

4-H Roadmap to a Successful Meeting – Proper Parliamentary Procedure

Officer Training – Oct & Nov 2019

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4-H Youth Development

K-STATE
Research and Extension



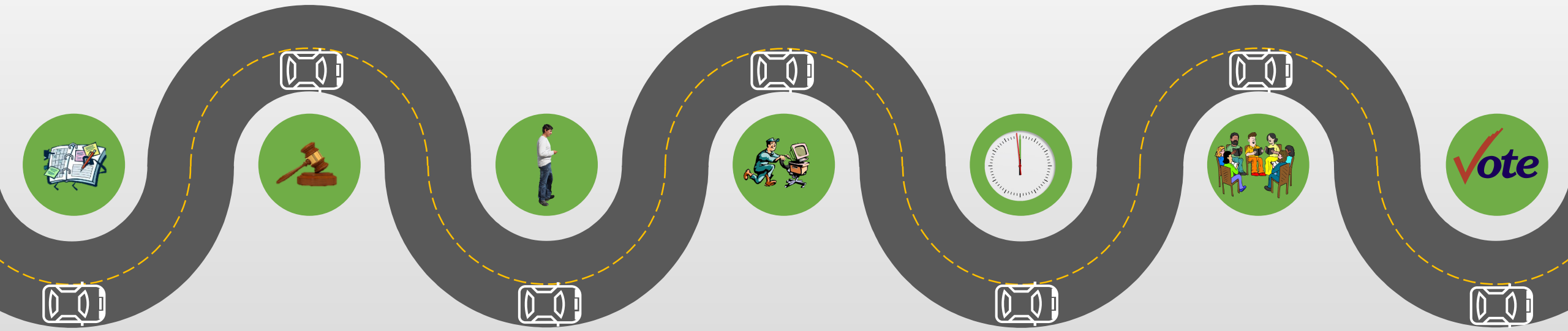
Meadowlark
District

Successful Meeting Road Map

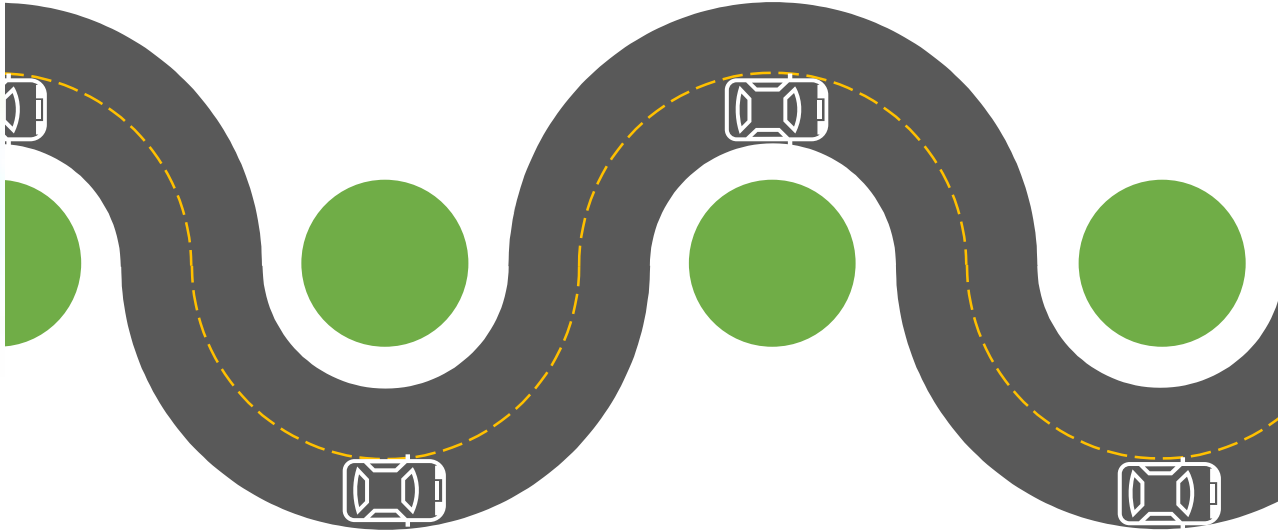


- New, Excited 4-H Officers, ready to be trained!
- Let's learn the keys to successful meetings.
- We will conduct this like a business meeting, address the chairman – stand – speak loudly!
- Ready??? Let's begin!

