VICE PRESIDENT'S RECORD BOOK REQUIREMENT FOR SUBMISSION

NAME:		CLUB	_	
# OF A	NEMBE	RS ENROLLED # OF CLOVERBUD MEMBERS		
	ements	Turn in completed record book by September 15 to the Extension Office. Minimum is 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 ye	our book.	
Officer	Judge			
		Complete this submission page and include it at the FRONT of your binder.		
20		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.		
		Must provide a copy of each meeting agenda for every meeting		
		Completed Parliamentary Procedure Terms Activity Page		
		Provide a list of each club member and the date and topic of their demonstration		
		Completed list of committees and member names (pg. 6)		
		Completed planning and summary sheet for each meeting of committees. (pg. 789)		
		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 Comments:			
l verif	y that	all information submitted is my work unless documented otherwise		
Office	r Signa	ture:		
If the	above	items are included and sufficient, then scores below compete for outstanding l	book award	
*	★ <u>Current</u> signed By-laws and Constitution of your Club 5 points			
*	sect	t and <u>provide evidence</u> of officer goals achieved in the 'on your own' ion of pg 5 of the record book. <u>Evidence</u> can be photos or photocopied proof ork. Provide evidence for at least 2 goals achieved.	5 points	
*	★ Write a short essay explaining how you welcomed new members to your 4-H club and actions you took to ensure all felt welcome.			
*	★ Attractive presentation, neatness, proper grammar & showing extra effort. 5 points			

TOTAL

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Vice President's Record Book

Ohio 4-H

Name	AND THE RESERVE OF THE PROPERTY OF THE PROPERT	_
Year	Age (as of January 1)	_
County		
Club Name		
A-H Advisor		



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL, AND ENVIRONMENTAL SCIENCES



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We are indebted to the original co-author of the previous version of this publication, Janice Hanna.

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References

Adapted from *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—Vice President's Manual. (1991). Ohio State University Extension.

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

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

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

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

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

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

Duties of the Vice President. Adams County Extension, Colorado State University.

Vice President Record Book. Sarasota County Extension, University of Florida.

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

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Vice President

Welcome

Congratulations on your new role as your 4-H club's vice president! Your club members have bestowed upon you both an honor and a responsibility. You must now fulfill the expectations of the members by serving as a hardworking and effective leader. You represent not only your club, but also the 4-H program in your county and throughout the state. Your skills and abilities, standards and ideals, appearance, speech, and even your smile represent 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 Vice President

As vice president, you are in charge of the club's educational program.

- Chair of the Program/Education Committee.
- Assure that all members and advisors receive a complete club program.
- · Work with all standing committees.
- · Work with all special committees.
- Assure that the club has a well-rounded program, including social activities, community service, demonstrations, project work, recreation, and education.
- Check with those putting on a program to see if they are ready or need any help.
- Work with the club at the beginning of the year to set club goals.
- Assure that a program or presenter is properly introduced and thanked.

As vice president, you will assume the duties of the president in his or her absence.

- Conduct your 4-H club's meetings with proper parliamentary procedure.
- Meet with an advisor prior to the meeting to plan an agenda.
- · Assign committees.

- Maintain order and control during meetings and not voice too many personal opinions.
- Decide points of order fairly.
- Automatically becoming the president if the president resigns, quits the club, or is removed from office.

Outline of Duties

Plan

- Plan the business meeting with the leader(s) and other officers before the meeting.
 Actively participate in planning meetings and make suggestions for meeting agendas.
- Keep in close touch with the president, local leaders, and county Extension office. Be sure to read the newsletter each month; it probably has announcements and news that apply to your group.
- Work with the president to check on meeting arrangements.
- Help plan the yearly program (use the Secretary's Record Book).

Preside

- You will take the president's place in the event that he or she resigns or is not present at the meeting. You should know all the duties of the president.
- You may serve as chairperson on several committees, including the program committee. You may also serve as secretary or treasurer in their absence.
- You should help the president use a prearranged agenda. It's helpful to provide a copy of the agenda for each officer, so that everyone can do his or her part in the meeting.

Parliamentary Procedure

- Parliamentary procedure is essential to being able to conduct an orderly meeting.
- The vice president usually votes on club matters. The president usually does not vote unless there is a tie.

Delegate

- Help the president delegate responsibilities fairly so every member has a job in the club at some point.
- You should be involved with the planning of programs for the meeting, for example, scheduling demonstrations and other special presentations. Notify and remind people of their involvement in the next meeting.

