Duties of 4-H Club Officers and Parliamentary Pointers

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Duties of 4-H Club Officers

By

Ray E. Cameron, State Club Leader

One of the important reasons for having 4-H club members work in organized groups is to provide an opportunity for valuable training in conducting business meetings properly. The purpose of this publication is to provide club officers with information on their various duties in a simple condensed form and to provide leaders and members suggestions for conducting meetings in a business-like manner. Club officers should follow the instructions closely at every meeting. Leaders should keep their copy handy for reference at all meetings and correct mistakes as they are made.

Duties of the 4-H Club President

1. Preside at meetings.
   a. Call meeting to order.
   b. Announce order of business.
   c. Recognize club members entitled to the floor.
   d. State and put to vote all questions regularly moved.
   e. Decide points of order.
   f. Announce results of votes.

2. Preserve order.

3. Appoint special and standing committees.

4. Call special meetings.

5. Call vice-president to chair when president wishes to take part in discussion.

6. Encourage club members.

7. Approve for payment all bills voted by the club.

8. Help the club members learn the necessary parliamentary practices for conducting a 4-H club meeting.

This important office carries with it considerable responsibility for the success of the club. Encouraging 4-H club members and showing an interest and disposition to help will do a great deal to develop the morale of a "doing" club. The president must be fair, courteous, and obedient to the rules of the club. Starting the meeting on time and proceeding in a business-like manner to dispose of the business of the club are two necessary functions of the president.

Frivolous or nonsense motions, or motions delaying important business, should not be permitted in a 4-H club meeting. The president is responsible for seeing that the work of club members, officers, and committees
is performed, consequently frequent inquiry as to how the assignment for various pieces of work is being carried out will develop a working club.

The president should avoid the use of the pronoun “I”, by referring to himself as “The Chair” or “Your President”.

The president of a 4-H club should show special courtesy to visitors. If they have contributed to the program the president should express the thanks of the club.

When introducing speakers at a 4-H club meeting the president should make it plain who the speaker is, what he represents or has done, and why he is at the club meeting.

The president should suggest to 4-H club members that they in some manner show appreciation for their club leader.

When bills have been passed upon favorably by the club the president will write on each bill “approved”, “date” and his name before the bill is turned over to the treasurer.

The 4-H Club President Stands—
1. To open the meeting.
2. When addressed.
3. To state a question to vote.
4. To put a question to vote.
5. When addressing the house.
6. To preserve order.

The President May Vote—
1. When vote is by ballot.
2. When vote is by roll call.
3. To make a tie (kills a question.)
4. To break a tie.
5. To make two-thirds.
6. To break two-thirds.

“You have heard the motion” is not to be used. State the motion thus: “It has been moved and seconded that the club, etc.” If the question is not debatable or amendable the president puts the question to vote at once. After the president has stated the motion, if debatable or amendable, he should say, “Are there any remarks?” or “Are you ready for the question?”

In debate within the club the president should avoid any partisanship else he may lose the ability to work with those on the opposite side. Be fair and just. Permit club members to express their opinions and guide them in such a way that the will of the majority may be reflected.

The Duties of the 4-H Club Vice-President
1. Act in place of the president when president is absent or when called to the chair by the president.
2. Assist the president whenever possible.
3. Act as chairman of the 4-H club program committee (optional)
4. Collect 4-H club record books at meetings and assist the leader in the inspection of them and help the club members to keep their records.
The vice-president should acquaint himself with the duties of the president and be ready to assume them at a moment’s notice.

Make a thorough study of the 4-H club record books. Get club leader and County Extension agent to show how they are to be kept so that he (vice-president) may be able to assist other members of the club.

