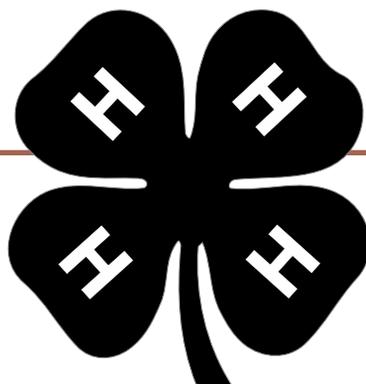




Texas Agricultural Extension Service

The Texas A&M University System

4-H 1-5.011  
8-99



# 4-H Club Officer Handbook

**Message to the 4-H officer:**

Congratulations! You have been selected by your fellow 4-H'ers to lead them through a successful year in 4-H.

I bet you are very happy but a little afraid that you won't know exactly what to do. Well, to help you do your very best as an efficient 4-H club officer, I suggest that you study this book very carefully. Before your next 4-H club meeting, please read the information listed below. This will help you understand what is expected as an officer and give you some tips for doing the best job possible. Because only the officers receive this book, you may want to share this information with others.

**Best wishes for a successful year!**

Martha Couch  
Assistant Director for 4-H and Youth

# 4-H Club Officer Handbook

This book belongs to \_\_\_\_\_, an officer in the \_\_\_\_\_ 4-H Club.

My County Agent is \_\_\_\_\_.

Address of the County Extension Office: \_\_\_\_\_  
\_\_\_\_\_

Extension Office Telephone Number: \_\_\_\_\_

Our 4-H Club meets \_\_\_\_\_ of each month.

## Local 4-H Officers

President: \_\_\_\_\_

First Vice President: \_\_\_\_\_

Second Vice President: \_\_\_\_\_

Third Vice President: \_\_\_\_\_

Reporter: \_\_\_\_\_

Council Delegate: \_\_\_\_\_

Parliamentarian: \_\_\_\_\_

Recreation/Song Leader: \_\_\_\_\_

4-H Club Manager: \_\_\_\_\_

Address and phone number: \_\_\_\_\_  
\_\_\_\_\_

Name and address of the newspaper where the 4-H reporter sends news: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



---

# 4-H Club Officer Handbook

---

## President

### *Duties*

- With assistance from the club manager, arrange for a meeting place.
- Remind and encourage each person on the program to be prepared.
- Preside at all club meetings.
- Remember that good club meetings include four basic ingredients and plan for them.
  1. **Inspiration** (5 to 10 minutes) Motto, pledge, songs, etc.
  2. **Business** (15 minutes) Roll call, minutes, committee reports, etc.
  3. **Program** (15 to 20 minutes) Talks, demonstrations, etc.
  4. **Recreation** (30 minutes) Games, refreshments, etc.
- Appoint committees as needed.
- Use basic parliamentary procedure steps as a tool to conduct effective, orderly meetings. Refer to the section on Parliamentary (page 16) for details about elections and making motions.
- Coordinate the activities of officers, leaders and committees to ensure maximum member involvement in all club activities.
- Serve, as is done in many counties, as one of the two club delegates to county 4-H Council. (If this is true in your county, refer to the section on Council Delegate, page 12.)
- Serve on a program committee or nominating committee (optional).



### *When You Preside*

Your success when you preside depends upon your ability, not merely to maintain order, but also to guide the meeting so that it moves progressively toward its goal. The meetings you preside over may be formal business meetings, a combination business and program meeting, banquets or very informal committee meetings. Procedures to follow depend on the kind of meeting, but the methods of effective leadership apply in all meetings.

You should help the members feel at ease, encourage them to take part in the discussion and stimulate their interest in the topic that is being discussed. You can inspire order through the way you conduct the meeting.

In one way or another, meetings should be used to carry out the purpose of the organization. You should know the purposes, functions and policies of the organization and conduct the meetings accordingly.

### *Prepare Yourself*

You can preside more efficiently if you have made thorough preparations before the meeting.

As president, you need to prepare an agenda (similar to the sample on page 20) that lists the parts of the program, the amount of time needed and the persons responsible for each section. Check your yearbook or planning sheet for the whole year to carry through with those plans already made. Review the minutes of the club meetings to deal with the club's decisions and to take care of unfinished business.



