Secretary RECORD BOOK REQUIREMENT FOR SUBMISSION

| NAME: | | CLUB | _ | | | | | | | |
|----------------|--|--|------------|--|--|--|--|--|--|--|
| # OF A | MEMBE | RS ENROLLED # OF CLOVERBUD MEMBERS | | | | | | | | |
| | ements | Turn in completed record book by September 15 to the Extension Office. Mining must be completed for the book to be accepted for Banner Club or Officer Book | | | | | | | | |
| | | e these minimum requirements - please check these before turning in yo | our book. | | | | | | | |
| Officer | Judge | | | | | | | | | |
| | | 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 papers. | | | | | | | | | |
| 3 | 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 copy of the agenda for each meeting | | | | | | | | | |
| | List of all scheduled club meetings | | | | | | | | | |
| | | Attendance sign in sheet (your own form) AND attendance sheet for each meeting | | | | | | | | |
| | | Completed list of advisors and officers (from record book) | | | | | | | | |
| | Completed Meeting Notes Worksheet and Meeting Minutes Report Form, or typed equivalent for each meeting. (notes may be put on agenda) | | | | | | | | | |
| $p_{i,\ell} =$ | 1 | Meeting Minutes Report Forms, or equivalent, must be signed in ink by Secret President. EACH report must be signed by the President and Secretary. | ary & | | | | | | | |
| | 4.46 | If this written work was not done by the club member due to special needs, p submit a signed statement from your guardian explaining they filled it out. | lease | | | | | | | |
| ••• | | Judges Comments: | | | | | | | | |
| l veri | fy tha | t all information submitted is my work unless documented otherwise | | | | | | | | |
| Office | er Signa | iture: | | | | | | | | |
| If the | above | items are included and sufficient, then scores below compete for outstanding I | oook award | | | | | | | |
| , | t <u>Cı</u> | rrent signed By-laws and Constitution of your Club | 5 points | | | | | | | |
| , | k Co | mpleted List of Committees (from record book) | 5 points | | | | | | | |
| 7 | sec | t and <u>provide evidence</u> of officer goals achieved in the 'on your own' tion of pg 4 of the record book. <u>Evidence</u> can be photos or photocopied proof work. Provide evidence for at least 2 goals achieved. | 5 points | | | | | | | |
| | ★ A | ttractive presentation, neatness, proper grammar & showing extra effort | 5 points | | | | | | | |
| | | TOTAL | /20 | | | | | | | |

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OHIO STATE UNIVERSITY EXTENSION

Ohio 4-H

Secretary'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



Author

Bonnie Malone, Extension Educator, 4-H Youth Development, Ohio State University Extension

We are indebted to the original authors of the previous version of this publication, **Kathy Blackford** and **Ken Lafontaine**.

Reviewers

Audrey Dimmerling, Extension Educator, 4-H Youth Development, Ohio State University Extension **Connie Veach**, Program Assistant, 4-H Youth Development, Ohio State University Extension

References

Adapted from Kansas State University Agricultural Experiment Station and Cooperative Extension Service 4-H Secretary's Record Book, June 2005.

Huron County 4-H Secretary's Manual, Bonnie Malone, Extension Educator. Secretary, Ohio 4-H Club Officer's Guide. (2002). The Ohio State University.

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

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Secretary

Welcome

Congratulations on your new role as your 4-H club's secretary. Your club members have bestowed upon you both an honor and a responsibility. This record book will help prepare you to be successful. Use the Secretary's Resource Guide to keep accurate minutes and other records for your club. Good luck!

Officer's Role in the Club

Serving as a club officer means you are part of a team. The team's responsibility is to hold a club meeting that is both well run and fun. The officers should meet with their club advisor before the meeting so that they are prepared to run the meeting and to help the club make decisions.

Your Role as the Secretary

- Act as chairman if the president and vice president are both absent.
- Keep an accurate record of all meetings and special activities.
- Maintain a list of all members and their attendance at meetings and activities.
- Call the role of members at the president's request.
- · Take notes during the meeting.
- Convert meeting notes into official minutes and sign them prior to the next meeting.
- Stand up to read complete and accurate minutes at every meeting.
- Correct the minutes as directed by the president.
- Have the president sign the minutes after they are approved.

- Recording the treasurer's report and other officers' reports in the minutes.
- · Record committee reports in the minutes.
- Restate motions and look up items in the minutes at the president's request.
- Remind the president of unfinished business.
- · Share correspondence with the club.
- · Write letters as directed by the club.
- Keep a current list of all officers, advisors, and committees.
- Maintain a current copy of the club's program, constitution, and bylaws.
- Turn in the completed book at the end of the year for the club's permanent records.

