



# CONDUCTING BUSINESS

## Intended Audience:

- 4-H Club members, leaders and parents

## Learning Objectives:

4-H Club members, leaders and parents will:

- Recognize three parts of a great 4-H meeting
- Be introduced to simple parliamentary procedure
- Experience the business meeting order that includes handling a motion

## Target Essential Elements:

Youth learn business meeting skills that contribute to *mastery* and *independence*.

**Time:** 20-30 minutes

## Supplies Needed:

### Handouts

- Running a Smooth 4-H Business Meeting
- Happy Clovers 4-H Club Meeting Skit
- Evaluation

## Do Ahead:

- Before the session begins, recruit members to play skit roles. Cast a talkative, dramatic youth as president. Have the president write names of members playing different parts in their script.
- Have handouts ready.
- Recruit someone to record the reflection discussion to use as an evaluation (optional).

## BACKGROUND

The club meeting is where 4-H “happens!” Let’s think about what happens at our regularly scheduled club meetings:

- 4-H members, leaders and families come together to interact.
- We make decisions and plans.
- Happenings and opportunities are shared.
- We get better acquainted with each other and 4-H.
- We learn new things.
- We have fun.

The 4-H club meeting is a very important part of being in 4-H. Our challenge is to make this time as good as possible. How would you describe a great 4-H club meeting?

## WHAT TO DO

### **Activity: My Idea of a Great 4-H Club Meeting**

(Encourage responses to the following.) Complete these two statements: “A great 4-H club meeting is . . . .” “Something that happens at a great 4-H club meeting is . . . .”

### *Parts of a 4-H Meeting*

You’ve done a good job of describing what you think is part of a great 4-H club meeting. It’s helpful to think of a great meeting as having three parts:

1. Recreation
2. Business
3. Education or program

Examples of things that happen during each of these parts:

- Recreation: game, song, art activity, some entertainment
- Business: 4-H pledge, roll call, officer reports, new and old business
- Education/Program: guest speaker, demonstrations, learning how to do something

It’s more interesting when a variety of things happen that actively involve the members during recreation, business and education/program parts of the meeting. The agenda of the meeting can change to mix recreation with business.

### *Handling the Business*

(Distribute “Running a Smooth Business Meeting,” developed by New Jersey 4-H Youth Development.) Clubs can choose to handle their business in several ways. Most clubs use simple parliamentary procedure. We’re going to focus on parliamentary procedure. Parliamentary procedure is a way of doing business that is built on the ideas of fairness and equal rights.

This handout shows the parts of a business meeting. Most 4-H agendas follow this format even when they are mixing recreation breaks between business items.



**Sources:**

- Created by Linda Kustka, Professor Emeritus, Department of Youth Development, UW-Extension.
- Judith S. Baillere, "Running a Smooth 4-H Business Meeting" in New Jersey 4-H Leader Training Series, Rutgers Cooperative Extension, at [www.rcrc.rutgers.edu/pubs/pdfs/4h/e148/231-234.pdf](http://www.rcrc.rutgers.edu/pubs/pdfs/4h/e148/231-234.pdf).

Let's look at how to make a motion and vote on it.

- A member makes a motion when they want the club to vote on something.
- You raise your hand, get recognized by the president, and say "I move that . . . ."
- Often members make a mistake and say "I make a motion that . . . ."
- Next, someone needs to raise his or her hand, be recognized by the president, and say "I second the motion." Second the motion only if you think that the idea being proposed is good.
- If no one seconds the motion, it is dropped.
- Then, the president asks for discussion.
- Now is when members talk about why they like or don't like the motion. When discussion is over, everyone votes.
- The president will repeat the motion and call for the vote.
- If you agree with the motion and think "Yes," vote "Aye." If you disagree with the motion and think "No," vote "Nay."
- The president then announces whether the motion is carried (Yes/Aye vote) or the motion is lost (No/Nay vote).

An important part of parliamentary procedure is that only one person talks at a time. That person talks after they raise their hand and the president gives them permission to talk by saying their name.

**Activity: Practice Handling Business with Parliamentary Procedure**

(Distribute the "Happy Clovers 4-H Club Meeting Skit.") We've quickly covered how to do a motion and vote on it. Now, let's do a skit with a 4-H club meeting that shows parliamentary procedure in action.