All persons on the program should know well in advance what is expected of them.

The members of the audience need to know what to expect in the meeting. You may communicate with them through announcements at previous meetings, newsletters, telephone or the media.

Arrive early to see that everything is in order and to make any necessary last-minute arrangements. Decide where the program participants will sit. If you are to use a microphone, you may want to practice.

### ***Preside Effectively***

If you have made careful preparations, you should feel confident and sure of yourself. Dress comfortably and attractively. When on stage, sit so you make a pleasing, confident appearance. Have your agenda and other papers and articles arranged neatly so that you can find them as you need them.

These suggestions could help you.

- ✓ Greet the people who are on the program and show them where to sit.
- ✓ Begin the meeting on time!
- ✓ Speak with enthusiasm and sincerity. Talk a little louder (unless you are using a microphone).
- ✓ Be yourself! Be natural and at ease. Your group will sense your confidence and become relaxed. The preparations you make before the meeting will help you preside effectively.

The formal business meeting is a democratic process. You should help this process function so that the members of the organization can think through their problems, arrive at decisions and take formal action in terms of these decisions.

If there is to be a long business session, the program could be arranged so that the speakers arrive after the business session, or allow the speakers to present their programs first.

You have control of the entire meeting. You may ask certain people to have parts on the program, but do not “turn the meeting over to” other persons. Persons who have parts on the program should be presented or introduced.

As each person on the program finishes, thank him graciously.

Announcements are made just before adjournment.

The closing of the meeting is definite so that members have no doubt as to what they may do. It is discourteous to rise or talk before the president announces that the meeting is adjourned.

### ***Suggestions For 4-H Club Presidents***

- ✓ Designate someone to act as secretary if the secretary is absent.
- ✓ Be gracious and tactful. Know the purpose of the organization.
- ✓ Do most of your work outside the meeting over which you preside.
- ✓ Be impartial when recognizing members who want to speak.
- ✓ Be impartial when appointing committee members.



## Sample Meeting Format

Rise, wait for attention and say something such as, "The meeting will please come to order." If the members fail to see that you are standing, you may tap on the table to get their attention.

The members take their seats and come to order immediately.

The opening ceremony is presented.

Ask for the roll call and state the way it is to be answered. (Roll call ideas are in the 4-H Program Planning Guide.) You may say something like this: "The secretary will please call the roll. Will each of you answer with (present, here)?"

The secretary sits to call the roll and records the members present.

Club members are prepared for roll call and answer promptly.

Following the roll call, ask for the reading of the minutes by saying, "The secretary will please read the minutes of our last meeting."

The secretary stands, faces the club, and reads the minutes clearly and distinctly. After the secretary sits down, you ask, "Are there any corrections or additions to the minutes?"

Pause long enough for the members to state corrections. The members are responsible for making revisions.

If there are no changes, you say, "The minutes stand approved as read."

A member may correct the minutes as to accuracy but not as to the way they are stated.

The secretary writes corrections in the left margin of the page on which the minutes are written. Therefore, a wide margin for this purpose should be allowed when preparing the minutes.

After corrections or revisions are made, you say, "The minutes stand approved as corrected," and sign the minutes to show that they are the official record of the club.

Call for a treasurer's report. After giving the report, the treasurer moves that the report be approved. Ask for discussion. Then the treasurer's report is voted on for approval or disapproval.

Make certain that all important business is attended to before the meeting is closed.





## First Vice President

### *Duties*

- Preside at meetings in the absence of the president.
- Serve as president if the president leaves the club or resigns his office. (Refer to the section on President, page 3)
- Serve, in some counties, as one of the delegates to the county 4-H Council. (If this is true in your county, refer to the section on Council Delegate, page 12)
- Serve as Program Committee chairman. (Refer to 4-H Club Program Planning Workbook for more details and program planning hints.) It is the chairman's responsibility to work with the Program Committee to plan the educational programs for the club at least 3 months in advance; and assign club members to invite, host and introduce speakers.

