

4-H New Brunswick President's Book



Name of Club: _____
Year: _____
President's Name: _____

4-H Motto:

“Learn to do by Doing”

4-H Pledge:

“I pledge:

My HEAD to clear thinking,
My HEART to greater loyalty,
My HANDS to larger service,
My HEALTH to better living,

For my club, my community, my county and my world.”

4-H Grace:

(Tune of Auld Lang Syne)

“We thank thee Lord, for blessings great
On this, our own fair land.

Teach us to serve thee joyfully,
With head, heart, health and hand.”

Mission Statement:

“New Brunswick 4-H will develop life skills for its members and leaders,
and will improve the quality of life and increase the awareness of agriculture
and the environment, for all stakeholders.”

**“In all 4-H activities, the emphasis is to be on
participation and learning,
not winning.”**



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Responsibilities of the President:

- Conduct the 4-H club meeting using Parliamentary Procedure with the help of your leaders.
- Open each meeting using the 4-H Pledge.
- Encourage everyone to participate in the meeting and provide opportunities for all members to participate.
- Work with your other club executives and project leaders as a team.
- Be respectful to guests and introduce them to the club properly.
- Cast the deciding vote in the event of a tie.
- Set goals with your club and help reach them.
- Attend all 4-H meetings and activities when able to.
- Be prompt and enthusiastic.
- Be in communication with the 4-H Vice President if you are unable to attend the meeting well in advance of the meeting so they can prepare.

Sample Order of Business for a 4-H Club Meeting:

1. Call to Order
2. The 4-H Pledge
3. Introduction of Visitors (if any)
4. Roll Call
5. Minutes of the Previous Meeting
6. Correspondence
7. Treasurer's Report
8. Other Officer's Report (e.g. Club Reporter)
9. Unfinished Business
10. New Business
11. Adjournment and Next Meeting

Tips for Running an Effective Meeting:

- Prepare ahead of time. Have an agenda ready so the meeting runs smoothly.
- Start the meeting on time. If you, as the President, are going to be late for the meeting, have the Vice President start the meeting.
- Conduct the meeting in an orderly and business-like manner.
- Do not allow discussions to drag on for too long. Make sure to keep discussions relevant to the topic and call for a vote if the discussion proceeds for too long.
- Encourage all members to participate in discussions. You may call upon members to contribute to the conversation. Make sure all those that are speaking can be heard.
- Let members know that they should wait to speak only when they are acknowledged or called upon.

Introducing Guest Speakers:

Whenever a guest speaker is invited to speak at your meetings, they should be introduced properly. Work with your club leaders to decide who will do the following:

- Invite guest speakers at least a month in advance so the guest has plenty of time to prepare.
- Ask for the guest speaker's presentation title, topics and the amount of time they will require to complete their presentation so you can add it to your agenda.
- Give the speaker some background information on the members in your club such as age range and number of members.
- Make sure the speaker knows the date, time and location of the meeting so they can prepare.
- Reach out to the speaker a week before their presentation to confirm their attendance and answer any questions they may have before hand.
- Usually, the Vice President introduces the guest speaker, but make sure to confirm with the V.P and club leader on who will be doing the introduction and thanks at the end.
- Before the meeting, prepare a thank you card to be given to the speaker when the meeting is done.

How to Introduce the Guest Speaker:

The introduction should include the following:

- The full name of the guest speaker
- A brief background of the guest speaker
- The title or subject matter of the guest speaker's presentation.

Sample Introductions:

“Angela Smith is our club’s guest speaker this evening. She is the president of the local Environmental Society. Tonight, she will speak to us about Dutch Elm Tree Disease and how it is effecting the forests and wildlife in our area. Please join me in welcoming Mrs. Smith to our club.”
(Start applause-it fills the time while the speaker is coming forward).

How to Thank a Guest Speaker:

Thank you speeches should be short, around 30 seconds to one minute in length. Listen to their presentation and pull out interesting information to include in your thank you speech.

Sample Thank You:

“We would like to thank Mrs. Smith for the interesting program about Dutch Elm Tree Disease. It has been very interesting to learn that this disease has been around for many years and that it effects so many different animals. We are glad that you could take the time out of your busy schedule to come to our meeting. Our club would like to show our appreciation for you sharing your knowledge with us tonight.”

The person thanking the speaker should then shake the speaker’s hand and give them the thank you card.

Parliamentary Procedure:

In order to effectively conduct meetings, you should have the basic understanding of Parliamentary Procedure. The person conducting the meetings is typically called the Chairperson, which is usually the President.

Motions:

Business is conducted at meetings by voting on proposals put forward by members. These proposals are called motions. Any person who is eligible to vote at a meeting may make a motion. Depending on the type of motion, another member is usually needed to second the motion. Motions are then discussed and voted upon.

The Motion is a very important part of all meetings. Motions are a way of introducing topics for discussion and allowing each member to speak and vote.

