

PRESIDENT'S RECORD BOOK REQUIREMENT FOR SUBMISSION

NAME: _____ CLUB _____

OF MEMBERS ENROLLED _____ # OF CLOVERBUD MEMBERS _____

DIRECTIONS: Turn in completed record book by September 15 to the Extension Office. Minimum requirements must be completed for the book to be accepted for Banner Club or Officer Book Competition.

***Must include these minimum requirements - please check these before turning in your book.**

Officer Judge


- ☐ ☐ Book submitted with all paperwork secured in a 3 ring binder with no loose papers.
- ☐ ☐ Name and Club must be visible on front of binder/folder
- ☐ ☐ Name and Club must be written in INK in front of the record book.
- ☐ ☐ Must provide a meeting agenda page for every meeting (see pg 7 for ex.)
- ☐ ☐ Completed Parliamentary Procedure Terms Activity Page 9
- ☐ ☐ List of all scheduled club meetings
- ☐ ☐ List of all members and advisors in your club
- ☐ ☐ Neatness, including grammar and spelling
- ☐ ☐ If this written work was not done by the club member due to special needs, please submit a signed statement from your guardian explaining they filled it out.
- ☐ Judges Comment:
- ☐ ☐ Complete this submission page and include it at the FRONT of your binder.

I verify that all information submitted is my work unless documented otherwise

Officer Signature: _____

If the above items are included and sufficient, then scores below compete for outstanding book award.

★ <u>Current</u> signed By-laws and Constitution of your Club	5 points
★ A short essay explaining three examples of delegated responsibilities to other club members (with descriptions).	5 points
★ List and provide evidence of officer goals achieved in the 'on your own' section of pg 4 of the record book. Evidence can be photos or photocopied proof of work.	5 points
★ Attractive presentation that shows extra effort	5 points
TOTAL	____/20



Ohio 4-H *President's Record Book*

Name _____

Year _____ Age (as of January 1) _____

County _____

Club Name _____

4-H Advisor _____



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES



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We are indebted to the authors of the original version of this publication, **Kara Colvin** and **Ken Lafontaine**.

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References

So you are vice president of your club . . . (2005). Kansas State University Agricultural Experiment Station and Cooperative Extension Service.

Ohio 4-H Club Officer's Guide—President's Manual. (1999). Ohio State University Extension.

Working With Officers and Committees—Ohio 4-H Club Advisor's Guide. (1986). Ohio State University Extension.

Ohio 4-H Clubs Advisors Handbook—Club Management. (2006). Ohio State University Extension, 4-H Youth Development.

The ABC's of Planning Your 4-H Club Programs. (1984). Pennsylvania State University.

The Meeting Will Come to Order. (1993). North Central Regional Extension Publication #228.

Effective 4-H Club Meetings. (1999). Ohio State University Extension, Fact Sheet 4H-006-99.

Georgia 4-H Vice President Officer Guide. (2000). University of Georgia.

Working with Committees—Planning Guide for 4-H Clubs. University of Illinois Extension.

4-H Parliamentary Procedures. University of Minnesota Extension.

Huron County 4-H President's Manual. Ohio State University Extension.

4-H Club Officer's Handbook. Cooperative Extension System, College of Agriculture and Natural Resources. University of Connecticut, Storrs.

Is this your first year serving as president? More information is in the *President's Resource Guide* available at **ohio4h.org/officerresources**.

President

Welcome

Congratulations on your new role as your 4-H club's president. Your club members have bestowed upon you both an honor and a responsibility. You represent not only your club, but the 4-H program in your county. Your skills and abilities, standards and ideals, speech, even your smile represents Ohio 4-H members. Representing others is one of your most important duties because you perform it at all times—not just while you are at 4-H events. Good luck!

Duties of the President

- Meet with advisors prior to the meeting to plan the agenda for the business meeting.
- Conduct the 4-H club meeting using parliamentary procedure.
- Maintain order and control during meetings. Be courteous, but firm.
- Guide the meeting in a tactful, courteous way. Avoid talking too much or voicing personal opinions on motions under discussion. The president is the “guide” or “pilot” for the meeting.
- Encourage everyone to participate in the meeting and provide opportunities for all members to be heard.
- Decide points of order fairly.
- Work with other club officers as a team to plan and follow through with programs and events.
- Appoint committees as needed by the club and define the responsibilities of the committees.
- Delegate responsibilities and make sure that everyone gets to serve on a committee or have a job in the club at some time during the year.
- Be courteous to guests and introduce them to the club.
- Cast the deciding vote in case of a tie.
- Attend as many 4-H meetings and activities as possible, and be prompt and enthusiastic.
- Let the advisor know well in advance if you cannot attend a meeting so that the vice president will have time to prepare to take over the role of the president and preside over the meeting.

My Officer Goals

After reviewing this record book and the resource guide, develop a plan for what you will do as president this year. Select activities from the items listed below. Feel free to be creative and add your own activities.