When arranging for a speaker, invite him/her in advance so he/she will have time to prepare. Discuss with him what he will talk about and how much time will be allowed. Ask the title of the talk. Provide some information about the audience—the number to be present, background, interests, ages, and other facts that will help him fit his remarks to the listeners. Give the date, time and place of the meeting, directions on how to get there, and who will meet and introduce him. Tell him about the meeting room and available facilities. Confirm your invitation and acceptance by letter. A few days before the meeting, talk with him again to relay any additional information you have and see if he has any questions.

You or an appointed member should be host to the speaker both before and after the meeting. Introduce the speaker in a simple and direct way, and give some information that will arouse the interest of the audience in what the speaker has to say.

## Second Vice President

### *Duties*

- Assist the president and first vice president.
- Preside at meetings in the absence of the President and First Vice President.
- Serve as chairman of the Recreation Committee.
- With the Recreation Committee, plan the recreation and refreshments for each club meeting and plan special social events of the club. If your club has a song leader, plan recreation to include the song leader.

Here are some specific guidelines for you and your committee.

- ✓ Plan more games for your program than you think you will need.
- ✓ Include games of various types—opening mixers, quiet and active group games, relays, mental teasers and rhythmic activities.
- ✓ Alternate quiet and active games; work from the known to the unknown and from the easy to the difficult.
- ✓ Prepare some activity, such as puzzles and get-acquainted games, that club members can begin as soon as they arrive at a social meeting.
- ✓ Adapt the planned program to the group in attendance. If any game does not go as it should, quickly change to another.
- ✓ Arrange a signal for attention and be sure that directions for games are clearly understood before beginning. Do not try to talk above the noise of the crowd.



- ✓ Get the players into positions before giving detailed instructions. In rhythmic games, walk the group through each movement as the directions are given. Teach the words of singing games before action is started.
- ✓ Proceed on the assumption that all persons present will play. If some hesitate, tactfully interest them by finding a special need for their participation.
- ✓ Remember that the leader should have: a thorough knowledge of the games; pleasing power of control over the group; enthusiasm; alertness to the reactions of players; patience; and self-confidence.
- ✓ Attempt to keep fair play, sportsmanship and playing for fun foremost in all game activities.
- ✓ Get into the game yourself whenever possible.
- ✓ Time the program wisely. Stop when the interest is high.
- ✓ Ask your 4-H leader for a copy of the Texas 4-H Recreation Handbook.
- ✓ A balanced program of recreational activities will increase the interest in 4-H club work. It will allow leisure-time practices that enrich life and enable boys and girls to develop. Choice of activities should depend upon the interest and abilities of the club members as well as upon the accessibility of leadership.

## Third Vice President

### *Duties*

- Assist the president and vice presidents.
- Preside at meetings in the absence of the president and vice presidents.
- Serve as chairman of the Membership Committee.
- Working with the members of the Membership Committee, enroll and re-enroll members into the club.
- Conduct a promotion and new member recruitment campaign for your club. Work with your club manager and county Extension agent to set up a display or exhibit on opportunities in 4-H in a shopping center, school or other public place at different times of the year.

You and your committee members can personally invite other youth and their parents to 4-H meetings and activities. Host them and introduce them to other 4-H members and their families. Some places where you can meet other youth and invite them to visit your club include school, church, shopping places and going door-to-door meeting neighbors.

Once you have new members enrolled in your club, make sure they feel welcome and introduce them to the other members. Help them learn the 4-H motto, pledge and prayer, and check with them occasionally to see if they have any questions.

## Secretary

### *Duties*

- Keep the Secretary's Guide (4-H Club Secretary's Record Book, 4-H 1-5.012).
- Call the roll and check attendance.
- Read the minutes of the last meeting.
- Keep complete and accurate minutes of all meetings.



- Read letters of information or any other correspondence to the club.
- Write letters for the club.
- Serve, as is common in many clubs, as treasurer. (If this is true in your club, refer to the section on the duties of the Treasurer, page 10.)

### **Writing, Reading and Approving the Minutes**



As secretary, write the minutes in a standard form. Take only the notes that are necessary for writing the minutes. Ask members to give you a copy of reports and long, complicated motions they make. You should make notes of what was done, motions made, who made them and what happened to the motions. Include the following in the minutes:

- ✓ name of the club
- ✓ kind of meeting—regular or called
- ✓ date and place
- ✓ who presided and who was secretary
- ✓ whether the minutes were read and approved
- ✓ a brief summary of reports and announcements
- ✓ all motions that were made with the full name of the person who made them (tell what was done with each motion).