Steps in Making a Motion:

1. Address the chairperson (i.e. raise your hand).
2. Wait for the Chairperson to acknowledge you.
3. Make a motion: "I move that..."
4. Another person seconds the motion: "I second the motion."
5. Chairperson states the motion.
6. Chairperson calls for discussion of the motion.
7. Chairperson restates the motion.
8. Chairperson calls the vote: "All in favor? Opposed?"
9. Chairperson announces the results of the vote: "Motion carried." or "Motion defeated."

All motions cannot be discussed or voted on until someone seconds the motion. If a motion is not seconded, it is declared by the Chairperson to be lost without a vote.

Amended Motions:

A motion may be amended by a subsequent motion if someone thinks there should be a slight change to the original motion. There must be a motion made to amend the original motion, the amendment must be seconded by another person and then that amendment can be debated and voted on.

If the original motion was as follows:

John Jones moved, seconded by Mary Smith, that a donation of \$50 be made to the local hospital fundraising drive.

Then, the amendment might look like:

Sally Brown moved, seconded by Bill Johnson, then an amendment be made that the donation be \$100.

If the amendment passes, then the 'amended motion' will be on the floor to be discussed and voted on.

To restate the amended motion it would read:

The amended motion on the floor is that a donation of \$100 be made to the local hospital fundraising drive.

If the amendment does not pass, then the original motion is back on the floor for discussion and voting.

To restate the original motion, it would read:

The motion on the floor is that a donation of \$50 be made to the local hospital fundraising drive.

Voting:

Voting can be done in a number of ways including a voice vote where those in favor say 'aye' and opposed say 'nay', a standing vote where those in favor stand, a show of hands of those in favor, through ballots, or through the honor system where members close their eyes and raise their hands in favor of the motion.

Elections:

If voting on executive positions, then votes should be cast in ballot form where members either check off who they vote for or write the name of the person they are voting for on a ballot to be counted. The election is to be chaired by a 'scrutineer' who is usually an adult club volunteer.

Election Procedure:

1. All positions are declared vacant by the scrutineer, who indicated this by saying: "I'd like to declare all positions vacant."
2. The group decides on the method of voting (i.e., show of hands, ballot, standing).
3. The scrutineer accepts nominations from members for each position being filled. Nominations do not require a seconder. Nominations are closed by motions or declarations by the scrutineer after asking 3 times if there are any more nominations.

4. Each member nominated is asked if he/she will stand for the position. Names of members who decline are crossed off.
5. Voting takes place by selected method and majority rules (i.e., member with most votes).
6. Announce the names of the successful member. Offer congratulations and thank all others that ran for the position.
7. If ballots are used, a motion to destroy the ballots is required and voted on.

Presidential Phrases:

Use the following phrases to help conduct the business component of the meeting:

Agenda Item:	Phrase:
Call to Order	"The meeting will come to order."
4-H Pledge	"We will now stand for the 4-H Pledge."
Introduction of Visitors	"We would like to welcome _____ to our meeting."
Roll Call	"Please answer the roll call question of _____ when the secretary calls your name."
Reading of the Minutes	"The secretary will read the minutes of the last meeting."
Approval of the Minutes	<p>"Are there any additions or corrections to the minutes?"</p> <p>If not, "Can I have a motion to adopt the minutes as read? Can I have a seconder? Is there any further discussion? Seeing none, I call this a vote. All in favor? Any opposed? Carried (or defeated, depending on the vote). If there are additions or corrections, the motions changes to "Can I have a motion to adopt the minutes as corrected?" Then continue with the above steps for approving the minutes.</p>
Correspondence	Ask the secretary, "Is there any correspondences?"
Treasurer's Report	"The treasurer will not present the treasurer's report."
Other Officer's Reports	"Are there any other officers who would like to make a report?"
Old Business	Present any old business. You should get this information from the secretary and you club leaders. Then ask "Is there any more old business?"
New Business	Present any new business you know about. Then ask "Is there any more new business?"
Adjournment and next Meeting	<p>"Do I have an adjournment for the meeting?"</p> <p>There is no need for a seconder for adjournment. Then ask "All in favor? All opposed? Meeting adjourned. Next meeting will be _____."</p>

President Workbook:

Club Leaders:

Club Leader Name:	Phone Number:	Email:

Club Officers:

Position:	Name:	Phone Number:	E-Mail Address:
President			
Vice President			
Secretary			
Treasurer			
Club Reporter			

Meeting Agenda:

Date: _____

Time: _____

Location: _____

Agenda:

1. Call to Order
2. 4-H Pledge
3. Introduction of Visitors:
4. Roll Call
5. Minutes of the Previous Meeting
6. Correspondences
7. Treasurer's Report
8. Other reports
9. Old Business
 - _____
 - _____
 - _____
10. New Business
 - _____
 - _____
 - _____
11. Adjournment and Next Meeting

Use the following pages to plan your meetings.

