

Date of Meeting: _____

Meeting Agenda Item	Script for Officers
Calling the Meeting to Order	(President): <i>The meeting of the _____ 4-H Club will now come to order. (2 taps of the gavel)</i>
Pledges	(President): _____ <i>will now lead us in the Pledge of Allegiance and the 4-H motto and pledge. Please stand.</i> (3 taps)
Roll Call	(President): <i>Our secretary will now do call roll.</i> (Secretary): <i>As I call your name, answer the following _____.</i>
Introduction of Guests and/or new members	(President) NOTE to Vice President: check before meeting starts, if no guests, move on to next agenda item. <i>Vice President, do we have guests or new members to introduce today?</i> Vice President: <i>Names of guests at meeting:</i>

<p>Reading and Approval of minutes</p>	<p>(President): <i>Secretary will now review the minutes from the previous meeting.</i></p> <p>(Secretary): <i>Are there any corrections or additions to the minutes?</i></p> <p>(Pause long enough for the members to state corrections. The members are responsible for making revisions. Secretary will confirm any changes members suggest. If there are no changes:)</p> <p>_____</p> <p>(President): <i>"The minutes stand approved as read."</i></p> <p>OR (If there are changes, after the corrections or revisions are made:) <i>"The minutes stand approved as corrected."</i></p>
<p>Treasurer's Report</p>	<p>(President): <i>Treasurer_____ will now give the Treasurer's report.</i></p> <p>(Treasurer): <i>Our balance last month was: \$_____</i></p> <p><i>We've had \$_____ in deposits (name deposits), and</i> <i>\$_____ in expenditures (name expenditures).</i></p> <p><i>Our current balance is \$_____</i></p> <p><i>Are there any questions?</i></p> <p>(President): <i>Thank you for the treasurer's report.</i></p>
<p>Reporter – Historian Report</p>	<p>(President): NOTE: Check with Reporter before the meeting and ask if any updates, if none, move to next agenda item.</p> <p><i>Reporter, do you have any updates for us?</i></p> <p>(Reporter – Historian provide a report here)</p> <p>(President): <i>Thank you</i></p>

Club Leader Report	(President): <i>We will now have the club leader report.</i>
Unfinished Business	(President): <i>We will now move on to unfinished business:</i>
New Business	(President): <i>We will now move on to new business.</i>
Adjournment:	(President): <i>This meeting of the _____ 4-H Club is adjourned.</i> (1 tap of the gavel)
Program or Activity/Game	(President): Direct the group to the next activity <i>Next item on our agenda is to have some fun</i> <i>GAME/SONG – WHO IS LEADING-</i> <i>DEMONSTRATIONS</i>

HOW TO MAKE A MOTION IN A MEETING

Step 1:

When a member of our club wants to make a motion, he/she must first be recognized by the President. To be recognized, the member can stand, raise his/her hand or address the President by saying, "President, I'd like to make a motion".

Step 2:

The member makes a motion by saying:

- "I move to ..." OR
- "I move that ..."

Step 3:

The President then asks, "Would anyone like to second that motion?"

- A different member seconds the motion by saying, "I second that motion".

Step 4:

The President states (repeats) the motion: "It is moved and seconded to ..."

Ask, "Is there any discussion?"

Step 5:

The President calls for the vote by asking, "All those in favor to say 'aye' and all oppose to say 'no'."

Step 6:

The President announces the outcome of the vote, saying

- "The motion has passed" OR
- "The motion is not passed"