The secretary and president should sign the minutes after they are approved. If you cannot attend a meeting, send your copy of 4-H 1-5.012, Texas 4-H Club Secretary's Record Book, to the club president, who will appoint someone to serve for that meeting. The substitute will write the minutes in the Secretary's Guide and sign them with the title "secretary pro tem."

## Sample Minutes

The regular meeting of the Highland 4-H Club was held at the Community Center on September 23, 1999. The president called the meeting to order at 4:00 p.m.

The recreation leader, Ruth Smith, led the members as they repeated the 4-H motto and pledge. Gladys Stephens led the pledge to the flag and the inspiration.

Twelve members were present. County Extension Agent May Jones and Mrs. Carl Rogers were visitors.

The secretary read the minutes of the August 21 meeting. They were approved as corrected. Ruth Smith pointed out that the secretary had recorded the date of the last meeting incorrectly.

The treasurer reported a balance in the bank of \$36.75 with all bills paid.

Jason Humphrey, chairman of the recreation committee, reported that the committee recommended that the club have a family party in October and that \$10.00 be allowed for expenses. The committee recommended that the president appoint special committees on decorations and refreshments. The recreation committee will plan the games. She moved the adoption of her report. Motion carried. The president appointed Mark Walker, chairman, Jeannie Rogers and Rose Garza to the decoration committee, and Matt Adams, chairman, Stanley Smith and Becky Gonzales to the refreshment committee.

DeeAnn Mitchell moved that the club change its meeting hour to 4:30 p.m. Motion carried.

The president announced that the next club meeting would be on October 25.

Jeannie Rogers moved to adjourn. Motion carried. The meeting adjourned for a refreshment period.

Sarah Adams, Secretary



## Treasurer



### *Duties*

- Keep accurate, up-to-date records of all receipts and expenditures of club funds and the balance on hand in the club treasury (refer to the 4-H Treasurer's Record Book, 4-H 1-5.013).
- Pay bills as approved by the club.
- Give reports of club's financial condition at each meeting or as requested by the president.
- Arrange for money to be kept safely.

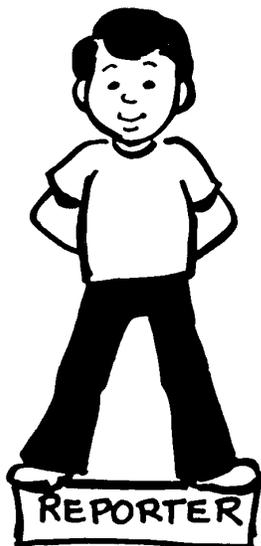
## Sample Record Form

Date	Item	Income	Expenses	Balance
Jan. 1	Balance			24.65
Jan. 5	John Smith Garage Sale	30.60		55.25
Jan. 6	Town & Country Printshop (Yearbook)		20.00	35.25
Jan. 7	Postage		2.00	33.25

## Treasurer's Report

The balance on January 1 was	\$24.65
Income Received	30.60
Expenditures Included: \$20.00 for Yearbook; \$2.00 for Postage	
<b>Total</b>	<u>22.00</u>
Balance on hand on February 1	\$33.25

## Reporter



### *Duties*

- Submit interesting reports and pictures of club activities, members and leaders to local newspapers, radio and television stations.
- Become familiar with the "how's" of news writing. You don't have to be an expert, but some helpful hints are included in this section.
- Report club news to the county Extension office to be included in the county 4-H newsletter (if your county has one).

### *Tips for 4-H Club Reporters*

What is news? News is a report of something literally new. News must be timely immediate or near the present, the first reason for a news story. Without timeliness, a news story is either history or prediction. News must be close physically and/or psychologically close to the audience and point of publication or broadcast. Editors prefer local or personal news.

How do you report news? Check with your newspaper and/or broadcast stations for any special hints or requirements they have.

Structure your story using the 5W's and an H.