Successful Meeting Road Map



Successful Meeting Road Map

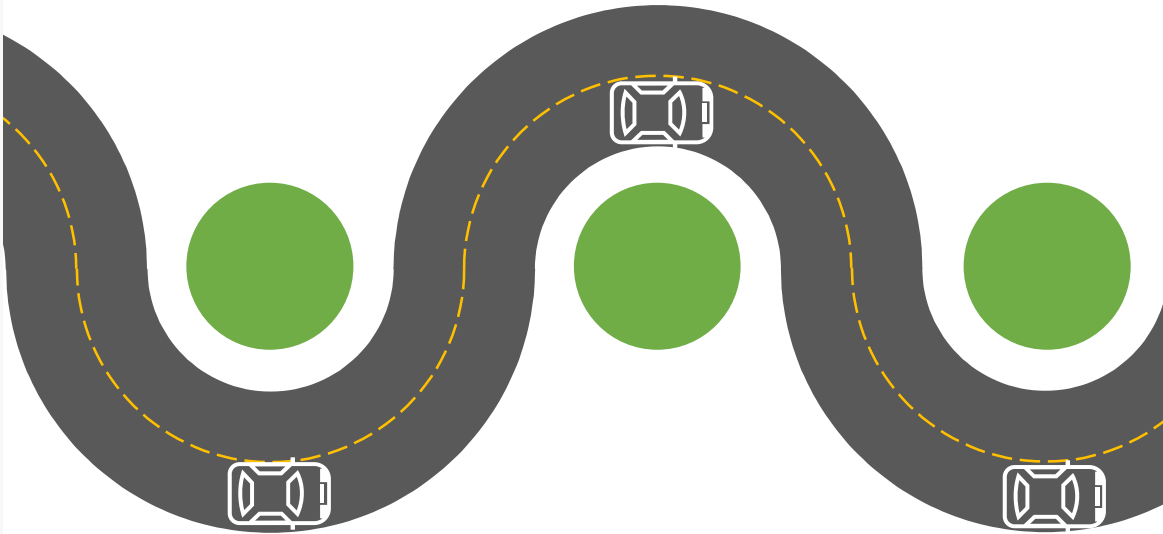


AGENDA



- Plan and Organize
- Helps prepare you for the meeting
- Everyone can follow along – know activities of meeting
- Best if prepared by Officer Team along with Leaders

Successful Meeting Road Map



WHO HAS THE FLOOR???

Managing the flow of the meeting



- Gavel represents order
- President directs the meeting, “gives the floor” to those wishing to speak
- Only those recognized by the President should speak (*parents, this means you too!* 😊)

Successful Meeting Road Map



STAND TO ADDRESS THE CHAIRMAN/PRESIDENT



- Speak or raise hand, wait to be recognized by the President
- STAND to address the group/
share your idea
- Speak loudly and clearly
- STAND to be formally recognized
– this includes rollcall & maybe
even votes!



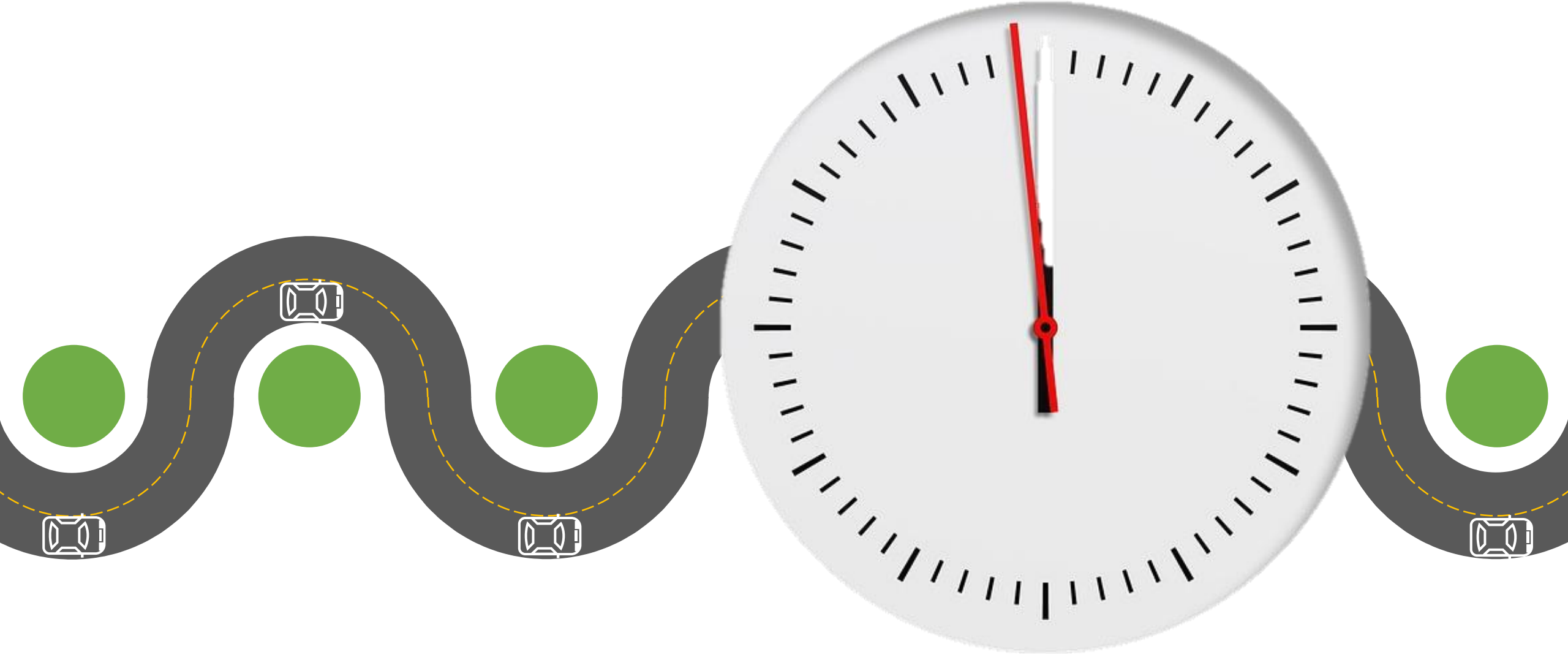
MR/MS PRESIDENT – I MOVE.....

