

# President

**CONGRATULATIONS**

Congratulations! It's really an honor to be selected by your friends in 4-H to serve as a 4-H officer. With honors come certain responsibilities. As you assume your 4-H office, much of the responsibility for the success of your club will depend on you and the other officers.

You are now a member of a team that includes the other officers and leaders of your club. This leadership team can make the difference between a "fantastic club" that everyone wants to be part of and a "hum-drum club" that most people could care less about! Which kind of club do you want? The choice is yours—the success of the club depends on your leadership team.

**GOOD OFFICERS ARE ...**

Enthusiastic, tactful, loyal, honest, friendly - that's one way to describe good 4-H officers. They let the members of the club help decide what the club will do and give everyone a fair chance.

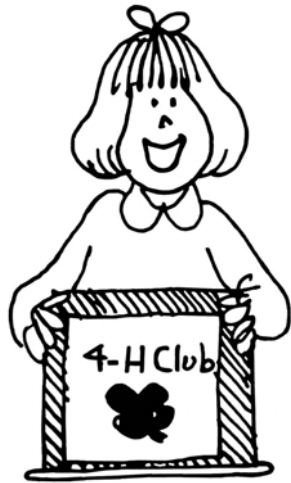
Officers of 4-H Clubs are representatives of the local club and of the entire 4-H program of the state. Can you answer "yes" to these questions?



- \_\_\_\_\_ Do I know the duties of my office?
- \_\_\_\_\_ Am I willing to improve myself so I can be a better officer?
- \_\_\_\_\_ Am I friendly? Do I work well with other members of the club and they with me?
- \_\_\_\_\_ Do I willingly accept responsibilities assigned to me?
- \_\_\_\_\_ Do I enjoy doing more than just what is required of me?
- \_\_\_\_\_ Am I willing to give credit to others for work well done?
- \_\_\_\_\_ Am I prompt in arriving at meetings?
- \_\_\_\_\_ Does my appearance inspire confidence and respect?
- \_\_\_\_\_ Am I kind, tactful and courteous?
- \_\_\_\_\_ Do I use "please" and "thank you" when I should?
- \_\_\_\_\_ Am I always fair in my decisions?
- \_\_\_\_\_ Do I appreciate my parents and 4-H volunteer leaders for their time, effort and devotion to club work?
- \_\_\_\_\_ Will I attend a 4-H officers' workshop if it is offered for our club or county.

## YOUR JOB AS PRESIDENT

As President, your job is to help everyone in the club work together. You do all you can to make each member feel comfortable with the group. Group discussions are important to the club's working together. You want everyone to participate. You will hesitate to put in your own ideas. You will watch, listen, and toss back to the group questions put to you. Ask questions and make the group think.



As President, you should ...

### PRIOR TO THE MEETING

- ◆ Plan business of the meeting with other officers and your club leader.
- ◆ Arrange to have one of the vice presidents preside if you cannot attend.
- ◆ See that the meeting room is ready. If acceptable with leader or school, check temperature for comfort and arrange chairs so everyone can participate. (Try a circle if you have a small club.)
- ◆ Know parliamentary procedure to conduct an orderly meeting.
- ◆ Assign responsibilities so every member has some job in the club at one time or another.

### DURING THE MEETING

- ◆ Preside at meetings. Call the meeting to order on time and direct the business meeting.
- ◆ Appoint a temporary secretary if the elected one is absent.
- ◆ Appoint committees, unless otherwise decided by club action. (You may want to consult with your club leader before doing this.)
- ◆ Decide points of order fairly. Guide the meeting in a courteous way.
- ◆ Avoid talking too much. The meeting belongs to the 4-H'ers. The president is only the "pilot" and should avoid giving opinions.
- ◆ Cast deciding vote in case of tie vote. Vote when voting by ballot or roll call.
- ◆ Be courteous to guests. Introduce them to the club.

### IN ADDITION TO MEETINGS

- ◆ Plan with officers and your volunteer leaders the program for the year.
- ◆ Check frequently on progress of committees. Ask for a report from each chair person.
- ◆ Sign minutes after approval by the club.

## TIPS TO THE PRESIDENT

- ◆ Don't talk too much. You are to lead, not to run the show.
- ◆ Ask members to help. Don't tell them to help.
- ◆ Make all members feel a part of the club.
- ◆ Don't just call on friends to help.
- ◆ Be courteous and help members who are new.
- ◆ Always stand when opening a meeting.
- ◆ Stay seated when secretary reads his/her report, during announcements, and during program.
- ◆ Speak clearly and distinctly and loudly enough.
- ◆ Do not say "I." Say "your president."
- ◆ If you cannot be at a meeting, be sure to notify the Vice President in advance.

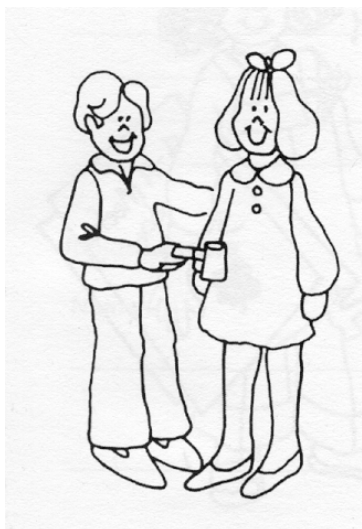
**4-H  
LEADERSHIP  
TEAM**

As a 4-H officer, you are an important part of the 4-H Leadership Team. Let's see how the team shapes up.