- Pre-assign the roles of President, Pledge of Allegiance Leader, 4-H Pledge Leader, Secretary, President, Chair of Community Service Activity, Member #1, Member #2, Member #3, Member #4 and Leader.
- Anyone without a role can participate during the roll call and discussion times.
- Do the skit.
- This skit shows the club following the suggested 4-H club agenda. Remember, we said that it's fun to vary the order of the agenda with the inclusion of recreation and program activities.
- What kind of job did the President do? Why do you think that?
- Where did you see motions being used? Where else in the meeting could there have been a motion?

*Closing*

Great 4-H meetings need officers and members who know what to do. If you follow the ideas that we've been discussing and add creative touches, you'll have great meetings. Remember, it takes both members and officers to have great meetings.

Your reactions to this session help us evaluate its effectiveness. Please take the time now to complete this short evaluation.

**TALK IT OVER****Reflect:**

- What things have the club done at past meetings that were interesting?
- What parts of the club meeting need improvement?

**Apply:**

- How can your club improve club meetings?

## ENHANCE/SIMPLIFY

### Enhance:

- The videotape, “4-H Meetings that Shake, Rattle and Roll,” has ideas for the three parts of a 4-H club meeting. It would be helpful for officers to view this videotape. This video is available from your UW-Extension office or can be borrowed from the Cooperative Extension Media Collection.
- Other lessons in this club training series at [www.uwex.edu/ces/4h/clubs/meetings.cfm](http://www.uwex.edu/ces/4h/clubs/meetings.cfm) that have content related to club meetings include: Creating a Welcoming Environment, How to Have Fun, Leading Club Recreation, and Welcoming New Members and Families.

### Simplify:

- Instead of reading the entire script of the “Happy Clovers 4-H Club Meeting Skit,” read the Old Business discussion on community service to focus on motions.

## EVALUATION

It is important to use an evaluation that is consistent with your teaching objectives. The short evaluation in the handouts can be modified to meet your needs. An alternative to a written evaluation is to record the Reflection discussion under “Talk It Over.” Recruit someone ahead of time to take notes while you’re leading the discussion. Remember to share the evaluation results with 4-H Youth Development Extension staff in your county.

## ADDITIONAL WEB LINKS

- “4-H Meetings that Shake, Rattle and Roll” is a one hour videotape that can be borrowed from your county UW-Extension office or the Cooperative Extension Media Collection. This program includes tips on the three parts of a club meeting. It can be viewed in shorter segments.
- “4-H Parliamentary Procedures,” a shorter and simpler version of parliamentary procedure, can be found at [www.fourh.umn.edu/downloads/4HMG/toolkit/Toolkit-9-Parliamentary Proc.pdf](http://www.fourh.umn.edu/downloads/4HMG/toolkit/Toolkit-9-ParliamentaryProc.pdf).
- “Meeting Planner,” a form to help plan meetings, is available at [www.uwex.edu/ces/4h/clubs/documents/4-HClubMeetingPlanner.pdf](http://www.uwex.edu/ces/4h/clubs/documents/4-HClubMeetingPlanner.pdf).
- “Parliamentary Procedure,” Texas 4-H Member Guide with a more detailed version of parliamentary procedure, is at <http://tx4-h.tamu.edu/publications/com11010.pdf>.
- “Running a Smooth 4-H Business Meeting” is at [www.rcrc.rutgers.edu/pubs/pdfs/4h/e148/231-234.pdf](http://www.rcrc.rutgers.edu/pubs/pdfs/4h/e148/231-234.pdf).
- “Who Wants to Be a Parliamentarian?” is a fun way for youth to learn more about parliamentary procedure at [www.urbanext.uiuc.edu/who/index.html](http://www.urbanext.uiuc.edu/who/index.html).