On the move...



- “I Move...” NOT “I motion”
- Need a motion BEFORE discussion occurs
- This is the way to put your idea on the floor for debate and decision
- Only one motion at a time
- May amend, affirm or withdraw

Successful Meeting Road Map



A SECOND IS REQUIRED

Every Second counts



- Shows support of motion
- Required on most motions
- Don't necessarily have to stand, but is best to be recognized
- Multiple seconds show more support, but don't get too out of hand!
- After a second, the President restates the motion

Successful Meeting Road Map

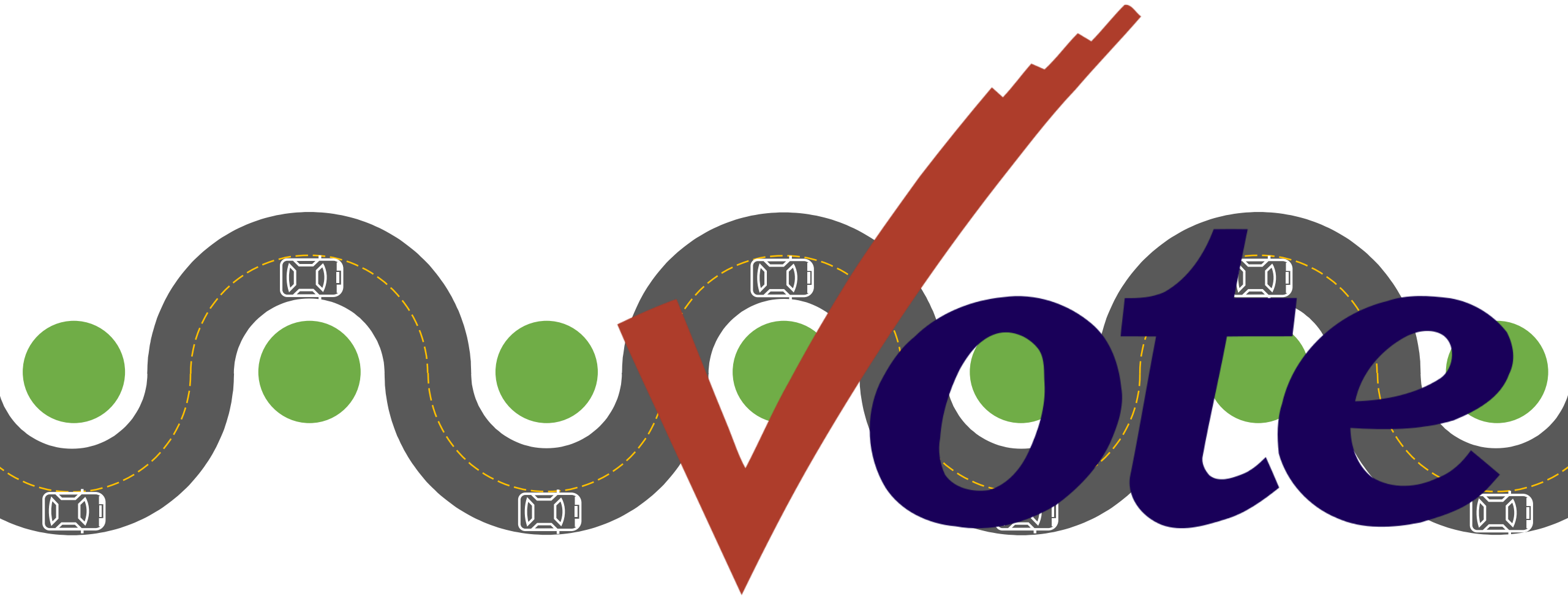


DISCUSSION/DEBATE



- Time to share ideas, discuss details and debate the issues
- Need to be recognized by the chair
- One idea at a time shared
- Only time to speak freely in a business meeting

