

Club Meeting Outline

President: *(Rap the gavel two times quickly)*

The 4-H meeting will please come to order.

The Vice President will begin our program.

Vice President: Everyone please stand for the American Pledge of Allegiance led by _____. And the 4-H pledge will be led by _____.

Vice President: The Thought for the Day will be read by _____.

Vice President: *(Find out before the meeting if anyone wants to share something they are doing in their project. If so, then introduce them at this time.)*

President: All members answer as the secretary calls the roll and reads the minutes of the last meeting.

Secretary: *(Calls the roll. If a roll call response is planned, say..)*

Please answer the roll by saying _____.

Secretary: *(Reads the minutes written in Secretary's Record Book.)*

President: Are there any additions or corrections? (Pause)

Do I hear a motion that the minutes be approved?

4-H Member: I move that the minutes be approved.

President: Is there a second to the motion?

4-H Member: I second the motion.

President: The motion has been made to approve the minutes. All those in favor, say "Aye." All those opposed say "No." The motion passes and the minutes are approved. *(Rap the gavel once to make the motion official.)*

President: We will now hear a report from our Service Learning Leaders about our club service project.

Service Leaders: *(Give report or open discussion for ideas.)*

President: Thank you for your report. Now our Song Leader/ Recreation Leader will lead us in a song/activity.

Song/Recreation Leader: *(Leads song or activity planned.)*

President: I will now turn the meeting over to our 4-H leader for today's program. Our 4-H leader is _____.

4-H Leader: *(Conducts contest, gives educational lesson)*

President: This concludes our program. Do I hear a motion to adjourn?

4-H Member: I move that the meeting be adjourned.

President: Do I hear a second to the motion?

4-H Member: I second the motion.

President: The motion has been made and seconded to adjourn, all those in favor say "aye." *(Pause for response.)* Thank you.

All those opposed, say "no." *(Pause for response.)* Thank you.

This meeting is adjourned. *(To make it official, rap the gavel one time.)*