- ✓ Who - Who said it? Who is it about? Use full names.
- ✓ What - What happened? Importance counts.
- ✓ Where - Where did it happen? Remember closeness makes it news.
- ✓ When - When did it happen? Remember timeliness.
- ✓ Why - Why is it important? Remember policy.
- ✓ How - How did it happen? Was it unusual?

## News Story Form

This is a sample form to use at the meeting. Check with your newspaper to see if a special form is required or if you should write in narrative style.

Prepared by: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Name of club: \_\_\_\_\_

Time and date of meeting: \_\_\_\_\_

Place of meeting: \_\_\_\_\_

Opening ceremony: \_\_\_\_\_

4-H'ers giving reports: \_\_\_\_\_

Program subject and who gave it: \_\_\_\_\_

Date and time of next meeting: \_\_\_\_\_

Place of next meeting: \_\_\_\_\_

Business to be discussed: \_\_\_\_\_

Project plans: \_\_\_\_\_

Remarks: (your program in detail, etc.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Make your story readable. The best way to improve your writing readability is to use:



- ✓ short sentences. For today’s mass audiences, news stories averaging between 15 and 20 words per sentence are easy reading. Sentences longer than 30 words may be hard to understand.
- ✓ short paragraphs. Keep paragraphs short and varied in length from one to five average sentences. Remember, a 100-word paragraph looks long in a narrow newspaper column. Editors don’t like them. Neither do readers.
- ✓ easy words. Use short, simple words in place of longer, multisyllable words with the same meaning. When a technical or difficult word must be used, explain it as simply as possible.
- ✓ personal words. Words like “you,” “we,” a person’s name, direct quote, etc., give your copy more human interest. Admittedly, this kind of personalization is more often used in “feature” rather than “hard” news stories, but it is still a good technique for holding reader interest.
- ✓ active verbs. Action verbs keep a story moving and “grab” the reader more than “to be” verbs that show little action.

Get to the point....fast! Put most important points first. Editors chop stories to make them fit available space, usually from the bottom. If you have something essential to the story at the bottom of your copy, it might not make it into print. Most news writers often use the inverted pyramid style:

Most important fact.  
Second most im-  
portant fact,  
and so on,  
down to  
least  
important!

Most people whiz through newspapers, reading headlines and maybe the first paragraph or two. So, put the important facts in the first paragraph; the first sentence is even better.

Radio announcements are typed in a style that is easy to read. They should be typed in all capital letters on a 60-space line. Double- or triple-space between each line. Each typewritten line should take 5 seconds to read aloud. Announcements or spots should be no shorter than 15 seconds or longer than 30 seconds. Read your spot out loud, making sure it reads well and time it. Then, type in the seconds it took to read on the right-hand corner of the page. The radio announcer will choose the spot that fits the time available. On page 13, there are several sample radio spots.

## Council Delegate



### *Duties*

- Report local club activities and recommendations at county council meetings.
- Report on county council activities, recommendations, committee reports and activities of other clubs at local club meetings.
- Report club news to the county Extension office to be included in the county 4-H newsletter (if your county has one).
- Serve on county-wide committees as appointed by the county council chairman.

## Sample Radio Spots

HI! I LIKE 4-H! I'M (name) , AND I LIVE IN (town or community) . I BELONG TO THE (name of club) 4-H CLUB. THIS IS MY FIRST YEAR, AND I'M LEARNING A LOT. MY PROJECT IS (name of project) . AND, YOU KNOW, 4-H IS FUN, TOO! I'VE GOT A LOT OF FRIENDS IN 4-H. I WISH YOU WOULD COME JOIN US AT OUR MEETING ON (date) , (time) , AT (place) .

(20 seconds)

LET ME TELL YOU ABOUT AN ORGANIZATION WHERE TEENS REALLY GET INVOLVED—I MEAN GOOD THINGS LIKE COMMUNITY PROJECTS, CITIZENSHIP. . .HEALTH AND ENVIRONMENTAL PROJECTS. . . ACTIVITIES THAT REALLY MEAN SOMETHING. . .DO SOME GOOD! WHAT ORGANIZATION? I'M TALKING ABOUT 4-H. TEENS LIKE 4-H. YOU WILL TOO! OH, I'M (name) , FROM (town or community) . OUR 4-H CLUB MEETS AT (place) , ON (date) , AT (time) .