Successful Meeting Road Map



VOTE

The word "Vote" is written in a large, bold, dark blue serif font. A thick, red checkmark is drawn over the letter "V", extending upwards and to the right, crossing over the top of the "V" and the "o".

Vote

- Vote after discussion has concluded or formally ended
- Confirm support of idea/motion
- Chance to disagree on the issue
- Types of votes depend on setting – examples???

Successful Meeting Road Map



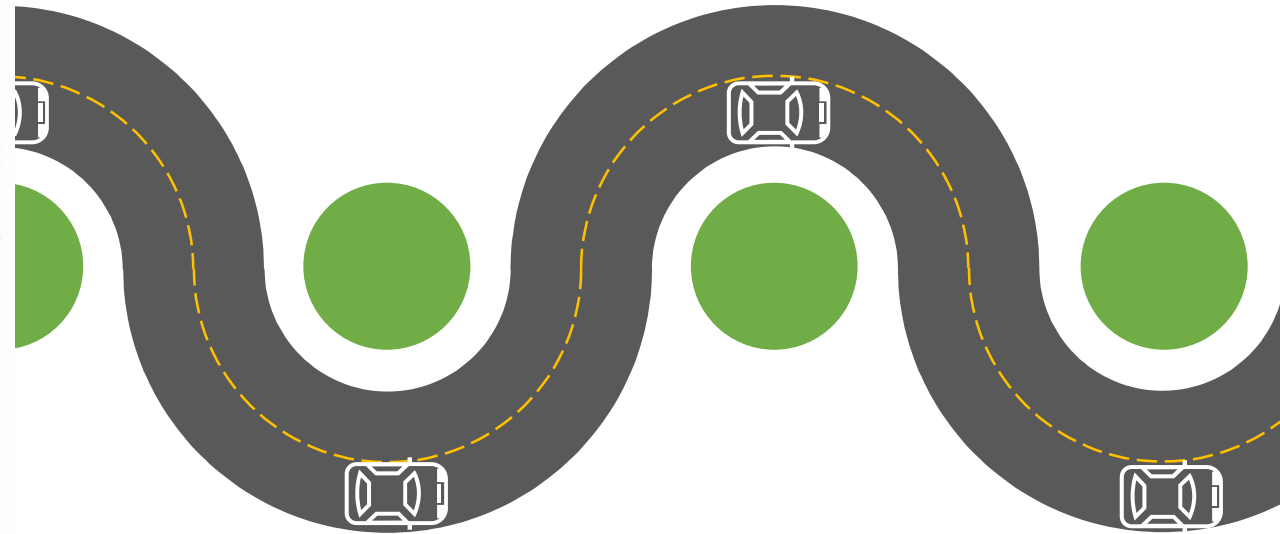
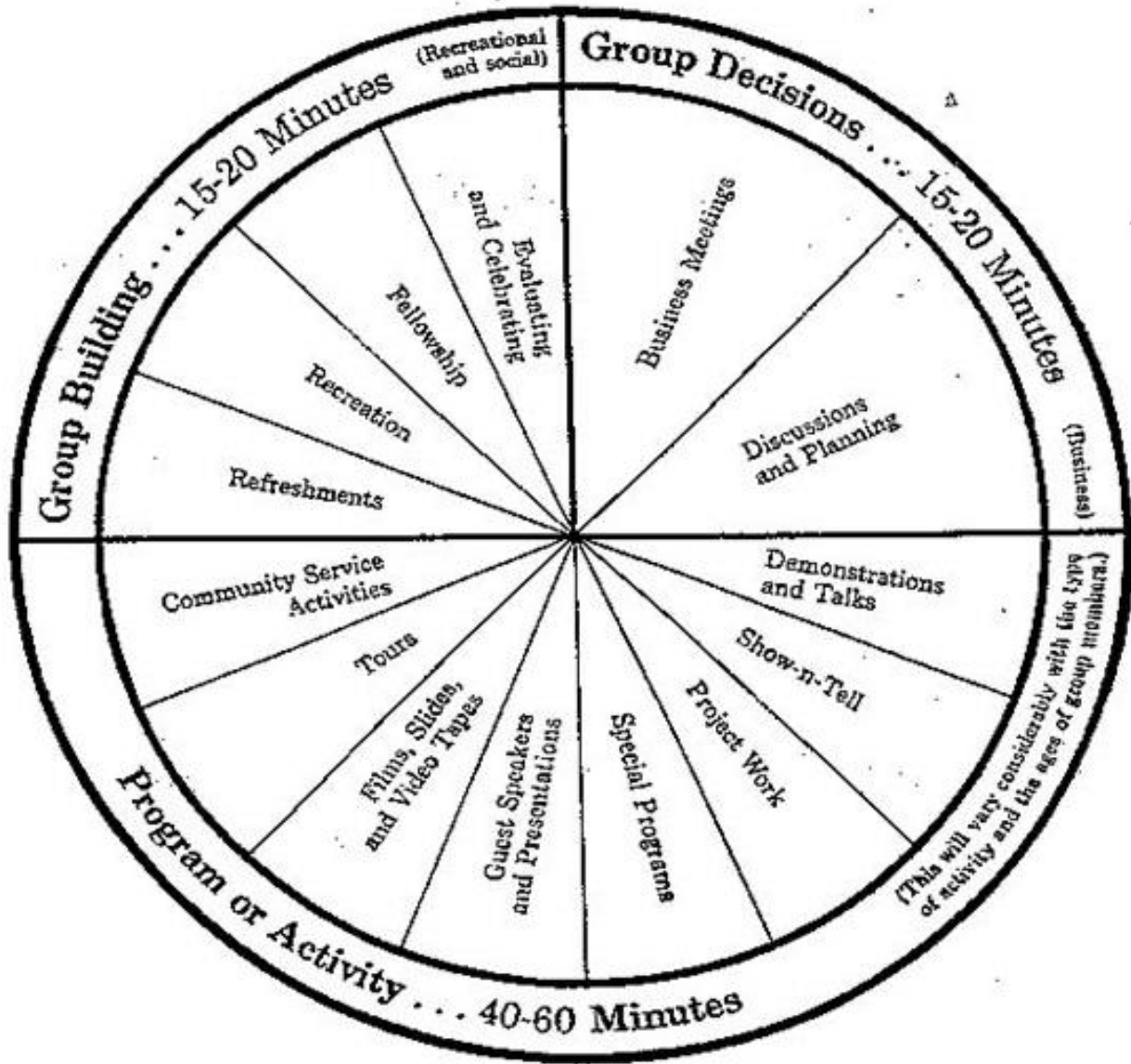
COMMITTEES!!!

