PRESIDENT'S RECORD BOOK REQUIREMENT FOR SUBMISSION

NAME:		CLUB	
# OF A	ЛЕМВЕ	RS ENROLLED # OF CLOVERBUD MEMBERS	
require		Turn in completed record book by September 15 to the Extension Office. Minimum of the book to be accepted for Banner Club or Officer Bo	
•		e these minimum requirements - please check these before turning in y	our book.
		Complete this submission page and include it at the FRONT of your binder.	
		Book submitted with all paperwork secured in a 3 ring binder with no loose pa	apers.
		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.	
9		List of all scheduled club meetings	
		Must provide a meeting agenda page for every meeting (see pg 7 for ex.)	
		Completed Parliamentary Procedure Terms Activity Page 9	
		List of all members and advisors in your club	
		If this written work was not done by the club member due to special needs, proceeds submit a signed statement from your guardian explaining they filled it out.	olease
		Judges Comment:	
	-	all information submitted is my work unless documented otherwise ture:	
If the	above	items are included and sufficient, then scores below compete for outstanding	book award
7	r <u>Cu</u>	rrent signed By-laws and Constitution of your Club	5 points
7		hort essay explaining three examples of delegated responsibilities to other members (with descriptions).	5 points
,	of p	and <u>provide evidence</u> of officer goals achieved in the 'on your own' section g 4 of the record book. <u>Evidence</u> can be photos, notes, letters or cocopied proof of work. Provide evidence for at least 2 goals achieved.	5 points
,	k Att	ractive presentation, neatness, proper grammar & showing extra effort.	5 points
		TOTAL	/20

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

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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.

Plan to Do (√)	Plan to Complete By	Date Completed
		p D
	and the second	lo-common or
	to Do	to Do Plan to

Before Club Meetings	Plan to Do (√)	Plan to Complete By	Date Completed
Meet with officer team and advisors to develop the agenda.		parell men over i	W. J. Jensey
Provide input to the club program planning process.			
Assist the treasurer in completing the Yearly Financial Summary.	EZHINE K		

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.	Tim said	III III Saytoci xii ifi	
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 d	order."
Pledge of Allegiance	led by
	Allegiance led by
4-H Pledge	led by
" wil	I now lead us in the 4-H Pledge."
Roll Call	Secretary
"The secretary will now call the r	
Introduction of Visitors	Various members
"At this time would members ple	ase introduce their guests."
Minutes from Previous Meeting	Secretary
"The secretary will now read the	minutes of the previous meeting."
Approval of Minutes	President
"Are there any additions or corre	
	d approved as read." If there are corrections, they are made
	e any further corrections to the minutes? (Wait a moment.)
	ns, the minutes stand approved as corrected."
Transurar Papart	Treasurer
	port." This report and other officer reports do not require further action.
Committee Reports	Various members
	committee please report?"
Following the report, the Presider	nt says. "Does any member wish to present a motion to
accept this report?" See below for	or proper method for making a motion.
Old/Unfinished Business	
	iness?" (Use one or the other term.)

Ne	w Business
"W	e are now ready for new business. On the agenda is" After items on the agenda
ha	ve been addressed say, "Is there any other new business?"
Λn	nouncements
AII	modificements
"Aı	re there any other announcements?"
Ad	journment V most sever
the an	there a motion for adjournment?" After the motion has been made the president says, "Is ere a second?" After the second has been made the president says, "It has been moved d seconded that we adjourn. All in favor say 'aye', (pause for vote), all opposed 'nay'." e meeting is adjourned."
Pro	ogram
_	
Re	creation/Refreshments
St	teps in Making a Motion
lf t	here is something the club members need to decide during the business meeting, it requires
	notion, a second, open discussion, and a vote. The following steps are used to "entertain a
	otion" and to decide if club members are in favor of the item of business brought before the
clu	
Th	e proper way to move a motion is to say, "I move," not "I motion." When an item of business
is I	prought 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."

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. _____Date and Time: _____ Location: Pre-meeting Activities: Person in Charge Meeting Call to Order President_____ Pledge of Allegiance. Led by _____ 4-H Pledge Led by ___ 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 ____ Recreation/Refreshments _____

Use this guide to plan your 4-H meetings. Fill one out be	efore 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 Preside	nt
Pledge of Allegiance Led by	
4-H Pledge Led by	
Roll Call	iry
Answer with	0
Introduction of Visitors Various	e man
Minutes of Previous Meeting Secreta	ary
Treasurer's Report Treasur	er
Leader and Other Officer Reports Various	The second secon
Committee Reports Vice President	
Unfinished Business Item(s) for Discussion	
New Business Item(s) for Discussion	
Announcements	
Adjournment	
Program	The second secon
Recreation/Refreshments	a needle conflict requirement

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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: Person in Charge Meeting Call to Order President Pledge of Allegiance. Led by 4-H Pledge Led by ______ 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 _____ Recreation/Refreshments _____

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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
		c. To put aside a motion for further discussion at another meeting
_	3. To address the chair	d. The number of members necessary to carry on business. The percent of enrollment comprising a quorum is provided by the
	4. The house	club constitution.
		e. The record of reports of each meeting's work
_	5. To lay on the table	f. The presiding officer
		g. "For the time being," Secretary "Pro-Tem" means that she is
	6. A quorum	acting in place of the secretary who is absent.
		h. Not following the approved rules of procedure
—	7. To make a motion	i. To change or modify: e.g. a motion
		j. To vote by casting ballots
_	8. To amend	k. The organization or club
		I. To end the meeting
—	9. Minutes	m. To rise and say, "Mr. President"
	10 T- 5-U-4	n. The vote of more than half of the members.
	10. To ballot	
	11. Majority vote	
_	11. Wajority vote	
	12. To obtain the floor	
	22. 10 05.0111 1110 11001	
	13. Pro-Tem	
	14. out of order	

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 commitee."	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

In this case, any resulting motion is debatable. Chair decides. 1. These motions or points are listed in established order of precedence. When any 2, 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

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."	lf 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 consider- ation 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
N. de to		-				

Notes

- 4. The motions, points and proposals have no established order of precedence. Any of 5, B1 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).
- of 5. But division must be called for before another motion is started.
- 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.