The Duties of the 4-H Club Secretary

1. Keep a record of the minutes of all meetings.
2. Call the roll and keep a record of attendance.
3. Handle 4-H club correspondence.
4. Read minutes of previous meeting.
5. Read all communications.
6. Send copy of the minutes to County Extension agent soon after each meeting.
7. Report to the County Extension agent names of club members who have been dropped from the club rolls.
8. At each meeting read the program for the following meeting.
10. At the end of the 4-H club year, with the help of the club leader, fill out and send a copy of the “4-H Summary Report” from secretary’s book to the County Extension agent.
11. In absence of president and vice-president call the meeting to order and preside until a chairman pro tem has been elected.

The secretary should keep notes of the happenings at the club meeting and from these, minutes should be written as soon as possible after the meeting. The minutes should be brief yet should contain an interesting account of the meeting or activities. Secretaries do not include personal comments or opinions in writing minutes. Under the business session of the meeting report the kind of business and how disposed. Record the motions with the name of the person who made it. Give a summary of reports and plans made and names of committees appointed. Bring to meeting correspondence received since last meeting.

Under discussion, demonstration, or work session, give the topics that were discussed and possibly a summary of some of the discussion. Give the names of the members who led discussions or gave demonstrations or performed in any other manner on the program. Give the name of visitors and parts they took in the program.
Under the social session of the meeting tell of the refreshments, games, stunts, songs, etc., and who was responsible for this part of the program.

The club secretary should have a definite place for keeping the secretary's book, club correspondence, and other records belonging to the club.

**Duties of the 4-H Club Treasurer**

1. Keep account of receipts and expenditures.
2. Pay bills voted by club and approved by president.
3. Keep a file of all bills paid.
4. Make a report when called upon by president.
5. Prepare a written report for the annual business meeting.

If the amount of money that the 4-H club treasurer has to handle is large enough, a checking account should be opened at a bank in the name of the 4-H club. Bills can then be paid by check. If the amount is small the treasurer should keep money in a safe place. Be sure all bills approved are paid promptly and that bills are marked "paid."

Bills are paid only after being voted by the club and which bear the approval of the president of the club.

The bills, after payment, can be filed away in a box for safe keeping and future reference. The treasurer should acquaint himself with the approximate balance on hand before each meeting of the 4-H club.

The annual report should be written out showing the receipts and disbursements and balance on hand. The report, accompanied by the bills, checks, etc., should be turned over to an auditing committee at the time of the annual business meeting. The auditors having certified to the accuracy of the treasurer's report submit it to the club. The president puts the question on adopting the report. This has the effect of approving the treasurer's report.

**Duties of the 4-H Club Reporter**

1. Bring before the people of the community, the plans, activities, and achievements of the club. This can best be done by furnishing news to the local newspaper and through the "County 4-H News".
2. Act as a member of the 4-H club program committee. (optional.)
Material for 4-H Club News Stories

1. Organization of club (when, where, name of club, names of officers and members, projects to be taken with description of what is to be done, name of club leaders.)

2. Election of officers (who, names of old officers, what old officers have done, plans of new officers.)

3. Meetings. Before (when, where, what is to be done.) After (what happened, what was said and who said it.)

4. Progress of the club (methods used, achievements of club group and individuals.)

5. Exhibits. Before (where, entries to be made, who.) After (winnings, etc.)

6. Trip (what, when delegates are to be selected, qualifications of delegates, time to leave, when they return, how going, who made trip possible.)

7. Achievement Day (time, place, features of the program.) Make before and after stories on this.

8. Tours, judging and demonstration contests, parents' meetings, community service, health "H" program, business meeting, etc., may be treated in manner suggested above.

9. Completion of year's work (number, names, amount of work done, honors, etc.)

How to Write the News

1. Tell the principal part of the story in the first paragraph or sentence, so that the reader may read only a paragraph and yet have an idea of the story.

2. Tell the events in the story in the order of their importance, not in order they happen. The reader then will get the important points first and, wherever he stops in the story, will have the best part.