What if we need more time or information???

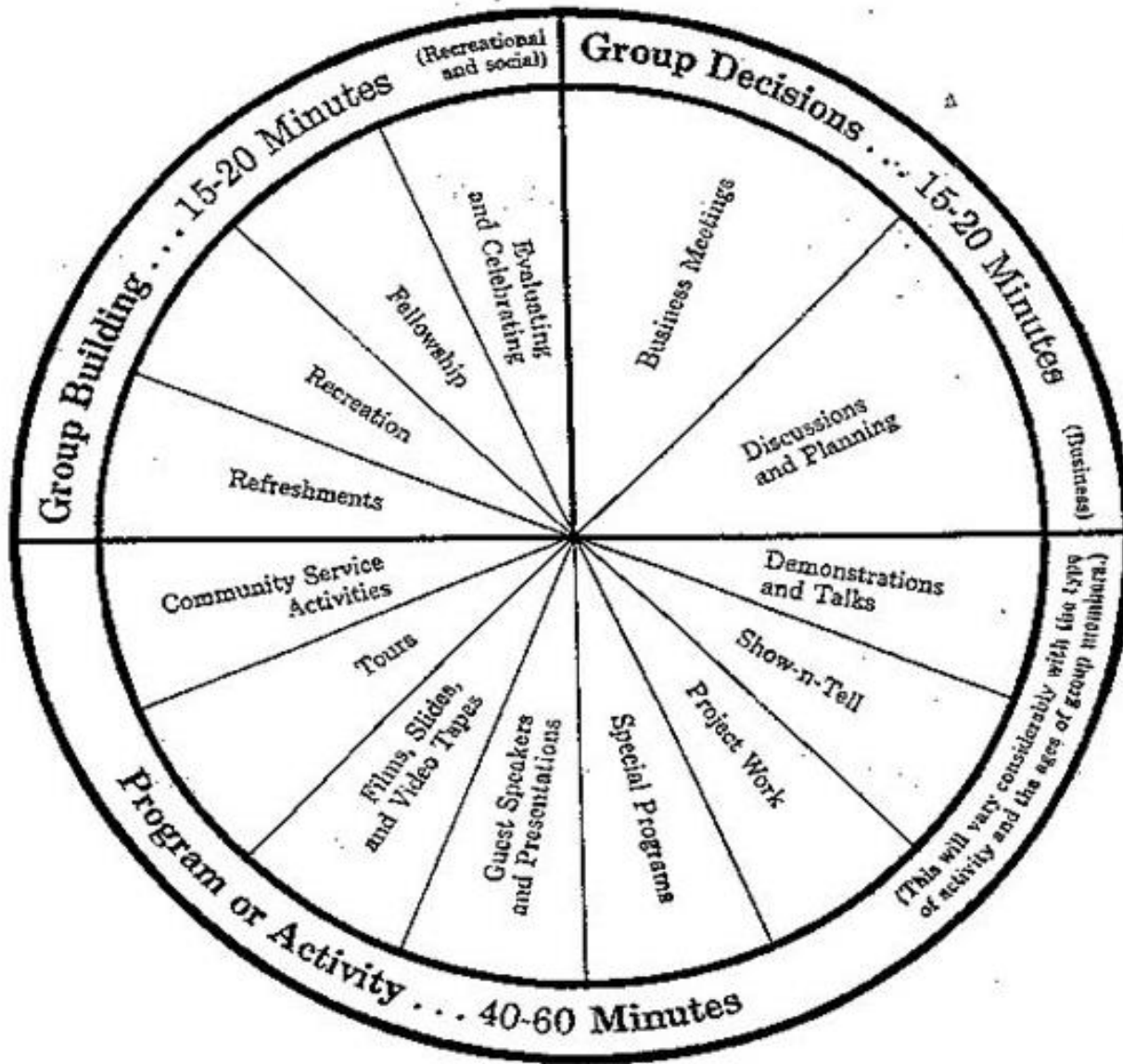


- If you need more information or time to make a decision – refer to a COMMITTEE
- Ways to get on a committee???
- Standing versus special committee
- Committees report to the group for action/affirmation