***Finalized by the Strengthening 4-H Club Leadership Work Team:  
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## Happy Clovers 4-H Club Meeting Skit

**President:** Will the meeting come to order? (Fill in name) will lead us in the pledge of allegiance.

**Pledge of Allegiance Leader:** I pledge allegiance . . . .

**All Members:** . . . to the United States of America and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

**President:** (Fill in name) will lead us in the 4-H pledge.

**4-H Pledge Leader:** I pledge my head to . . . .

**All Members:** . . . 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.

**President:** The secretary will call the roll. Please answer with a hobby you enjoy.

**Secretary:** (Calls names of club members. Note: If more than 20 members, call the names of the first 10 on the list.)

**President:** Will the secretary read the minutes of the last meeting?

**Secretary:** The October 6 meeting of the Happy Clovers 4-H Club was called to order at 7 p.m. by President (fill in name). There were 24 members, 4 leaders, and 6 parents present. The September 3 secretary minutes were approved as read. The treasurer's report showed we have a balance of \$127.00.

Old business included a report of the club summer picnic and county fair. New business included passing out enrollment forms and selection of a community service effort. A committee of (fill in 4 names from club) volunteered to develop some service recommendations at the next meeting. The meeting was adjourned at 7:45 p.m. We had a program on the County Humane Society by John Smith and Mary Jones. They told us about the needs of cats and dogs that are at the shelter. Marty Johnson led a game. Snacks were served by the Henry family.

**President:** Are there any additions or corrections to the minutes? If not, they stand approved as read. We'll now hear the treasurer's report.

**Treasurer:** Since our last meeting, the club received \$15 in dues. A check was written to Mr. Jones for \$5 for lemonade at the club picnic. Our club treasury has a balance of \$137.00.

**President:** Are there any questions about the treasurer's report? Hearing no questions, the treasurer's report is accepted as presented. Under Old Business, we formed a committee on community service at our last meeting. (List name) is chair of that committee and will give a report.

**Community Service Committee Chair:** Our committee met on October 20. We came up with many ideas for community service. Here are our top two ideas: 1. Work with Peterson School to start a Youth Center; or 2. Assist the hospital in getting new puzzles and toys for sick kids.

**Member #1 (Name: ): I move that we start a Youth Center.**

**Member #2 (Name: ): I second the motion.**

**President:** There is a motion to start a Youth Center made by (name of Member #1) that has been seconded by (name of Member #2). Is there any discussion? (Each member during the next discussion raises their hand and talks only after the President recognizes them.)

**Member #3 (Name: ): I think it is too much work to start a Youth Center. We'd need a place, furniture, things to do, and food.**

**Member #1 (Name: ):** I know it sounds like a lot of work, but it's really needed. The youth around here have nothing to do. I think we can get some local businesses to donate things.

**Member #2 (Name: ):** I agree. We need more fun things to do!

**Member #3 (Name: ):** Wait a minute! Our club only has \$137 and 30 members. How could we possibly do this?

**President:** Let's take a time-out from the script and add some new characters. Does anyone else here have an opinion on the idea of a Youth Center. (Call on people if they have an opinion to share.) Is there any more discussion? We have a motion to start a Youth Center. All those in favor of the motion say "Aye."

**Members #1 and #2:** Aye.

**President:** All those against the motion say "Nay."

**Rest of Members:** Nay.

**President:** The motion is defeated. What does the club want to do for community service?

**Community Service Committee Chair:** I suggest that our committee meet again. We'd be happy to have others come to this meeting.

**President:** That sounds like a good idea. Please report back at the next meeting. Is there any other old or unfinished business? Is there any new business?

**Member #4 (Name: ):** We should start planning for our December Holiday Party. I said I'd chair this group and need some members and leaders to help me.

**President:** Are there any volunteers for the December Holiday Party Committee. It's good to see Sally, Mark, Maria and Bailey volunteering.

**President:** Is there any other new business? Are there any leader announcements?

**Leader:** There will be a Photography meeting at Mr. Smith's house at 2 p.m. next Saturday. There is a sign up sheet on the table. Mrs. George would like the Woodworking members to talk to her about scheduling meetings on either Tuesday or Thursday evenings. There will be county 4-H club officer training on Dec. 3. We'll have our club elections at the November meeting.

**Member #1:** I move that the business meeting be adjourned

**Member #2:** I second the motion.

**President:** All those in favor of adjourning the business meeting say "Aye."

**All Members:** Aye.

**President:** The meeting is adjourned.

## Conducting Business

### Evaluation

1. How useful is this information for 4-H meetings? (Circle one response.)

Very Useful    Somewhat Useful    Not Sure    Not Useful

2. Do you feel better prepared to do motions using parliamentary procedure?

Yes                      No

3. What will you do as a result of this program?