Be Observant

- Officers should make a substantial effort to know each member of the club. Make new members feel welcome and invite them to be on committees and give their opinions. You serve as a role model to younger members, so try to make your actions reflect the high
- standards of the 4-H program. Your attitude should stay positive, so others become enthusiastic about the program as well.
- Be courteous to guests and properly introduce them to the club.

Being a Leader

"If your actions inspire others to dream more, learn more, and become more—you are a leader."

—John Quincy Adams

My Officer Goals

After reviewing this record book and the resource guide, develop a plan for what you will do as vice 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 committees for your records.	3/19		
Become familiar with the order of business and parliamentary procedure should you have to conduct a club meeting in the absence of the president.	ny Barr	mFl yron	autorel in
Read the newsletter from your county Extension office to stay updated on county activities and deadlines.			LLECH
			,

At Club Meetings	Plan to Do (√)	Plan to Complete By	Date Completed
Plan to gather program ideas from all members at the first or second meeting to assist in program planning for the year.			
Check in with committee chairs following the meeting to see if they need additional help to complete their committee tasks.			
Work with club members to set club goals for the year.			
Learn more about each club member so that you know their names after four or five meetings.		A Sudin Black	1 main
	11 MAR 20 ROLL	3	PHILIP ACTOR

Plan to Do (√)	Plan to Complete By	Date Completed
44		
	to Do	to Do Complete

Committees

When a committee is formed, write the names of the committee and its members here.

Committee:	Committee:
Chairperson:	
Committee:	Committee:
Chairperson:	Chairperson:
(-14) and	
Committee:	Committee:
Chairperson:	
Committee:	Committee:
Chairperson:	Chairperson:

Committee Planning Sheet

Make copies of this page. Fill out a planning sheet each time a committee is named.

Name of committee:	1.1.7		
Date appointed:	Given the power to act?	(Circle one): yes	no
Date reported back to club:		100	
Committee meetings (include date, time, a	and location)		
Chairperson's name and phone number:			
Committee members' names and phone r	numbers:		
		.507,000 00 01 100 000 000 000 000	
Adult advisor's name and phone number:			
Purpose of the committee:	1 × 100 1		THE III
Specific duties of the committee:			
Decisions made, details worked out, or in club:	formation discovered for the	committee to rep	ort back to the
			:

Committee Planning Sheet

Make copies of this page. Fill out a planning sheet each time a committee is named.

Name of committee:	- 4855.50
Date appointed: Given the power to a	ct? (Circle one): yes no
Date reported back to club:	h 38 L-11
Committee meetings (include date, time, and location)	
Chairperson's name and phone number:	
Committee members' names and phone numbers:	
	Mail 1/4 Herrina (94)
Adult advisor's name and phone number:	
Purpose of the committee:	<u> </u>
Specific duties of the committee:	
Decisions made, details worked out, or information discovered for club:	the committee to report back to the

Committee Summary Sheet

Make copies of this page. Fill out this summary sheet each time a committee completes its task.

Name of committee:	
Date appointed:	Given the power to act? (Circle one): yes no
Date reported back to club:	
Chairperson:	Adult advisor:
Committee members:	
Items presented to the club:	
	V 80800 103 34 1 7
Decision made by the club:	
What the committee could have done better	r:

Committee Summary Sheet

Make copies of this page. Fill out this summary sheet each time a committee completes its task.

Name of committee:	\			
Date appointed:	Given the power to act?	Given the power to act? (Circle one): yes no		
Date reported back to club:				
Chairperson:	Adult advisor:	P K		
Committee members:		Mean amelian de la company de		
		neutic we I		
Items presented to the club:	THE RESIDENCE OF THE			
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	Nagtodoxid Junio 1411 - 4	CHI		
Decision made by the club:		B.SET OHE BE VEH CH		
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	Zania po recognización de la compansión	June 2 - Park 2		
What the committee could have done b				
		Too leaking		
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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 1. To end the meeting
	9. Minutes	m. To rise and say, "Mr. President" n. The vote of more than half of the members.
_	10. To ballot	ii. The vote of more than half of the members.
_	11. Majority vote	
_	12. To obtain the floor	
	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 votc
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 2. In this case, any resulting motion is debatable.
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."	If urgent, may interrupt speaker	No second needed	Not debatable	Not amendable	Nonc
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

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

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.



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