3. In the first paragraph, tell (as far as possible) who, what, when, where, and sometimes how or why.

4. In telling of a 4-H club meeting the following sample story may be used as an illustration:

"Members of the Happy Hollow 4-H Pig club, in a meeting held in the Happy Hollow school house last Wednesday night, agreed that they
should join with the club of the Pleasant Valley district in exhibitions at the county fair this fall. The action was taken after it had been pointed out that one club leader was in charge of the work in the two districts."

Note that this story tells the principal points in this fashion.

a. WHO—“Members of the Happy Hollow Pig club.”

b. WHAT—“Agreed that they should join with, etc.”

c. WHEN—“Last Wednesday night.”

d. WHERE—“Held in the Happy Hollow school house.”

e. WHY—(OR HOW)—“After it had been pointed out that, etc.”

The next most important thing to tell in this story might be the report of some club member who had returned from a trip, the profits made from a certain pig, or some other event that drew the club’s attention, or the next paragraph might be a further explanation of the first paragraph.

5. Use first name and middle initial of people whose names you use in a story.

6. Spell names of people and places correctly.

7. In using men’s names it is not necessary to use “Mr.” before each name, although it is customary to use “Mrs.” or “Miss” before all women’s names. In writing the names of young people, especially those in their teens, it is not necessary or customary to use “Mr.” or “Miss.”

8. Write on only one side of the paper, use plenty of space between lines; spell, and punctuate carefully, and let paragraphs show distinctly.

9. At the top of the paper, give the place or person from which the news article is sent, i.e., “From John Jones, Happy Hollow Pig club, Brookfield County.”

10. Do not use “surplus” words. Tell the story, nothing but the story, then “QUIT.”

11. Send timely stories to papers. Stale stories are not news.

12. Have something to tell, tell it—then STOP.
DUTIES OF 4-H CLUB OFFICERS

Duties of the 4-H Song and Cheer Leader.*

1. Teach the club new songs and yells.
2. Lead club in songs and yells.
3. Act as a member of the 4-H club program committee. (Optional.)
4. Announce the song clearly and definitely.
5. Be sure that the pitch or tone on which the song is to be started is heard.
6. Get your singers all “set” for the start of the song. Leave no doubt in the minds of the audience that now is the time to start to sing.
7. Give a sharp decisive movement which will bring everybody in on the first note.
8. A clean-cut release or ending of a song is no less important than a good attack.
9. Do not neglect any part of the audience during the leading of a song.
10. Think of the audience as individuals and not as a collective mass, and treat them as individuals.
11. Always maintain variety in the choice of songs.
12. Where a crowd is restless or tired, use a play song or a round.
13. Start with a song that the crowd knows and likes to sing.
14. For final song, choose one that will make an appropriate and effective ending.
15. In acknowledging requests, don’t hesitate to “hear” the one that you think will go best at that point.
16. If the singing occupies only part of a program, consider proportions: don’t use more than your share of the time.
17. In singing at a banquet, see to it that the songs come between the courses.
18. Always arrange to have the song leader properly introduced.
19. At a banquet the song leader should have his place at the table along with the other guests, preferably at the speaker’s table.
20. Have the piano placed so that the accompanist can see the leader.
21. In selecting the accompanist for community singing, preferably get one who can play most of the songs from memory.
22. Have an understanding regarding what is to be used as an introduction. Generally it is sufficient to have the pianist play merely the tonic chord of the particular key. Otherwise the audience is liable to mistake the start of the piano introduction for the start of the song.
23. Have a copy of “Songs for Montana Clubs” and the “National 4-H Club Song Book.”

