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

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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
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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
• 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 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
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
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Group Building ... 15-20 Minutes
- Fellowship
- Refreshments
- Community Service Activities
- Tours
- Film Slides and Video Tapes

Group Decisions ... 15-20 Minutes
- Evaluating and Categorizing
- Business Meetings
- Discussions and Planning
- Demonstrations and Talks

Program or Activity ... 40-60 Minutes
- Special Programs
- Project Work
- Show-n-Tell
- Formal Sections and Updates
• 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

Parts of a Meeting – Keep it Balanced!

- Group Building... 15-20 Minutes
- Group Decisions... 15-20 Minutes
- Program or Activity... 40-60 Minutes

- Group Building
- Group Decisions
- Program or Activity
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
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

**Leadership:**
- the action of leading a group of people or an organization
- the state or position of being a leader
- showing others how to do something

**Citizenship:**
- the opportunity, right, & responsibility to contribute to shaping the world around you, providing service to others
- Show social responsibility, respect, and respond to the needs, rights, and responsibilities of others
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