- President            The 4-H President's job is to help everyone in the club work together. The president presides at meetings, assigns responsibilities to club members, and works closely with the other 4-H officers, volunteer leaders, and county extension agents.
  
- Vice-President    The vice-president takes the place of the president if that member resigns or is not present. The vice president's biggest and most important job is to recruit 4-H members to present demonstrations in the club meeting and present a thought for the day/devotional.
  
- Secretary           The 4-H Club Secretary is one of the most important officers in the club. The secretary is responsible for keeping a record of a 4-H club's membership, participation and meetings in the 4-H Secretary's Book. All correspondence of the club is the responsibility of the secretary.
  
- Record Keeper    The 4-H Club Record Keeper has the responsibility of keeping a record of meeting attendance, points for participation, and donations to community service projects.

**Officers**

- President \_\_\_\_\_
  
- Vice President \_\_\_\_\_
  
- Secretary \_\_\_\_\_
  
- Record Keeper \_\_\_\_\_



## 4-H MEETING OUTLINE



The 4-H meeting program may vary with your individual club. You will work with the other 4-H officers, your 4-H club volunteer leader and your county extension agent to plan exciting 4-H meetings. Everyone with a part in the program should be notified and come well prepared. A well-planned 4-H meeting usually consists of these three main parts:

Business: 5-20 minutes

Education or Project Work: 20-60 minutes

Recreation or Social Activities: 5-15 minutes

The program content and time will depend on your club's traditions, meeting place and time. This outline will help you plan your meetings.

Call To Order	The meeting of the _____ 4-H Club will please come to order. (Club Name or Teacher's Name)
Inspiration	The Vice-President will now present the thought for the day.
American Pledge	Please stand for the Pledge of Allegiance to the American Flag.
Checking Project Manuals (5th Grade Only)	Is there anyone who has completed their project manual this month? Please turn it in to the 4-H Leader at this time.
Minutes	The Secretary will now read the minutes of last month's meeting. (Pause to give them time to read the minutes.)  Are there any additions or corrections to be made? (Brief Pause) If not, they stand approved as read.
Announcements	The 4-H Leader will now go over this month's newsletter and present any announcements that need to be made.
Demonstrations	The Vice-President will now introduce any 4-H members who will present demonstrations today.
Program	Our leader will now present our program for today.
Pledge	Please stand for the 4-H pledge.  4-H Pledge I Pledge: My Head to Clearer Thinking, My Heart to Greater Loyalty, My Hands to Larger Service, and My Health to Better Living, for My Club, My Community, My Country, and My World.
Motto	The 4-H Club Motto is "To Make The Best Better". Please repeat it with me. "To Make The Best Better"
Closing	Our next club meeting will be held _____. This meeting is now adjourned.

## 4-H PARLIAMENTARY PROCEDURE GUIDELINES

It's easy to conduct good 4-H meetings when you understand parliamentary procedure. If you study these guidelines, you will do a super job. They are a simplified version of Robert's Rules of Order.

### NOMINATIONS AND ELECTIONS

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

To offer a nomination, after the floor is open for such, a member obtains the floor and states, "I nominate \_\_\_\_\_ for \_\_\_\_\_." The president then asks for further nominations. If there are none, nominations are closed and the vote is 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, is undebatable, 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 and state:

Member: "I move that nominations cease."

Member: "Mr./Madame 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. There being a two-thirds majority, the motion 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 is undebatable, 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, since 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 vote or by general consent, then nominations voted upon.

### MAKING A MOTION

There are eight steps in making and carrying a motion.

1. The member addresses the president. "Mister (or Madame) President."
2. The president recognizes the member. "Yes, (member's name)."
3. The member makes the motion. "I move that we ..."
4. The motion is seconded. "I second the motion."
5. The president states the motion. "The motion has been made and seconded that ..."
6. The president calls for discussion. "Is there any discussion?"
7. The president takes a vote on the motion. "All those in favor of ..."
8. The president announces the result of the vote. "The motion to \_\_\_\_\_ passed (or failed)."

## AMENDING A MOTION



A motion may be amended if someone sees a change or addition that will make the proposal better for the club. You will think of changes that need to be made 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 \_\_\_\_\_." Your 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 may be amended only one time.

## IMPORTANT WORDS TO KNOW

- ◆ *Motion* – an official statement or proposal for members to vote on.
- ◆ *Second* – another person wants the club to vote on the motion. Motions die if they do not get a second.
- ◆ *Amend* – an adjustment in the wording of a motion.
- ◆ *Undebatable* – no discussion is allowed.
- ◆ *Majority Vote* – one more person than half of the members. Eleven is a majority in a club of 20 members.
- ◆ *Two-Thirds Vote* – two-thirds or more of the members' vote. If 30 members, 20 must agree for the motion to pass.
- ◆ *Committee* – a group of people assigned a specific task. Committees are usually selected by the president in consultation with the volunteer leader.
- ◆ *Nomination* – the official suggestion of a specific person for an office.
- ◆ *The Floor* – the membership.
- ◆ *Obtains the Floor* – gets permission from the president to speak.
- ◆ *Acclamation* – only one person is nominated for a specific office. The club votes to accept that person as the officer.

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Modified for use in Coffee County by Kevin Tatum, County Extension Agent, 4-H Youth

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