. Discussion is allowed.
6. A vote is taken.



## COMMITTEES

A committee is appointed to deal with a specific task or problem which can be handled better by a small group than by a large group of people or by an individual.

There are generally two types of committees: **Standing** and **Ad Hoc**

**Standing committees** are usually of a permanent nature. They tend to be formed every year and usually have the same task, year after year. An example might be a phoning committee.

**Ad Hoc committees** are sometimes referred to as special committees and are formed on a temporary basis. An example could be a committee to review the constitution. Once the job is done, the committee is dissolved.

When forming a committee it is important to keep some hints in mind:

- Keep the committees small. Three people would be considered a small committee.
- When choosing committee members remember to have a variety of experiences represented by the members - young and older, experienced and inexperienced.
- Avoid giving the appointment to someone who is accepting the job for recognition alone. Ask those who care about the task and understand its importance.
- The chairperson of the committee should be appointed immediately.
- Ensure the committee chairperson and members understand the purpose of the committee.
- Set a deadline for the committee to report back by.

### **A COMMITTEE CHAIRPERSON'S RESPONSIBILITIES:**

- Call committee meetings.
- Prepare the committee meeting agenda.
- Chair committee meetings.
- Ensure someone is taking minutes of the meetings.
- Orient the members as to the purpose of the committee and the expectations of the Club.
- Provide leadership and direction to other committee members.
- Maintain order in meetings, keep the business moving along and the discussions on topic. Start on time. Limit the length of the meeting.
- Assign the floor to one person at a time.
- Encourage the participation of all committee members.
- State every motion before a vote is taken and announce the results.
- When requested by the President, give committee reports at Club business meetings and a written report to the Secretary.
- Thank committee members for their efforts on the committee.



### **A COMMITTEE MEMBER'S RESPONSIBILITIES:**

- Be on time for meetings.
- Understand the purpose of the committee and follow the guidelines set out by the Club.
- Pay close attention and cooperate with the requests of the chairperson.
- Not talk to other members while the meeting is in progress.
- Understand and use proper parliamentary procedure.
- Serve actively on the committee.
- Keep your discussion to the point.
- Support the final decision of the committee.
- Assume responsibility for assignments of the committee.
- Share the workload and responsibility for assignments.
- Assume the role of chairperson of a subcommittee if requested.





## PLANNING FOR THE FUN OF IT!!!

It is also part of the executive's job, in cooperation with the club leaders to prepare the year's program plan, keeping in mind that *clubs that have fun together, stay together*. Get together at the beginning of the club year to review the upcoming year. Some clubs find it useful to post all of the month's calendars on the walls of your meeting room or circulate copies so everyone can look through the proposed dates. Having more leaders and members review them is better; conflicts with school functions, holidays, exams and such will be less likely if everyone brings their own calendars to compare with.

The yearly calendar should include:

- Project meetings (Multi clubs need to be aware that some members take more than one project),
- Fun activities (very important for a healthy club),
- Club workshops,
- Business meetings,
- Public speaking and presentations,
- Achievement days,
- District and Regional events that the club participates in, and
- Provincial Program dates and deadlines.

It is most effective to have an outline ready for the first meeting, and to finalize it for the second. It is helpful for families that are considering projects to see the amount of commitment needed before making their decisions.

To minimize the number of days occupied by 4-H activities, keep your club general meetings short and plan some of your other activities before and after the meetings. For instance, you can have a 15 minute fun activity happening that members can join as they arrive at the meeting or hold a 30 minute workshop on record books after the meeting.



## MEETING SUCCESS

A lot of meeting success depends on you. The rest depends on the attitudes of your members, parents, and leaders, but you can do a lot to influence their attitudes. Do you have a member that never talks? One that's too talkative? Two parents whose side conversation is more interesting to them than the member's discussion? Do you just ignore it? NO WAY!

### SIMPLE SOLUTIONS:

**Talkative Member** - don't be embarrassing or sarcastic, it may be useful later on. The member may be trying to show off their knowledge, or just being themselves. Interrupt them with something like:

"That's an interesting point, now let's see what the group thinks of it."

In general, try to let the group take care of the member as much as possible.

**Argumentative Member** - keep your own temper in check. The member may naturally be combative, or may be justifiably upset about something. You have a few options:

1. Try to find merit in one of their points and then move on.
2. If they make an obvious misstatement, turn it over to the group and let them turn it down.
3. As a last resort, talk to them privately and try to find out if something else is bothering them or if there is something you can do to win their cooperation.

**Overly Helpful Member** - thank them for volunteering but suggest that others be put to work, question others, or use this member for summarizing.

**Insistent Member** - Try either of these strategies:

1. Throw the member's view to the group and try to let them sway the opinion, or
2. Explain that in the interest of time you are willing to discuss it later if they will accept the group viewpoint for the moment.

**Side Discussions** - don't embarrass them. The discussion could be related to the subject, or it may be personal, but the bottom line is it distracts everyone from the meeting.

1. Call one of the members involved in the discussion by name and ask an easy question, or
2. Restate the last opinion or remark and ask their opinion.

**Inarticulate Member** - they need help expressing their thoughts. Don't say 'what you mean is....' Instead say something like:

"Let me repeat that" and then put it in better language, or say

"What I think you mean is..... Is that right?"

**Uninformed Member** - don't say 'You're wrong'. Instead say something like:



"That is one way of looking at it" or,

"I see your point, but can we reconcile that with the....."

**Rambling Member** - Try these steps:

1. Grin, tell him his point is interesting,
2. Then in a friendly manner indicate that you are a bit off subject.
3. When they stop for breath you can also refocus attention by restating the relevant points and moving on.

**Clashing Members** - it can divide the group into factions.

1. If possible, emphasize points of agreement and minimize points of disagreement.
2. Draw attention to your objectives with a direct question to cut across their discussion.
3. A neutral member being brought into the discussion can also be effective.
4. Sometimes you just have to ask frankly that personalities be left out of it.

**Quiet Member** - they could be bored, indifferent, timid, insecure, or feeling superior. Your action must depend on what is motivating them.

1. Ask for opinions to try and stimulate interest or draw them out.
2. If they are the 'superior' type, ask for their view after indicating the respect held for this person's experience. (Be careful not to overdo this as the group will resent it.)
3. Ask a provocative question to combat indifference.
4. Compliment (be sincere) the timid or insecure person the first time they talk.

**Dealing with Adults** - adults should be in a "support" role at Club meetings.

The President should use the same rules for difficult members and adults in the meeting or at club functions. Take into consideration the following:

- Be professional.
- Use respect.
- Work together.
- Be positive.
- Keep lines of communication strong.
- Be patient - sometimes adults are slower to react with enthusiasm. Remember they have more experience and their thoughtful opinion is worth waiting for.
- Show respect for your leader's time and talents. Never commit them without asking first. It is polite to give your leader a chance to say no, even though you're sure they will say yes.
- Know your limits and accept help when needed.



### **RECIPE FOR MEETING SUCCESS:**

#### Keep on Hand:

- 1 or more copies of club constitution and/or by-laws (use Default Constitution)
- 1 copy of the 4-H Meeting Pack -This is especially important if your club doesn't have a parliamentarian

#### Circulate:

- 1 List of contacts including leaders, committee chairs, other executive members  
Club secretary should develop this list and provide copies to club members
- 1 Copy of the agenda and the minutes from the previous meeting