After Being Elected	Plan to Do (✓)	Plan to Complete By	Date Completed
Obtain a list of advisors, officers, and committees for your records.			
Make a list of items of business that were not completed in the previous year.			
Become familiar with parliamentary procedure.			

Before Club Meetings	Plan to Do (✓)	Plan to Complete By	Date Completed
Meet with officer team and advisors to develop the agenda.			
Provide input to the club program planning process.			
Assist the treasurer in completing the Yearly Financial Summary.			

Things to Do on Your Own	Plan to Do (✓)	Plan to Complete By	Date Completed
Attend an officer training program.			
Make a poster or exhibit for the club booth.			
Give a speech at a county speaking contest.			
Give a demonstration at a county demonstration contest.			

President Script for 4-H Meeting

The following guide can be used for planning and leading your 4-H club meeting. The terms/words to use for each part of the business meeting are listed in bold directly below each business meeting part. Keep this form for club records.

Agenda for (club name) _____ meeting of (date) _____ .

Pre-meeting Activities _____

Meeting

Person In Charge

Call to order President _____

“This meeting will now come to order.”

Pledge of Allegianceled by _____

“Please stand for the Pledge of Allegiance led by _____.”

4-H Pledgeled by _____

“_____ will now lead us in the 4-H Pledge.”

Roll CallSecretary _____

“The secretary will now call the roll.”

Introduction of VisitorsVarious members _____

“At this time would members please introduce their guests.”

Minutes from Previous MeetingSecretary _____

“The secretary will now read the minutes of the previous meeting.”

Approval of MinutesPresident _____

“Are there any additions or corrections to these minutes?”

(Wait a moment.) **If not they stand approved as read.”** If there are corrections, they are made and the president says, **“Are there any further corrections to the minutes? (Wait a moment.)**

There being no further corrections, the minutes stand approved as corrected.”

Treasurer ReportTreasurer _____

“May we have the treasurer’s report.” This report and other officer reports do not require further action.

Committee ReportsVarious members _____

“Will the chair of the _____ committee please report?”

Following the report, the President says. **“Does any member wish to present a motion to accept this report?”** See below for proper method for making a motion.

Old/Unfinished Business _____

“Is there any old/unfinished business?” (Use one or the other term.)

New Business _____

“We are now ready for new business. On the agenda is” After items on the agenda have been addressed say, **“Is there any other new business?”**

Announcements _____

“Are there any other announcements?”

Adjournment _____

“Is there a motion for adjournment?” After the motion has been made the president says, **“Is there a second?”** After the second has been made the president says, **“It has been moved and seconded that we adjourn. All in favor say ‘aye’,** (pause for vote), **all opposed ‘nay’.”**
The meeting is adjourned.”

Program _____

Recreation/Refreshments _____

Steps in Making a Motion

If there is something the club members need to decide during the business meeting, it requires a motion, a second, open discussion, and a vote. The following steps are used to “entertain a motion” and to decide if club members are in favor of the item of business brought before the club.

The proper way to move a motion is to say, **“I move,”** not **“I motion.”** When an item of business is brought up for discussion these steps are used:

1. President says, **“Is there a motion to _____?”**
2. A member says, **“I move _____.”**
3. President says, **“Is there a second to the motion?”**
4. A different member says, **“I second the motion.”** If no second is made the motion dies and no further action is taken. If the motion is seconded, move on to step 5.
5. President says, **“It has been moved and seconded to _____. Is there any discussion?”**
6. President allows discussion on the motion.
7. When the discussion ends, the president says, **“It has been properly moved and seconded that we** (President states the motion or has the secretary read the motion). **All in favor say ‘aye.’** (Pause for vote), **All opposed say ‘nay’.”**
8. President says, **“Motion passes.”** or **“Motion fails.”**

NOTE: The following tool helps keep order when a member seeks the floor to make a motion or discuss business. No one should speak unless recognized by the chair and given the floor. When a person wishes to speak the president says, **“The chair recognizes (name of speaker) and (name of speaker) has the floor.”**

Planning the Meeting Agenda

Use this guide to plan your 4-H meetings. Fill one out before each meeting and make copies as needed.

Agenda for _____ 4-H Meeting.

Location: _____ Date and Time: _____

Pre-meeting Activities: _____

Meeting	Person in Charge
Call to Order	President _____
Pledge of Allegiance	Led by _____
4-H Pledge	Led by _____
Roll Call	Secretary _____
Answer with.	_____
Introduction of Visitors.	Various
Minutes of Previous Meeting	Secretary _____
Treasurer's Report	Treasurer _____
Leader and Other Officer Reports	Various
Committee Reports Vice President _____	

Unfinished Business Item(s) for Discussion _____	

New Business Item(s) for Discussion _____	

Announcements _____	
Adjournment _____	
Program _____	
Recreation/Refreshments _____	

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Answer with.	_____
Introduction of Visitors.	Various
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Location: _____ Date and Time: _____

