



Club

Month

4-H Club Meeting Agenda

1. CALL TO ORDER

President (stand): "Will the _____ 4-H club please come to order."
(classroom teacher)

2. ROLL CALL

President (stand): "The Secretary will now call the roll."

Secretary: Call the roll.

3. MINUTES OF PREVIOUS MEETING

President (stand): "We will now have the minutes read from the last meeting."

Secretary (stands, reads minutes & sits) – Read the minutes from the last meeting.

President (stand): "Are there any additions or corrections to the minutes?"
(pause)

"If not, they stand approved as read."

If there are corrections, the president asks them to be made and then says, "The minutes stand approved as corrected."

4. OLD BUSINESS

President: "Is there any old business?" (Pause for response)

5. NEW BUSINESS

President: "Is there any new business?" (Pause for response)

President: "I will now turn the meeting over to the vice-president for the program."

6. PLEDGES

Vice-President: "The Pledge of Allegiance to the American Flag will be led by _____."

"The 4-H pledge will be lead by _____."

continued on back

7. THOUGHT FOR THE DAY

Vice-President: " _____ will share with us the thought for
the day."
(This can be a Bible reading, quote, or poem)

8. EXTRA CREDIT

Vice-President: "Extra credit (one) will be given by _____

_____."
(This may include a poem, skit, musical instruments, etc.)

9. RECREATION

Vice-President: "I will now turn the meeting over to the activity leader."

Activity Leader: (Lead the class in activity selected prior to meeting)
"I will now turn the meeting over to the Vice-President."

10. PROGRAM

Vice-President: "Our program for today will be presented by
_____ (May be Katie Martin, 4-H agent
or Nancy Malone, 4-H program assistant)

After the program-

Vice-President: "We would like to thank you _____ for
presenting the program today. I will now turn the
meeting over to the President."

11. ADJOURNMENT

President: "Is there a motion to adjourn this meeting?"

Club member: "I move that this meeting be adjourned."

President: "Is there a second?"

Club member: "I second the motion."

President: "A motion has been made and seconded that we adjourn
the meeting.
Is there any discussion?
All those in favor say "Aye(I)". (Pause for response)
All those opposed, say "No". (Pause for response)
The meeting is adjourned."