*Adapted from National Recreation Association.
Duties of the Recreation Leader*

1. Find new games, stunts, etc., to teach to club.
3. Act as member of the 4-H club program committee. (Optional).
4. Attend, if possible, rural recreation training schools.
5. Find out how each member of the club can contribute to the recreation program.
6. Have the play spirit. Be enthusiastic.
7. Have some form of recreation planned for each club meeting. Plan program.
8. Use games that all can play. Change to new games when interest is highest.
9. Get "team spirit" into the game if possible.
10. Use simple equipment.
11. Have at least one new game each meeting. Tie up with special days as St. Patrick, Christmas, etc.
12. Name the game to be played, get group in formation, briefly explain game, demonstrate by playing.
13. Get in touch with other leaders of recreation, learn new games and methods of teaching.
14. Have a supply of indoor games that can be used for rainy days.
15. The real play leader will close with a good snappy game, while all the members are asking for more.
16. Borrow from your County Extension agent "Songs, Records, Bibliography for Training Schools in Rural Recreation, 1933" and "Recreational Handbook for 4-H Clubs."
17. Ask your County agent to permit you to look through his file of playlets, stunts, etc., which has been supplied him by the State Club office.

*Adapted from Ohio State University Extension Service.
DUTIES OF 4-H CLUB LEADERS

The 4-H Club Meeting

The 4-H club meeting is composed of three parts: business, instruction or work, and social or recreational. With slight variations most Montana 4-H clubs use the following order of business for their business session.

1. Call to order.
2. Reading of minutes.
3. Roll call.
4. Communications not requiring action.
5. Reports of officers and committee chairmen.
6. Old or unfinished business.
8. Election of officers.
9. Inspection of 4-H club record books.
10. Adjournment of business session.

In order that 4-H club officers may become efficient in conducting a meeting, the procedure in each of the items in the order of business will be briefly discussed, using only elementary parliamentary methods.

Call to Order and Reading of Minutes

President (standing): “The meeting will come to order.”

(Officers take their places and the club members take seats and be quiet.) If a club song or the 4-H club pledge is to be used the president may say “We will all stand and sing---------”, or “We will all stand and repeat the 4-H club pledge.”

President (standing): “The secretary will read the minutes of the last meeting.” (President takes his seat.)

Secretary (standing): “Mr. President.” (Reads minutes and sits down.)

President (standing): You have heard the reading of the minutes. Are there any corrections or additions?” If there are none, the President says “There being no corrections the minutes stand approved as read.” A club member who has observed an error in the minutes should mention the fact as soon as the secretary has finished. If there are no objections to the corrections the president says: “The secretary will correct the minutes.”

President: “There being no further corrections the minutes stand ap-
proved as corrected.” (After the minutes have been approved and an error has been discovered it requires a two-thirds vote to amend them.)

Roll Call and Communications

President: “The secretary will call the roll.” If club members are to respond to the roll call in any special manner the president should announce it.

President: “Mr. Secretary, please read the communications received since the last meeting, and which do not require action.” (Communications requiring action will be considered under old or new business.)

Club officers may report at definite times during the year according to the rules of the club. All officers will make reports at the annual business meeting.

President: “We will next have the report of the—­—­—­—­—­—­—” (treasurer, secretary, etc.)

Report of Officers and Committee Chairmen

Officers: “Mr. President” (wait to be recognized which is done by the president calling the speaker’s name)—­(Reads or gives the report orally.)

If there are no recommendations or resolutions in the report, but simply a statement of facts or opinion for the information of the club, no motion is made relative to it. But if any action is necessary a motion to accept the report is made by someone other than the person giving the report.

President: “You have heard the—­—­—­—­—­—­—’s report. Is there a motion to accept it?”

Club member: (Standing) “Mr. President.” (After being recognized) “I move that the—­—­—­—­—­—­—’s report be accepted.”

Another Member (Without rising): “I second the motion.”

President (standing): “It has been moved and seconded that the—­—­—­—­—­—­—’s report be accepted. Are you ready for the question?” (This is asked immediately after stating the question if it is one that can be debated or amended. If the question is one that cannot be debated or discussed, the president does not ask “Are you ready for the question?” but puts the question immediately after stating it.) “All in favor of adopting the report of the—­—­—­—­—­—­—say ‘aye’. Those opposed say ‘no’.” The president then announces the vote by saying: “The ‘ayes’ (‘noes’) have it; the motion is carried (lost) and the report is (not) adopted.”

