

4-H Parliamentary Procedure Script

Role (Check one)

There are twelve different roles to assign. If you have less than twelve participants one member could play multiple roles. If you have more than twelve members you can assign all extra members to General Member and they can participate in reciting the pledge and voting.

President (not a voting member, unless of a tie) Vice President Secretary Treasurer Reporter
 4-H Leader (advisor at club meetings, not a voting member) Member 1 Member 2 Member 3
 Member 4 Member 5 Member 6 General Member

President	The meeting of the Lucky Clovers 4-H club will now come to order. At this time the Pledge of Allegiance will be lead by <i>member 1</i> and the 4-H Pledge will be lead by <i>member 2</i> .
Member 1	(Stand in the front of the room) Will you please stand for the Pledge of Allegiance.
All Members	Recite Pledge of Allegiance (remain standing)
Member 2	(Stand in the front of the room and lead 4-H Pledge at the close of the Pledge of Allegiance)
All Members	Recite the 4-H Pledge: "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." (all members may sit)
President	Our Secretary will call the roll
Secretary	Please sign the attendance sheet that is being passed around
<i>Leader</i>	<i>May step in to introduce other ways of calling the roll</i>
President	The minutes of the last meeting will be read by our secretary
Secretary	(Stand) On April 1 st , 2011 the meeting of the Lucky Clovers 4-H Club was called to order by the President at 6:30 p.m. at the County Extension Office. Members present were There was a motion to adjourn the meeting made by Member 1 and it was seconded and passed. The president adjourned the meeting at 7:40 p.m.
President	Are there any corrections to the minutes, (pause) if not, the minutes stand approved as read. Will the treasurer give us the treasures report.
Treasurer	(Stand) There is \$350 in the treasury. \$150 was earned at our car wash fundraiser.
President	Could we have our club report from our club reporter.

Reporter (Stand) A news article about our club was published in the March 15th addition of the Fence Post Newspaper.

President At this time we will have our committee reports. The fundraising committee from Member 3.

Member 3 The carwash fundraiser was on March 20th, at the community parking lot, and made \$150. Thanks to everyone who helped. We would like to hold another carwash fundraiser this summer.

President Now if we can hear from the club shirt committee from member 4.

Member 4 Member 1, 2 and I have looked into ordering new club showmanship shirt for this year. We would recommend using our same club logo but having it placed on long sleeved white button down shirts. The cost of shirts would be around \$17.00, depending on how many we ordered.

Member 5 (Raises hand)

President Address member 5

Member 5 I would prefer if we had short sleeved shirts instead.

Member 1 (Raises hand)

President Address member 1

Member 1 I move that we should be able to choose between a short or long sleeved white club shirt.

President The motion has been made to allow members to choose between a short or a long sleeved white club shirt. Is there a second?

Member 3 (Raises hand)

President Address member 3

Member 3 I would like to second that motion

President The motion has been made and seconded to allow members to choose between a short or a long sleeved white club shirt. Is there any discussion?

Member 6 (Raises hand)

President Address member 6

Member 6 I like the idea of us all having the same shirt style with the same sleeve length. I also prefer a long sleeved shirt as I feel it looks more professional.

Member 1	(Raises hand)
President	Address member 1
Member 1	I would like to have the choice to have a short sleeve shirt because it is easier to keep clean for me.
Member 3	(Raises hand)
President	Address member 3
Member 3	I personally think it would be nice to have a choice to get a short sleeved shirt so everyone can get what they want and I think since all of the shirts would be the same color and have the same logo everyone could still see we are from the same club.
President	(Pause) Is there any more discussion? If not we need to have a vote on the motion to allow members to chose either a long or short sleeved white club shirt. Please raise your hands to vote. All in favor.
All Members	(All members, except members 4 & 6, raise hands)
President	All opposed.
Members 4 & 6	(Raise hand)
President	The motion passed, members will be able to choose either a long or short sleeved white club shirt. Is there any unfinished business? (Pause) Is there any new business?
Member 5	(Raises hand)
President	Address member 5
Member 5	I noticed in the 4-H Newsletter the fair board is looking for a club to do a community service project at the fairgrounds. I think this would be a good idea for our club to help out.
Reporter	(Raise hand)
President	Address Reporter
Reporter	Do you know what type of community services project they would like done?
Member 5	I think they want the inside of the small animal barn painted.
Reporter	(Raise Hand)
President	Address Reporter
Reporter	I move that we as a club offer to paint the inside of the small animal barn on the fairgrounds.

President Is there a second?

Member 5 (Raises Hand)

President Address Member 5

Member 5 I second the motion.

President It has been moved and seconded to paint the inside of the small animal barn on the fairgrounds. Is there any discussion?

Member 4 (Raises Hand)

President Address Member 4

Member 4 It would be nice to have the barn painted before the annual small animal show in June.

Member 1 (Raises Hand)

President Address Member 1

Member 1 I agree that it would be nice to have the barn painted before the annual show. I also think it would be good to make sure the colors match the rest of the buildings on the grounds.

President Is there any other discussion?

Reporter (Raises Hand)

President Address Reporter

Reporter I move to amend my original motion by inserting that we have the inside of the barn painted prior to the annual small animal show in June and that we work with the fairgrounds to make sure the paint matches the other buildings.

President Is there a second to the motion?

Member 1 (Raises Hand)

President Address Member 1

Member 1 I second the motion.

President It has been moved and seconded that we amend the original motion to include that the inside of the small animal barn is painted by the annual small animal show in June and we work with the fairgrounds to make sure the color matches the other buildings. Is there any discussion?

President Hearing none. All in favor please raise your hand.

All Members	(Raise hands)
President	All opposed
All Members	(Don't raise hands)
President	The amendment passes.
President	Is there any further discussion on the main motion as amended? (Pause) Hearing none. All in favor of the main motion as amended to paint the inside of the small animal barn prior to the annual small animal show in June and to work with the fairgrounds to make sure the color matches the rest of the fairgrounds please raise your hand.
All Members	(Raise Hands)
President	All opposed
All Members	(Don't raise hands)
President	The main motion as amended passes.
President	I will appoint a committee to work on community service projects for this year. Vice President, would you like to head up the committee?
Vice President	Yes.
President	Member 5 and Reporter would you like to serve on this committee?
Member 5	Yes, I would like to.
Reporter	Yes.
President	Thank you. Are there any announcements?
4-H Leader	The Fine Swine Club is having a livestock play day at the fairgrounds this Saturday from 9 a.m. to Noon. They have invited our club to attend. I think this would be a great experience and a way to meet other 4-H members.
President	Thank you. Are there any other announcements for today? (Pause) Then our vice present will announce our program for today.
Vice President	Our program for today is presented by the Livestock Extension Agent on our carcass evaluation information for last year's fair.
<i>Leader</i>	<i>This is the educational portion of a club meeting and should be close to half of the length of the meeting.</i>
Vice President	Thank you to our Livestock Extension Agent for the presentation. I will now turn the meeting over to our President.

President At this time Member 3 will lead our recreation

Member 3 Today we are going to play a livestock jeopardy game...

Leader this is the recreational portion of a club meeting and should be around a quarter of the length of the meeting.

Member 3 Thank you for playing the livestock jeopardy game.

President Thank you Member 3. Is there any other new business to present before the Lucky Clovers 4-H club. (Pause) If not, I call this meeting of the Lucky Clovers 4-H club adjourned.

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Under 4-H Youth Development - Leaders & Volunteers

2011

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