My Officer Goals

After reviewing this record book and the resource guide, develop a plan for what you will do as secretary 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. | | ha. | |
| Read through minutes from the previous year to become familiar with important information to record in the minutes for this year. | H 9 | 1071 3 | |
| Make a list of items of business that were not completed in the previous year. | | MILE H | |
| Obtain a copy of the club's constitution and bylaws (if applicable) for your files. | | | |
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| Take notes on Meeting Notes Worksheet at each meeting. | | Ву | Completed |
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| dake notes on weeting notes worksheet at each meeting. | | | |
| Record attendance on the club roll. | | | |
| Stand and read minutes from the previous meeting when called upon by the president. | | -12 | Allemant + |
| Share any club correspondence since the last meeting. |) ICTITION | # 2000 | |
| Record motions, seconds, and votes/outcome for each action that happens during the meeting. | n oli | IIII EATO | an Gine • |
| Assure club approves all fundraisers, club outings, and other club business before it happens. | navibu | II BEHLLIHMI II | TITUILI O |
| Complete the Yearly Financial Summary. | | | |

| Things to Do on Your Own | Plan to Do (√) | Plan to Complete By | Date Completed |
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| 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. | | | |
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Year ____ Club Roll

| Name of Member | Date | Date | Date | Date | Date | Date | Date | Date | Date | Date | Phone # |
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Lists of Advisors and Officers

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Advisors

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Officers

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List of Committees

When a committee is formed, write the names of the committee and the names of members appointed to the committee. List both standing and special committees.

| | Committee | | Committee |
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| | Chairperson | | Chairperson |
| | | <u> </u> | |
| Date formed | Date completed | Date formed | Date completed |
| | Committee | | Committee |
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| Date formed | Date completed | Date formed | Date completed |
| | Committee Chairperson | | Committee |
| Date formed | Date completed | Date formed | Date completed |
| | Committee | | Committee |
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| A. Opening | | | | |
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| Treasurer Report: | | | | |
| Other Officers | | | | |
| Reporter: | | | | |
| Historian: | | | | |
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| Leaders: | | | | |
| C. Committee Reports | | | | |
| Committee: | | | by: | <u> </u> |
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| G. Adjournment: move | e by | | Seconded by | pass/fai |
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This form is used to keep notes for writing the minutes after the meeting. A. Opening Pledge of Allegiance by _____ 4-H Pledge by _____ and answered by: Roll call was _____ Members_____Advisors______ Number of Parents _____ Guests_____ attending. **B:** Officer Reports Minutes of last meeting approved as (circle one): read corrected Treasurer Report: Other Officers Reporter: Leaders: _____ C. Committee Reports Committee:______by: ______ motion _____ _____pass/fail Committee:___ motion ____ D. Unfinished/Old Business E. New Business _____ moved to _____ pass/fail ______moved to_____pass/fail __moved to _____pass/fail _____Seconded by ___ ____ moved to _____ F. Announcements (county dates and reminders, upcoming activities) G. Adjournment: move by _______Seconded by _____pass/fail H. Program: ____ I. Refreshments provided by: ______ J. Next meeting will be held on ______

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| C. Committee Reports | | | | |
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| Treasurer Report: | | | | |
| Other Officers | | | | |
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| Historian: | | | | |
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| C. Committee Reports | | | = | |
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This form is used to keep notes for writing the minutes after the meeting. A. Opening Pledge of Allegiance by _____ 4-H Pledge by _____ and answered by: Roll call was _____ Members Advisors Number of Parents Guests attending. **B:** Officer Reports Minutes of last meeting approved as (circle one): read corrected Treasurer Report: _____ Other Officers Reporter: ___ C. Committee Reports Committee: _____by:____ Committee:___ motion ____ D. Unfinished/Old Business E. New Business _____moved to _____pass/fail _____moved to ______Seconded by _____pass/fail _____moved to _____pass/fail ______Seconded by ______pass/fail ____ moved to _____ F. Announcements (county dates and reminders, upcoming activities) G. Adjournment: move by _______Seconded by _____pass/fail H. Program: _____ I. Refreshments provided by: J. Next meeting will be held on ______

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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 May not interrupt "be amended by" speaker | 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. 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
 - 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 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 |
| | | | | *** | | |

Notes

- 6. Then majority vote is required. 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). 4.
- of 5. But division must be called for before another motion is started.



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.



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