If a treasurer’s report has not been audited before the meeting it should be referred to an auditing committee. If the treasurer’s report has been audited by an auditing committee prior to the meeting a report is made by the committee. The president then puts the question as follows:
DUTIES OF 4-H CLUB OFFICERS

President (standing): "All in favor of adopting the report of the auditing committee say 'aye'. Those opposed say 'no'. The 'ayes' ('noes') have it; the motion is carried (lost) and the report is (not) approved."

Adopting the report of the auditing committee has the effect of approving the treasurer's report.

President: "The next business in order is the report of committees." "Will the ———- committee please give its report."

Chairman of Committee (standing): "Mr. President." (After being recognized). "The committee on——— reports that———." (Gives remainder of report.)

If there are any recommendations in the report the chairman should move their adoption; if there are any resolutions in the report the chairman moves "to adopt the resolutions" in this manner: "I move that this report be accepted and the recommendation be adopted, or I move the acceptance of this report and the adoption of the resolutions."

If the chairman fails to move the adoption of the report the president says: "You have heard the report of the committee. Will someone move to have it accepted?"

Member: (addressing the chair) "I move that the report be accepted and the recommendation adopted."

Member (without rising): "I second the motion."

President (standing): "It has been moved and seconded that the report of the ———- committee be accepted (adopted). Are there any remarks?" Each club member who wishes to discuss the motion addresses the chair and is recognized before making any remarks.

If no one rises to discuss the question the chair may inquire "Are you ready for the question?" If the discussion on any question seems to be ended the president may ask "Are you ready for the question?" If the club is ready to vote it may answer the president by saying "question". It is not considered good form for anyone on the floor to call "question" until the president has asked "Are you ready for the question?" The president puts the question when he feels that the discussion has ended, being very careful to state the question accurately in order that all may vote their convictions.

President: (standing) "Is there any further discussion? Are you ready for the question? All in favor of accepting (adopting) the report of the ———- committee say 'aye'." After the 'ayes' have responded the president says: "Those opposed say 'no'."

President: (Always announces the result of the vote.) "The 'ayes' ('noes') have it; the motion is carried (lost) and the report is (not) accepted (adopted)."
In announcing the vote the president will indicate whether or not the motion carried and what is the effect or what has happened by the vote. Following this the president should immediately announce what is the pending question or business.

In like manner the report of each committee is handled. Standing committees report first, then special committees.

**Unfinished and New Business**

Unfinished business is any business which has been carried over from a previous meeting.

President: “The next business in order is unfinished business.” (It is the business of the 4-H club secretary to refer to the previous minutes and prepare a list for the president of items of unfinished business.) These items are brought before the club through the following steps: rising and addressing the chair; securing recognition from the chair; making a motion; getting a second to the motion; having the chair state the motion; call for remarks, discussion, or debate; taking the vote; and announcing the results of the vote by the chair.

President: “The club will consider new business.”

Announcements and communications requiring action of the 4-H club should be taken up now. If the 4-H club president knows of matters that need to be brought before the club it may be done in some such manner: “The Blue Ribbon club of Canyon Ferry has invited our club to join them in an inter-club meeting. I will ask our club leader, Mrs. Roberts, to present this matter.” After this presentation the club members follow the steps outlined under unfinished business. If the chair is not aware of any new business to come before the club he may say: “Is there any new business to come before the club at this time?” or “What is the further pleasure of the club?” (in case there is no pending question or business). Any 4-H club member may now present any business he desires. (See steps under unfinished business.) If nothing is presented the president announces the next business in order.

**Election of Officers**

President: “The next business in order is the election of officers.”

“I appoint———-and———-as tellers.”

“Nominations are now in order for the office of———-.”

Club Member (standing), “Mr. President”. (Wait for recognition.)

“I nominate———-for———-.” (Nominations do not necessarily require a second.)