(30 seconds)

4-H GIVES KIDS A CHANCE TO LEARN BY DOING. TO DEVELOP PRACTICAL SKILLS THEY CAN CARRY WITH THEM ALL THROUGH LIFE. FIND OUT MORE ABOUT 4-H BY COMING TO OUR 4-H MEETING, ON (date) , (time) , AT (place) .

(15 seconds)

OVER THE YEARS, 4-H HAS HELPED MILLIONS OF BOYS AND GIRLS SET INDIVIDUAL GOALS AND WORK TOWARD ACHIEVING THEM. THE 4-H MOTTO, "TO MAKE THE BEST BETTER," HAS BEEN A REAL PERSONAL CHALLENGE TO EVERY 4-H MEMBER . JOIN 4-H IN (name of county) COUNTY BY COMING TO THE (name of club) 4-H MEETING, AT (time) , ON (date) , AT (place) . WE ARE GOING TO HAVE FUN AND WE WANT YOU THERE.

(30 seconds)

WANT TO LEARN SOMETHING NEW? AND HAVE FUN WHILE YOU'RE LEARNING? IF YOU'RE BETWEEN THE AGES OF NINE AND NINETEEN, THERE ARE DOZENS OF PROJECTS YOU CAN CHOOSE FROM IN 4-H. AND YOU'LL HAVE A GREAT TIME WITH KIDS YOUR OWN AGE. TO FIND OUT MORE ABOUT 4-H, COME TO (place) , AT (time) , ON (date) . THE (name of club) 4-H CLUB WILL BE MEETING THERE AND YOU ARE WELCOME

(30 seconds)



## Delegate's Report to County 4-H Council

Name of club reporting: \_\_\_\_\_

Person making report: \_\_\_\_\_

Date of meeting: \_\_\_\_\_

Number of club members present: \_\_\_\_\_

Number of visitors present: \_\_\_\_\_

Brief report of business meeting (include recommendations for County Council consideration and club's actions upon previous Council recommendations to clubs.) \_\_\_\_\_

---

---

---

---

---

---

---

---

Other events of importance—district, state and national activities such as contests, awards, etc. \_\_\_\_\_

---

---

---

---

---

---

---

---

Club programs: \_\_\_\_\_

Presented by: \_\_\_\_\_

Subject matter group meetings: \_\_\_\_\_

---

Name of Group: \_\_\_\_\_ Number Attending: \_\_\_\_\_

---

---



## Council Delegate's Report to Club

Date of 4-H council meeting: \_\_\_\_\_

Where council met: \_\_\_\_\_

Name of delegate making report: \_\_\_\_\_

4-H club: \_\_\_\_\_

Number of clubs represented at council: \_\_\_\_\_

Number of people attending council: \_\_\_\_\_

Outstanding activities of other clubs: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Council committee reports: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Business (include recommendations for clubs to consider): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A. Old business: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

B. New business: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Announcements: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



## Parliamentarian



### *Duties*

- Keep order at the club meetings. Follow 4-H Parliamentary Procedure Guidelines.
- Assist in training the other officers in their duties and in parliamentary procedure.
- Make parliamentary rulings during the business portion of the meetings.

### *Nominations and Elections*

Nominations can be made by a committee or from the floor by a member. Even when a nominating committee is used, nominations can be made by members when the floor is open for further nominations.

To offer a nomination, a member obtains the floor and states, "*I nominate (name) for (office).*" The president then asks for further nominations. If there are none, nominations are closed and the vote taken. Candidates are voted upon in the order in which they were nominated.

### *Closing Nominations*

Nominations may be closed by a two-thirds vote or by general consent. The motion to close nominations requires a second, cannot be debated and can be amended as to time only.

### *Making Nominations and Holding Elections*

A second is not required to nominate. A majority vote is required to elect. After the president has asked for further nominations for an office and none are presented, a member may obtain the floor.

Member: "*I move that nominations cease.*"

Member: "*Mr. President, I second the motion.*"

President: "*It has been moved and seconded that nominations cease. This motion is undebatable, amendable as to time only and requires a two-thirds vote. Are you ready for the question? Those supporting the motion that we close nominations please rise. Those opposing please rise. There being a two-thirds majority, the motion is carried and nominations are closed.*" (Proceed to vote on the candidates in the same order they were nominated.)

