

Conducting a 4-H Meeting



4-H clubs, such as the Rock Creek Ranchers, elect youth officers to run the business portion of their meetings.

Clubs decide how often and when to meet based on members' schedules and goals. *Note: to qualify as a Nebraska Club of Excellence, clubs must meet at least six times a year.* Meetings can be held at members' homes or at community places such as the library (Note: Bennett Martin Public Library, Anderson Branch, Eiseley Branch, Gere Branch, Walt Branch and Williams Branch have meeting rooms available — to reserve a meeting room, call 402-441-8503).

Clubs with younger 4-H members may want to keep meetings about 1 – 1½ hours. Clubs with older members may want to have meetings up to two hours.

Leaders and members decide how to run their own meetings, but a suggested format is:

- **Business meeting** (10–20 minutes)
- **Project activity** (40–80 minutes)
- **Recreation** (10–20 minutes)

A 4-H meeting has 3 parts



Business Meeting

Here is a suggested agenda officers may use as a guide in conducting business meetings.

Order of Business:

1. Call to order, pledge
2. Roll call, recognize guests
3. Reading and approval of minutes
4. Officer reports
5. Committee reports (if any)
6. Announcements
7. Unfinished business
8. New business
9. Plans for the next meeting
10. Adjournment

1. **Call to order:** The president opens the meeting by rapping on the desk with a gavel and says: *“The meeting of the _____ 4-H club will come to order. We will open with the Pledge of Allegiance and then the 4-H Pledge.”* The pledge leader says, *“Please stand”* and leads both pledges.
2. **Roll call:** The president says, *“The secretary will now take roll.”*
The secretary says, *“At today’s 4-H meeting, we will answer by _____.”*
If there are guests, the president introduces them.
3. **Minutes (the notes from the last meeting):**
The president says: *“The secretary will read the minutes of the last 4-H meeting.”*
The secretary reads the minutes.
The president says: *“Are there any additions or corrections to the minutes? (Wait) If there are no corrections, the minutes stand approved as read.”*
(If there are corrections, the secretary will make them. Then the president would say: *“If there are no further corrections, the minutes stand approved as corrected.”*)
4. **Officer reports (if any)**
5. **Committee reports (if any)**
6. **Announcements:** The president says: *“Are there announcements to be made at this time?”*
7. **Unfinished business (unfinished business from previous meetings should be taken care of at this time):** The president says: *“Is there old or unfinished business to come before the club?”*
8. **New business (take care of all new business one item at a time. Anything unfinished must be considered at the next meeting):** The president says: *“If there is no further unfinished business, new business is now in order.”*
9. **Plans for the next meeting:** The president says: *“May we have the date, place and program for the next meeting?”*
10. **Adjournment (a call for the meeting to end):** The president says: *“A motion for adjournment is in order.”*
A 4-H member says: *“I move to adjourn the meeting.”*
Another 4-H member says: *“Second.”*
The president says: *“It has been moved and seconded. The meeting is now adjourned.”*