



# How to Conduct a 4-H Business Meeting



## Order of Business\*

1. **The presiding officer says:**  
"The meeting will come to order."  
(presiding officer standing)
2. **"The secretary will read the minutes of the last meeting."** (Secretary reads.) "Are there any corrections to the minutes?" (Corrections are suggested without motion or vote.) "If there are no (further) corrections, the minutes stand approved as read (as corrected)."

3. **"We will have the report of the..."**  
(Officers...financial report by treasurer; standing and special committees). Motion is made to adopt audited financial report; no action is taken on unaudited report. If committee report contains a recommendation, reporting member (usually chairperson of the committee) moves that the recommendation be adopted. Otherwise, report is filed without action.
4. **"Is there any unfinished business?"** (Action is completed on any business not settled when last meeting was adjourned.)
5. **"Is there any new business?"** (Each new motion is discussed and settled before another main motion can be proposed.)
6. **"Are there any announcements?"** If there is no further business, the meeting will stand adjourned."
7. **"The meeting is adjourned."** (If assembly wishes to adjourn meeting before all business is completed, meeting must be adjourned by motion.)

\*A quorum (the number of members necessary, according to the constitution or bylaws, to do business) must be present to hold a business meeting.

## Amendments Change Motions

After a main motion has been made and seconded...

### 1. Member

"I move to amend the motion by..."

Inserting or adding a word, phrase, or sentence; striking out a word, phrase, or sentence; striking out and inserting a word or phrase or substituting a sentence or paragraph.

### 2. Member

"I second the motion to amend."

(discussion)

### 3. Presiding officer

"It has been proposed to amend the motion to read as follows..." Presiding officer states the main motion and the amendment so the group will understand how the amendment changes the motion. Amendment is handled in the same way as a main motion, with...

### 4. Presiding officer

"Is there any discussion?"

### 5. Presiding officer

"If there is no further discussion, the amendment is..."

### 6. Presiding officer

"All in favor of the amendment..."

### 7. Member

Vote "Aye" or "No"

### 8. Presiding officer

"The amendment is carried (or defeated). The motion now before the house is..." (motion plus the amendment, if carried)

## Handling of Main Motions

### 1. Member stands.

Addresses the presiding officer.

### 2. Presiding officer recognizes speaker.

### 3. Member

"I move..."(proposes motion)

### 4. Presiding officer

"Do I hear a second?"

### 5. Member

"I second the motion."

### 6. Presiding officer

"The motion has been made by (name of mover) and seconded by..." "Is there any discussion?"

### 7. Member

Discussion must be addressed to the presiding officer. Motion may be changed by amendment. If the group does not wish to make final action on the motion, it may dispose of it in some other way.

### 8. Presiding officer

"If there is no further discussion (silence is taken as consent), the motion is..." "All in favor, please say 'aye' (yes). All opposed, please say 'no.'" (If the chair is able to tell from this voice vote (viva voce) whether there are more "ayes" or more "noes," the result is announced.)

### 9. Presiding officer

"The ayes (or noes) have it. The motion is carried (or defeated)."

If anyone calls "division" (questions the voice vote), the chair calls for a show of hands or a standing vote. "All in favor, raise your right hand or stand. All opposed..." If a majority demands it, the vote may be taken by ballot.

## The Chair

1. Calls the meeting to order.
2. Keeps meeting to its order of business.
3. Handles discussion in an orderly way.
  - Gives every member who wishes it a chance to speak.
  - Tactfully keeps all speakers to rules of order and to the question.
  - Gives pro and con speakers alternating opportunities to speak.
4. Does not enter into discussion.
5. States each motion before it is discussed and before it is put to a vote.
6. Puts motions to vote and announces outcome.
7. Votes when his/her vote will change outcome or in any case when voting is by ballot.
8. Appoints committees when authorized to do so.
9. Suggests motions (for adjournment) but does not make them.
10. Should be familiar enough with parliamentary law to inform assembly on proper procedures.

### **Remains seated, except:**

- To call meeting to order.
- To put a question to vote.
- To give his/her decision on a point of order.
- To recognize speakers (particularly if assembly is large).

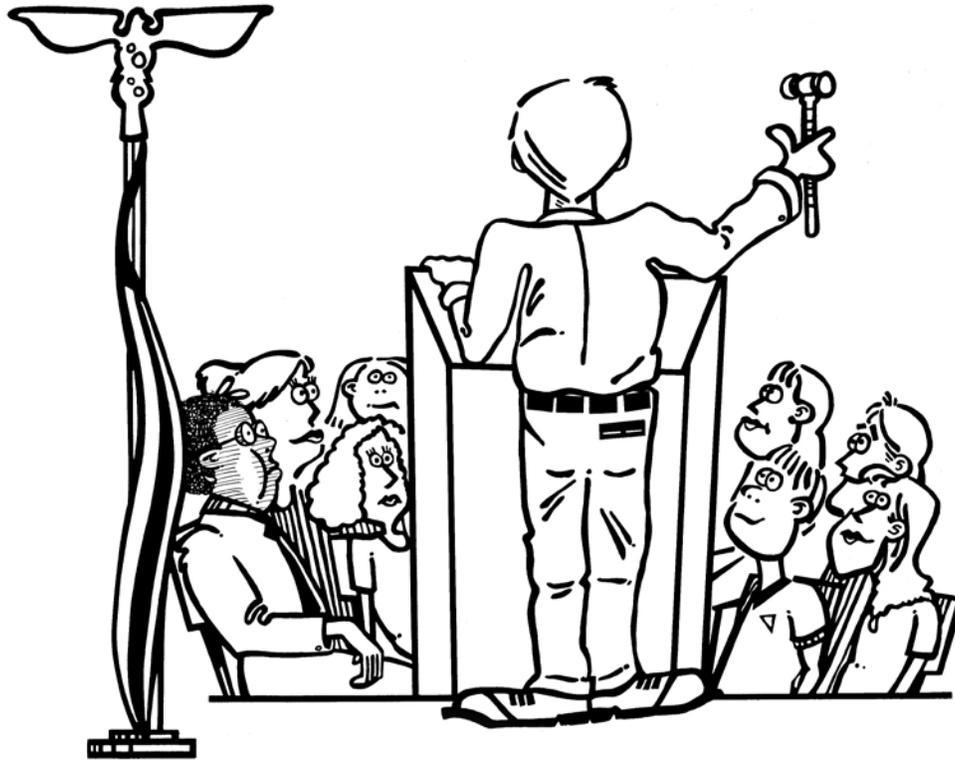
### **Uses gavel:**

- To rap once to call meeting to order.
- To rap once to maintain order.
- To rap once to declare adjournment.

In speaking to the assembly, the presiding officer refers to that position as “the chair.”

## The Secretary

1. Keeps an accurate record of each meeting, including in the minutes:
  - Kind of meeting (regular or special) and name of assembly.
  - Date, hour, and place of meeting.
  - Name and title of officer presiding and presence of quorum.
  - Approval of previous minutes.
  - Record of reports.
  - Record of each main motion (unless withdrawn) with name of person who made it.
  - Record of point of order and appeals.
  - Record of all other motions (unless with-drawn).
  - Record of counted votes.
  - Time of adjournment.
  - Signature and title of secretary.
2. Keeps an up-to-date roll of members.
3. Keeps a copy of constitution and bylaws, with amendments properly entered.
4. Keeps a record of all committees.
5. Provides a list of pending and potential business for the presiding officer before meetings.
6. Handles correspondence of organization (unless there is a corresponding secretary).
7. Notifies members of meetings (if a special meeting is called).



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