Pre-meeting Activities: _____

Meeting

Person in Charge

Call to Order President _____

Pledge of Allegiance Led by _____

4-H Pledge Led by _____

Roll Call Secretary _____

Answer with. _____

Introduction of Visitors. Various

Minutes of Previous Meeting Secretary _____

Treasurer's Report Treasurer _____

Leader and Other Officer Reports Various

Committee Reports Vice President _____

Unfinished Business Item(s) for Discussion _____

New Business Item(s) for Discussion _____

Announcements _____

Adjournment _____

Program _____

Recreation/Refreshments _____

Ohio 4-H Clubs

Advisor's handbook

Parliamentary Procedure Terms Activity

Match the definition with the parliamentary procedure term. Write the letter of the correct answer on the line beside the term that matches the answer.

- | | |
|-----------------------------|--|
| ___ 1. To adjourn | a. To receive from the president the right to speak. No one speaks unless recognized by the chair |
| ___ 2. The chair | b. To suggest that certain things be done |
| ___ 3. To address the chair | c. To put aside a motion for further discussion at another meeting |
| ___ 4. The house | d. The number of members necessary to carry on business. The percent of enrollment comprising a quorum is provided by the club constitution. |
| ___ 5. To lay on the table | e. The record of reports of each meeting's work |
| ___ 6. A quorum | f. The presiding officer |
| ___ 7. To make a motion | g. "For the time being," Secretary "Pro-Tem" means that she is acting in place of the secretary who is absent. |
| ___ 8. To amend | h. Not following the approved rules of procedure |
| ___ 9. Minutes | i. To change or modify: e.g. a motion |
| ___ 10. To ballot | j. To vote by casting ballots |
| ___ 11. Majority vote | k. The organization or club |
| ___ 12. To obtain the floor | l. To end the meeting |
| ___ 13. Pro-Tem | m. To rise and say, "Mr. President" |
| ___ 14. out of order | n. The vote of more than half of the members. |

Parliamentary Procedures At A Glance

To Do This: (1)	You Say This:	May You Interrupt Speaker?	Must You Be Seconded?	Is the Motion Debatable?	Is the Motion Amendable?	What Vote Is Required?
Adjourn the meeting (before all business is complete)	"I move that we "adjourn."	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Majority vote
Recess the meeting	"I move that we recess "until..."	May not interrupt speaker	Must be seconded	Not debatable	Amendable	Majority vote
Complain about noise, room temperature, etc.	"Point of privilege."	May interrupt speaker	No second needed	Not debatable (2)	Not amendable	None (3)
Suspend further consideration of something	"I move we table it."	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Majority vote
End debate	"I move the previous "question."	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Two-thirds vote
Postpone consideration of something	"I move we postpone "this matter until..."	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote
Have something studied further	"I move we refer this "matter to a committee."	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote
Amend a motion	"I move that this motion "be amended by..."	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote
Introduce business (a primary motion)	"I move that..."	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote

Notes

1. These motions or points are listed in established order of precedence. When any one of them is pending, you may not introduce another that's listed below it. But you may introduce another that's listed above it
2. In this case, any resulting motion is debatable.
3. Chair decides.

Parliamentary Procedures At A Glance (continued)

To Do This: (4)	You Say This:	May You Interrupt Speaker?	Must You Be Seconded?	Is the Motion Debatable?	Is the Motion Amendable?	What Vote Is Required?
Object to procedure or to a personal affront	"Point of order."	May interrupt the speaker	No second needed	Not debatable	Not amendable	None (3)
Request information	"Point of information."	If urgent, may interrupt speaker	No second needed	Not debatable	Not amendable	None
Ask for a vote by actual count to verify a voice count	"I call for a division of the house."	May not interrupt speaker (5)	No second needed	Not debatable	Not amendable	None unless someone objects (6)
Object to considering some undiplomatic or improper matter	"I object to consideration of this question."	May interrupt speaker	No second needed	Not debatable	Not amendable	Two-thirds vote required
Take up a matter previously tabled	"I move we take from the table..."	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Majority required
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	May interrupt speaker	Must be seconded	Debatable it original motion is debatable	Not amendable	Majority required
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Two-thirds vote required
Vote on a ruling by the chair	"I appeal the chair's decision."	May interrupt speaker	Must be seconded	Debatable	Not amendable	Majority in the negative required to reverse chair's decision

Notes

4. The motions, points and proposals have no established order of precedence. Any of them may be introduced at any time except when the meeting is considering one of the top three matters listed in the chart (motion to adjourn, motion to recess, point of privilege).
5. But division must be called for before another motion is started.
6. Then majority vote is required.



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.

ohio4h.org

This publication and other officer resources can be found at **ohio4h.org/officerresources**. For other Ohio State University Extension, 4-H Youth Development publications, contact your local OSU Extension office or purchase online at **extensionpubs.osu.edu**. Ohio residents get the best price when they order and pick up their purchases through local Extension offices.