Successful Meeting Road Map

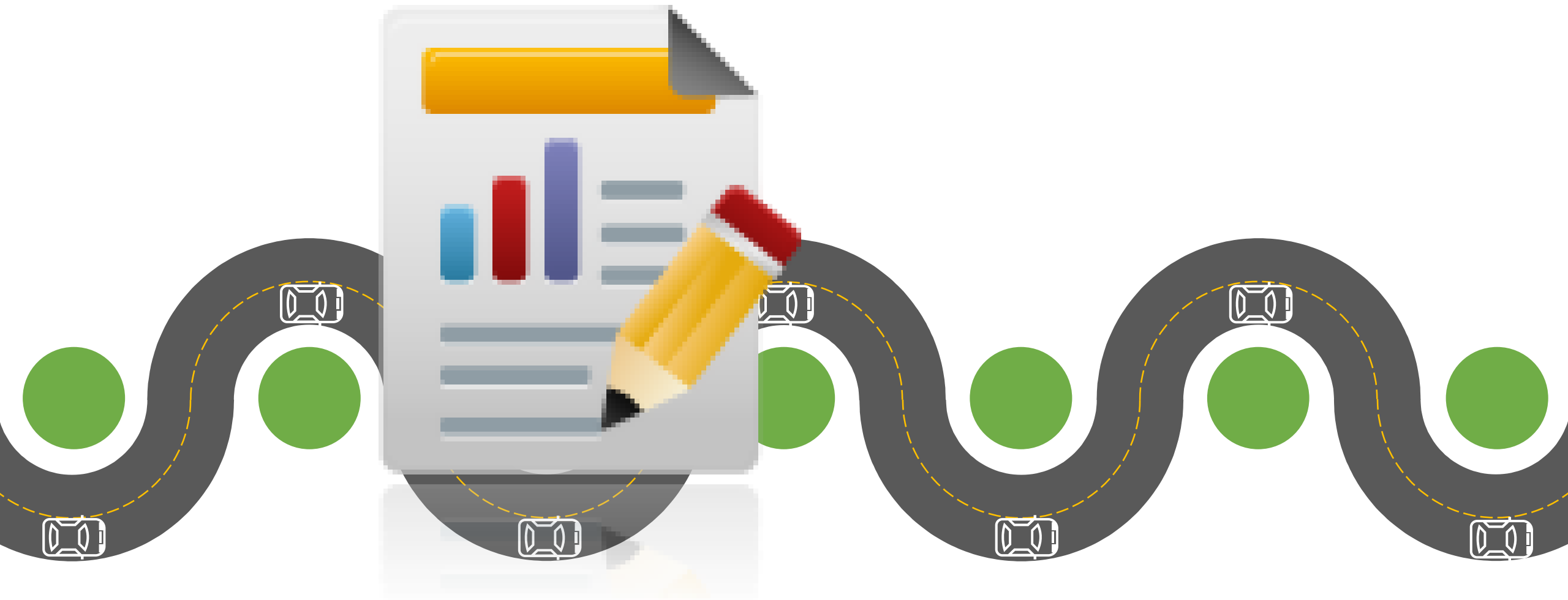


PARTS OF A MEETING — KEEP IT BALANCED!



- Equal time between Social, Business & Program
- ALL are important & part of a meeting
- Order not as important as including all parts
- Make it work for your club

Successful Meeting Road Map

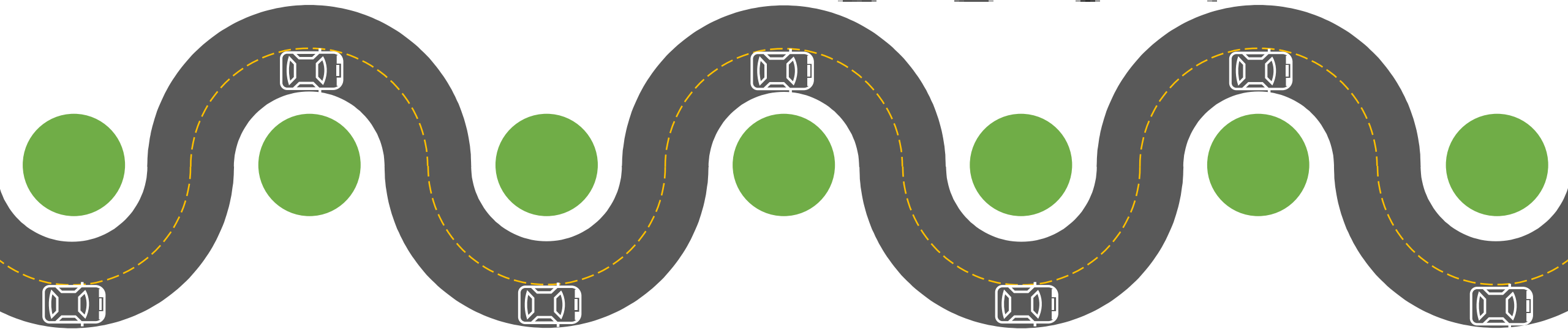
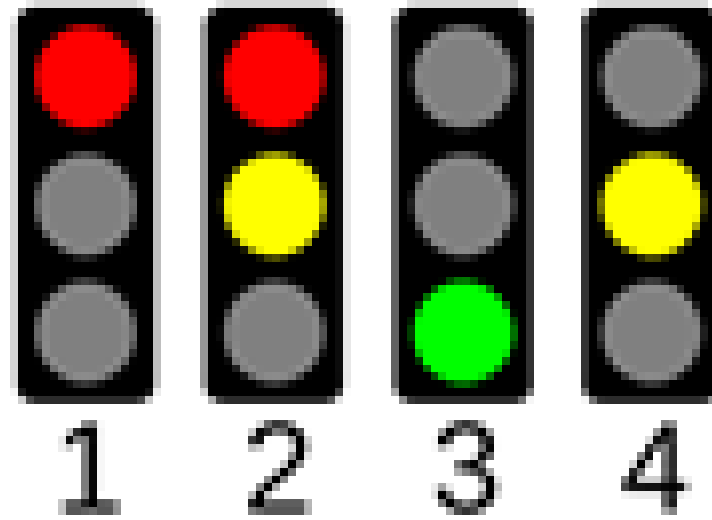


