

Teaching youth officers to lead a business meeting is quite easy by providing them with a basic script that explains what to say and what to do, such as the one below.

| Sample Business Meeting Script for a 4-H Club | |
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| CALL TO ORDER | |
| President | <i>Taps gavel.</i> “The meeting of the _____ 4-H Club will please come to order.” |
| PLEDGES | |
| President | “Will _____ and _____ please come forward and lead us in our Pledge of Allegiance and 4-H Pledge?” <i>The president asks two members to lead pledges before the meeting begins.</i> |
| Any Member | “Please stand and join me in reciting the Pledge of Allegiance.” <i>Member leads pledge.</i> |
| Any Member | “Please remain standing and join me in reciting the 4-H Pledge.” <i>Member leads 4-H Pledge.</i> “You may be seated.” |
| INTRODUCE NEW MEMBERS/GUESTS | |
| Vice President (or other officer assigned this responsibility) | “We are pleased to introduce _____ who is a (<i>new member, guest, etc.</i>) to our club. Thank you for joining us.” <i>It would be great for the vice president to meet any new members or guests prior to the meeting and learn a little bit of information about them to make their introduction to the group more special.</i> |
| ROLL CALL | |
| President | “The secretary will now call roll.” |
| Secretary | <i>Calls roll and records attendance.</i> |
| READING OF THE MINUTES | |
| President | “The secretary will read the minutes of the last meeting.” |
| Secretary | <i>Reads the minutes from the last meeting.</i> |
| President | “Are there any corrections or additions to the minutes?” <i>PAUSE. If a member notices a mistake, the member will raise his hand. When called on by the president, he or she will explain the mistake.</i> <u>IF CORRECTIONS:</u> “The secretary will please make the correction. Are there any other corrections or additions?” <i>PAUSE.</i> “If not, the |

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| | minutes stand approved as corrected.” <u>IF NO CORRECTIONS:</u> “If not, the minutes stand approved as read.” |
| TREASURER’S REPORT | |
| President | “Will the treasurer give the treasurer’s report?” |
| Treasurer | <i>Reports on the balance on hand and explains any money paid out or received since the last club business meeting.</i> |
| President | “Are there any questions regarding the treasurer's report?” <i>PAUSE. If a member has a question about the report, he or she will raise his/her hand, and when recognized by the president, will ask the question.</i> <u>If questions:</u> <i>The treasurer will answer any questions about the report. After all questions have been answered say, “If there are no further questions, the treasurer’s report will be filed for audit.”</i> <u>If no questions:</u> “If not, the treasurer’s report will be filed for audit.” |
| COMMITTEE REPORTS | |
| Committee Chairperson | <i>Committees are small groups that have been appointed or elected to discuss or investigate a specific topic and make a recommendation to the group. Some of the committees your 4-H club might have are: activity committee, community service committee, fund raising committee, parade committee, etc. Committee chairman should report back to the club to inform them of what their committee has been working on and their suggestions for the club. The club may have to vote on something that the committee suggests.</i> |
| OLD BUSINESS | |
| President | <i>As the agenda is prepared before the meeting, the president will refer to the minutes of the last meeting to list unfinished business, which is business that was discussed at a previous meeting that still has unfinished details or decisions to be made.</i> “Our first item of unfinished business is...” <i>The president, leader, or another member will help lead the discussion about each business item. Who will lead the discussion is generally identified on the agenda.</i> |

| NEW BUSINESS | |
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| President | <i>As the agenda is prepared before the meeting, the president or leader will identify new issues for the club to discuss.</i> <i>“Our first item of new business is...” The president, leader or another member will help lead the discussion about each business item. Who will lead the discussion is generally identified on the agenda. If a decision needs to be made for any business item, the president will accept a motion from the floor and a vote will be held.</i> |
| President | <i>After all listed new business listed on the agenda has been discussed, “Is there any other new business to bring before the club?”</i> |
| Any Member | <i>After receiving the floor from the president, any member may bring up new business. If the business requires a decision to be made, the member will say, “I move that...”</i> |
| President | “Is there a second to this motion?” |
| Any Member | “I second that motion.” |
| President | “The motion has been made and properly seconded to _____. Is there any discussion?” |
| Any Member | <i>Any member may raise their hand and share their views about the issue when the president calls on them.</i> |
| President | “If there is no further discussion, then we will vote. All in favor say ‘Aye.’ All opposed ‘Nay.’” The motion carries (or fails depending of the vote).” |
| ANNOUNCEMENTS | |
| President | <i>Your club leader may prepare a list of announcements or prepare a take-home list for each member with important dates and reminders.</i> “Here is a list of announcements and reminders” or “Are there any announcements?” |
| Any Member | <i>After receiving the floor from the president, any member or leader may make announcements.</i> |
| ADJOURNMENT OF BUSINESS MEETING | |
| President | “If there is no further business, is there a motion that we adjourn the business meeting?” |

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| Any Member | <i>Raises hand. After receiving the floor from the president the member will say, "I move that this meeting be adjourned." This particular motion does not need a second.</i> |
| President | "This meeting is adjourned." |

This concludes the business portion of the 4-H club meeting, which is typically followed by educational activities, then social activities and refreshments. By incorporating a youth led business meeting into each 4-H club meeting and equipping members with the basic skills needed to actively participate in making decisions, children gain valuable life skills. They learn to plan and make sound decisions, improve their public speaking skills, and take greater ownership of their club.

Resources:

Hendricks, Patricia A. (1996). *Developing Youth Curriculum Using the Targeting Life Skills Model*. Iowa State University Extension.
 Robert III, Henry M. (2000). *Robert's Rules of Order Newly Revised*, 10th edition.

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