

# President Script for 4-H Meeting

The following guide can be used for planning and leading your 4-H club meeting. The terms/words to use for each part of the business meeting are listed in **bold** directly below each business meeting part. Keep this form for club records.

Agenda for (club name) \_\_\_\_\_ meeting of (date) \_\_\_\_\_.

Pre-Meeting Activities \_\_\_\_\_

Meeting

Person In Charge

Call to order ..... President \_\_\_\_\_

**"This meeting will now come to order."**

Pledge of Allegiance ..... led by \_\_\_\_\_

**"Please stand for the Pledge of Allegiance led by \_\_\_\_\_."**

4-H Pledge ..... led by \_\_\_\_\_

**"\_\_\_\_\_ will now lead us in the 4-H Pledge."**

Roll Call ..... Secretary \_\_\_\_\_

**"The secretary will now call the roll."**

Introduction of Visitors ..... Various members \_\_\_\_\_

**"At this time would members please introduce their guests."**

Minutes from Previous Meeting ..... Secretary \_\_\_\_\_

**"The secretary will now read the minutes of the previous meeting."**

Approval of Minutes ..... President \_\_\_\_\_

**"Are there any additions or corrections to these minutes?"**

(Wait a moment.) **If not they stand approved as read.** If there are corrections they are made and the president says, **"Are there any further corrections to the minutes?"** (Wait a moment.)

**There being no further corrections, the minutes stand approved as corrected."**

Treasurer Report ..... Treasurer \_\_\_\_\_

**"May we have the treasurer's report."** This report and other

Officer reports do not require further action.

Committee Reports ..... Various members \_\_\_\_\_

**"Will the chair of the \_\_\_\_\_ committee please report?"**

Following the report the President says. **"Does any member wish to present a motion to accept this report?"** See below for proper method for making a motion.

Old/Unfinished Business \_\_\_\_\_

**"Is there any old/unfinished business?"** (Use one or the other term.)



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New Business \_\_\_\_\_

**“We are now ready for new business. On the agenda is . . . .”** After items on the agenda have been addressed say, **“Is there any other new business?”**

Announcements \_\_\_\_\_

\_\_\_\_\_

**“Are there any other announcements?”**

Adjournment \_\_\_\_\_

**“Is there a motion for adjournment?”** After the motion has been made the president says, **“Is there a second?”** After the second has been made the president says, **“It has been moved and seconded that we adjourn. All in favor say ‘aye’,”** (pause for vote), **all opposed ‘nay’.** **The meeting is adjourned.”**

Program \_\_\_\_\_

\_\_\_\_\_

Recreation/Refreshments \_\_\_\_\_

## Steps in Making a Motion

If there is something the club members need to decide during the business meeting, it requires a motion, a second, open discussion, and a vote. The following steps are used to “entertain a motion” and to decide if club members are in favor of the item of business brought before the club.

The proper way to move a motion is to say, **“I move,”** not “I motion.” When an item of business is brought up for discussion these steps are used:

1. President says, **“Is there a motion to \_\_\_\_\_?”**
2. A member says, **“I move \_\_\_\_\_.”**
3. President says, **“Is there a second to the motion?”**
4. A different member says, **“I second the motion.”** If no second is made the motion dies and no further action is taken. If the motion is seconded, move on to step 5.
5. President says, **“It has been moved and seconded to \_\_\_\_\_. Is there any discussion?”**
6. President allows discussion on the motion.
7. When the discussion ends, the president says, **“It has been properly moved and seconded that we** (President states the motion or has the secretary read the motion). **All in favor say ‘aye.’** (Pause for vote). **“All opposed say ‘nay’.”**
8. President says, **“Motion passes.”** or **“Motion fails.”**

**NOTE:** The following tool helps keep order when a member seeks the floor to make a motion or discuss business. No one should speak unless recognized by the chair and given the floor. When a person wishes to speak the president says, **“The chair recognizes (name of speaker) and (name of speaker) has the floor.”**