REPORTS

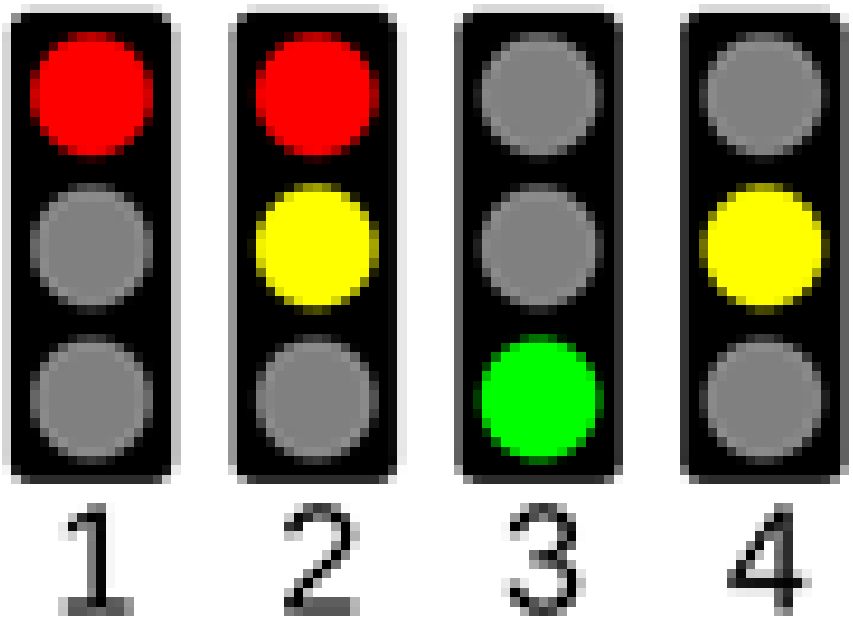


- Reports are important updates for the club
- Committee, Officer, Leader, etc...
- Reports are not “law”, they provide information
- Should occur before Business, may require action

Successful Meeting Road Map



ORDER OF BUSINESS MEETING

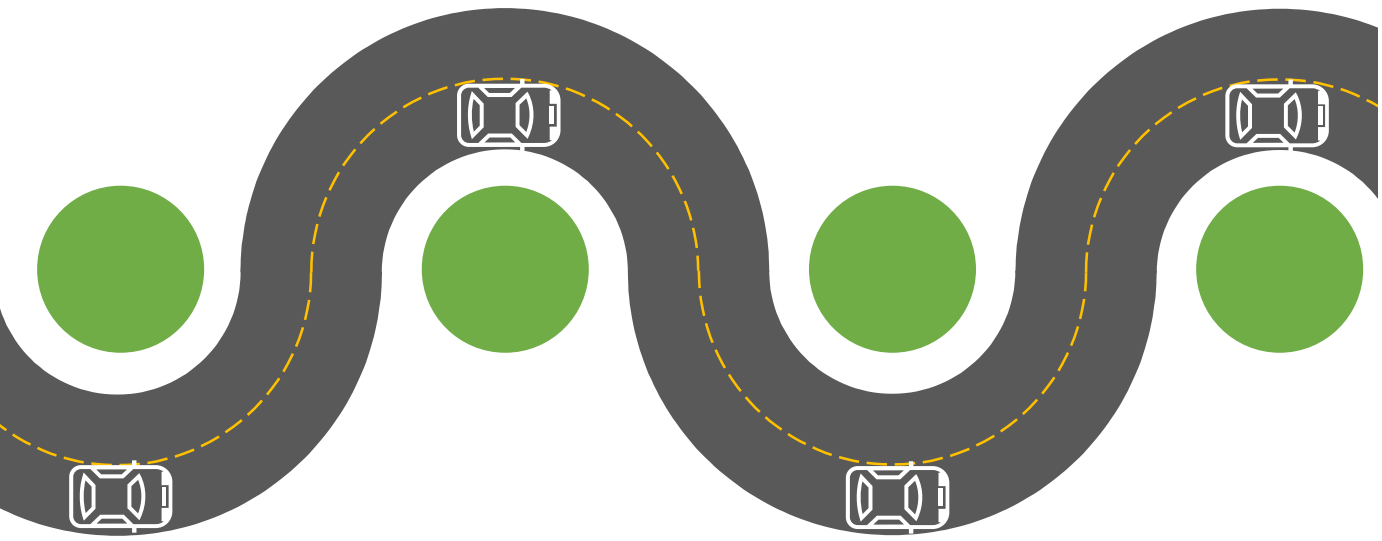


- Varies by club & by tradition
- Old/Unfinished business should follow Minutes & Reports
- New Business follows Old/Unfinished
- Business topics should be on the agenda, but may come from the floor or from reports
- Stay consistent at meetings

LEADERSHIP & CITIZENSHIP



Successful Meeting Road Map



ADJOURNMENT

Parting is such sweet sorrow



- Need to formally start and end a meeting
- Typically at the end of all three parts of a meeting, but some adjourn to social activities or other models
- Motion requires a second, but not debatable

Successful Meeting Road Map



- The finish line is just the beginning!
- If you haven't done some of the things we discussed, give them a try!
- Let's have a great 4-H Year!
- One more clip...



Successful Meeting Road Map



Questions???

Look for digital evaluation link later.

RESOURCES:

National 4-H Officers Handbook – One/Club

https://www.meadowlark.k-state.edu/4-h/club_resources.html

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