### *Reopening Nominations*

The motion to reopen nominations requires a majority vote. A second is required. It cannot be debated, can be amended as to time only, and only the negative vote can be reconsidered.

### *Electing by Acclamation*

An error is sometimes made by offering a motion that "we close nominations and elect by acclamation." This is not correct because it combines two motions requiring different votes into one motion. To close nominations requires a two-thirds vote and to elect requires a majority vote. Nominations should first be closed, either by a vote or by general consent, then nominees voted upon.

### *Making a Motion*

There are eight steps in making and carrying a motion.

1. The member addresses the president.
2. The president recognizes him.

"I NOMINATE"  
"SECOND"  
"I MOVE"



3. The member makes his motion.
4. The motion is seconded.
5. The president states the motion.
6. The president calls for discussion.
7. The president takes a vote on the motion.
8. The president announces the result of the vote.

### ***Amending a Motion***

A motion may be amended if someone sees a change or addition that will make the proposal better for the club. Changes that need to be made will be discovered as the club discusses the motion.

Make amendments after motions have been made and seconded, and the discussion has shown changes that need to be made. Follow these five steps:

1. Rise and address the president.
2. The president recognizes the member by name.
3. The member states the proposed amendment by saying, "*I move to amend the motion by adding \_\_\_\_\_.*" The motion might be to amend by striking out and adding or by substituting a word or sentence in a motion.
4. Second the motion to amend.
5. The president calls for discussion by saying, "*It has been moved and seconded that the words \_\_\_\_\_ be added to the motion. Is there any discussion on the proposed amendment?*" If the amendment carries, the president states the motion as it is amended, and the club proceeds to discuss and vote on that motion. If the amendment does not carry, the president takes up the original motion, completes the discussion and takes the vote.

A motion can be amended only one time.

## **Song Leader**

### ***Duties***

- List the songs you plan to use; select a variety.
- Begin with familiar songs that all can sing.
- Announce the songs clearly.
- If a piano is used, place it where the accompanist can see the leader.
- Get your group "set" for the start of the song. Give a sharp, decisive movement that brings everybody in on the first tone.
- Do not neglect any part of your audience during the leading of a song. Encourage the participation of those who are not singing.
- Think of your audience as individuals and not as a group.
- Use a play song or a "round" when the crowd is tired.
- In acknowledging requests, do not hesitate to "hear" the one you think will be best at that point.
- If the singing is only part of a program, do not use more than your share of the time.

"I MOVE  
TO AMEND"



- For the final song, choose one that all will like to sing so that an effective ending will be made.
- Try to make good songs popular. Sing the same song often enough to learn the words so that song books will not always be needed.
- Ask your club leader for a copy of the Texas 4-H Songbook.

Music should be an important part of the 4-H club meeting. Group singing helps club members feel more at ease, lose their shyness and center their interest on the program of the meeting. The song leader may stimulate enthusiasm or quiet a boisterous group, depending on the selection of songs.

### *Hints For The Song Leader*

- ✓ Personality—This is very important to successful song leading. Be cheerful, smile and enjoy what you are doing.
- ✓ Attention—Raise your hands before the singing starts so that every eye is on you. Be a leader and take command.
- ✓ Breath—It takes air to sing. Help your crowd sing by training them to breathe with the cue given by your hands. Raise your hand or hands for each breath.
- ✓ Beginning—A good beginning assures good singing. Give a positive and definite signal for the first word of the song and for each succeeding phrase.
- ✓ Words—Direct and “beat out” the words. Don’t be too concerned with the counting of time. Speak the words and each syllable with your hands.
- ✓ Holds—Get a few special effects by holding on to a naturally adaptable high note or two.
- ✓ Turn it off—End clean and sure but not too soon. Indicate the ending with your hands so as to leave no doubt.



## **Club Committees**

Committees can serve many functions in the 4-H club. They provide members with extra involvement and leadership opportunities in the club. They can make business meetings go more smoothly because much of the detailed planning can be done outside of the regular club meeting.