When it is desired to stop further nominations a club member addresses the chair and says when recognized: “I move that the nominations be closed.” Upon receiving a second the chair puts the question as follows: “It has been moved and seconded that the nominations be closed. All in favor say ‘aye’, opposed ‘no’.” The president then announces the result of the vote.
Tellers distribute, collect, and count the ballots and the first named teller, standing, addresses the chair and gives the report. The president declares who is elected.

New members are voted upon in the same manner after a member has stated: “I nominate——— for membership in this club.”

**President**: “The next business in order is the inspection of 4-H record books. The vice-president will collect the record books and assist the club leader in checking them.” After this work has been completed the president says: “Is there anything further to come before the club?” (Pause.) “If not, a motion to adjourn is in order.”

**Member (standing)**: “Mr. President.” (After recognition.) “I move that we adjourn.”

**Member (without rising)**: “I second the motion.”

**President (standing)**: “It has been moved and seconded that we adjourn. Those in favor of adjournment say ‘aye’.” “Those opposed ‘no’.” “The ‘ayes’ have it. The motion is carried and the club is adjourned. We shall now turn the program over to our 4-H club leader.”

**The instruction part of the meeting is in charge of the 4-H club leaders and may consist of instruction, talks, reports, demonstrations, work, etc.**

**The recreational or social part of the 4-H club meetings should be as well planned as the other two parts. This program will be in charge of the recreational leader or social committee. The time spent on this should not be out of proportion to that spent on business and work. The recreation leader should use this as an instruction or practice period.**

**SOME PARLIAMENTARY POINTERS**

**Addressing the Chair**

Always address the president as Mister or Madame president. Always stand to address the chair.

The president recognizes the person who seeks to speak by stating his name. All remarks are addressed to the chair. There shall be no talking among members.

**Motions**

Always rise to make a motion.

Do not rise to second a motion.

A motion to adjourn is in order any time.

One does not need to be recognized by the chair to second a motion.

A motion is not complete until the president announces the result of the vote by saying “The motion is carried (lost).”

Only one main motion may be before the house at one time.
Voting

Nominations may be made by ballot, from the floor, by a committee, or by petition.

Nominations from the floor do not necessarily require a second.

A club member should not nominate more than one person for a given office.

Methods of voting are by voice; by ballot; by standing or raising the hand; and by roll call.

Majority vote is more than one-half of the vote cast.

A candidate has a plurality when he has a larger vote than any other candidate.

**Explanation of Terms**

"To obtain the floor"—to secure from the presiding officer the right to speak.

"To address the chair"—In order to get permission to speak say "Mister or Madame president, or chairman".

"The Chair"—the presiding officer.

"Protem"—for the time being.

"Put the question"—to take a vote on a question.

"Standing committee"—one appointed for a year.

"Special committee"—appointed temporarily to act soon.

"Ex-officio"—by virtue of office.

**Amendments**

An amendment to a motion is made by inserting or adding to; by striking out; or by a combination of inserting, striking out, or substituting. Following is an example of amending a motion.

Member (rising, addressing the chair, and being recognized): "I move that our club give a demonstration at the Farmer's Picnic." Seconded.

President (standing): "It has been moved and seconded that our club give a demonstration at the Farmer's Picnic. Are you ready for the question?"

Club Member: "Mr. President." (Wait for recognition.) "I move to amend the motion by inserting the word 'poultry' before the word 'demonstration'." Seconded.

President (standing): "It has been moved and seconded that we amend the motion by inserting the word 'poultry' before the word 'demonstration'. Any remarks?"

President (standing): "All in favor of the amendment which inserts the word 'poultry' before the word 'demonstration' say 'aye', opposed 'no'. The 'ayes' ('noes') have it and the amendment is carried (lost)."

President (standing): "The motion as amended is that we give a poultry demonstration at the Farmer's Picnic. All in favor say 'aye', opposed 'no'. The 'ayes' ('noes') have it, and the motion as amended is carried (lost)."