Only appoint necessary committees or committee work will lose its importance. Follow-up with committees to give information and encouragement. Appoint an officer to each committee to keep communication open with the executive committee. Appoint a parent or leader to each committee as an advisor to involve adults. Allow committees to do their jobs. Plan time for committees to meet, work and report at regular club meetings to make involvement on a committee easier.

### *Executive Committee*

Most 4-H clubs have an Executive Committee consisting of president, vice president(s), secretary-treasurer, reporter, council delegate, parliamentarian and other officers. The club managers act as advisors to this group.



Frequently, the Executive Committee serves as the program planning committee. If this is true in your club, refer to the *Texas 4-H Club Program Planning Workbook* for special help in this area. Even if the Executive Committee is not the planning committee, it needs to carry the annual program plan through each meeting.

For an Executive Committee to be effective and beneficial to the club, it is essential that the committee members communicate between meetings to follow up from last month’s meeting and make plans for the upcoming meeting. Meet as a group 1 week

prior to the meeting to complete the agenda (see page 20) and complete any other plans. If a separate Executive Committee meeting is not possible, then meet at another event, meet by phone, or meet 15 to 30 minutes before the regular club meeting.

The president, under the direction of the club manager, completes the agenda and communicates the plans and duties to the other officers by letter or phone. Even with this plan, the officers should get together immediately before the meeting to make final arrangements.

One of the goals of the Executive Committee is to strive to effectively relate club information to all 4-H'ers and families.

### ***Other Committees***

#### ■ Standing Committees:

- Membership
- Finance
- Recreation
- Program planning

#### ■ Temporary Committees (examples):

- Christmas party
- Display
- Parade
- Nominating



## **4-H Motto and Pledge**

In support of the 4-H Club Motto: "To Make the Best Better"

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,  
my country, and my world.

### **4-H Prayer**

"Help me, Oh Lord, to live so that the world will be  
a little better because Thou didst make me."

### **4-H Emblem**

Four-leaf Clover

### **4-H Colors**

Green and White

### **4-H Slogan**

"Learn by Doing"



## Sample Club Agenda Form

4-H Meeting for \_\_\_\_\_

(date)

### 5-10 minutes

A. **Opening:** Club meetings should begin on time. Suggestions for opening include:

- President calls meeting to order.
- Pledge of Allegiance to American flag by \_\_\_\_\_.
- 4-H Pledge by \_\_\_\_\_.
- Inspiration (thought, song or prayer) by \_\_\_\_\_.
- Secretary takes attendance (roll call or pass attendance sheet).
- President introduces guests and new members.

### 15 minutes

B. **Officer Reports:**

- Secretary reads minutes of last meeting.
- Treasurer gives report (income, expenses, approval for payment, balance).
- Other officers.

C. **Committee Reports:**

1. \_\_\_\_\_ by \_\_\_\_\_
2. \_\_\_\_\_ by \_\_\_\_\_

D. **Member Involvement:** (reports, demonstrations, talks, etc.)

1. \_\_\_\_\_ by \_\_\_\_\_
2. \_\_\_\_\_ by \_\_\_\_\_

E. **Unfinished Business:**

1. \_\_\_\_\_
2. \_\_\_\_\_

F. **New Business:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

G. **Announcements:** (some from county newsletter)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

H. **Adjournment:** The formal part of the club meeting should be adjourned before the other activities such as committee work, a program or recreation begin.

### 15-20 minutes

I. **Program:** Introduced by \_\_\_\_\_  
Given by \_\_\_\_\_

### 30 minutes

J. **Fun and Games:** \_\_\_\_\_ by \_\_\_\_\_.

At each 4-H club meeting, there should be some time for a few laughs and just plain fun with other members. The club can sponsor social activities for all 4-H members. Select activities that can be enjoyed by most members.



Produced by Agricultural Communications, The Texas A&M University System  
Extension publications can be found on the Web at: <http://agpublications.tamu.edu>

*Educational programs of the Texas Agricultural Extension Service are open to all people without regard to race, color, sex, disability, religion, age or national origin.*

---

Issued in furtherance of Cooperative Extension Work in Agriculture and Home Economics, Acts of Congress of May 8, 1914, as amended, and June 30, 1914, in cooperation with the United States Department of Agriculture. Chester P. Fehlis, Deputy Director, Texas Agricultural Extension Service, The Texas A&M University System.