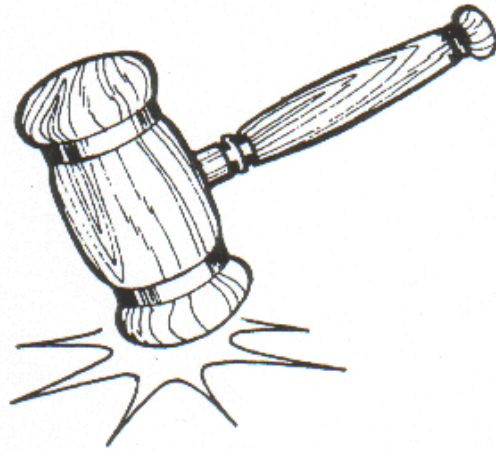


4-H President's Handbook



Club Name _____

Club President _____

Year _____



4-H Pledge

I pledge

My HEAD to clearer thinking
My HEART to greater loyalty
My HANDS to larger service
My HEALTH to better living
For my Club, my Community and my Country.

4-H Motto

Learn To Do By Doing

4-H Emblem



PROVINCIAL 4-H OFFICE



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4-H SPECIALISTS

West Prince & Summerside Districts

Jackie Harlow
4-H Specialist - Western Region

P.O. Box 306

Kensington, PE C0B 1M0

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email: maryjmacphee@gov.pe.ca

Montague & Souris Districts

Amy Doyle

4-H Specialist - Eastern Region

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email: aedoyle@gov.pe.ca



4-H Club Officers

President _____

Vice-President _____

Secretary _____

Treasurer _____

Club Reporter _____

Overall Leader(s) _____

Committees

Committee _____

Committee _____

Chair _____

Chair _____

Members _____

Members _____

Committee _____

Committee _____

Chair _____

Chair _____

Members _____

Members _____

General Information

DUTIES OF THE PRESIDENT

The President is the *chief officer*, and as such, takes the lead in all club affairs.

A good President must know parliamentary procedure, how to control meetings, how to make decisions promptly and how to plan and work with others.

The club President works closely with other executive members and the club leaders to plan meetings and other activities. He/she acts as chairperson of all club meetings and ensures meetings start and end on time.

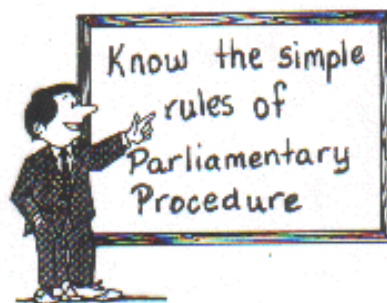


Specific duties of the President include:

- 1) to serve as chairperson of meetings,
- 2) to supervise and run club meetings according to parliamentary procedure,
- 3) to meet with leaders and other officers to prepare the meeting agenda,
- 4) to call meetings to order,
- 5) to assign the floor to one speaker at a time (only allow one person to speak at a time),
- 6) to keep discussion on topic
- 7) to state every motion before a vote is taken and announce the results of a vote,
- 8) to cast the deciding motion before a vote is taken and announce the results of a vote,
- 9) to cast the deciding vote when there is a tie,
- 10) to know the duties of other club officers,
- 11) to appoint committees when necessary and ensure each has a purpose and/or terms of reference,
- 12) to approve payments of bills when passed by the club,
- 13) to arrange for a place of meeting and ensure cleanup afterwards.

SUGGESTIONS FOR THE PRESIDENT

1. Arrive for the meeting early and check on seating and equipment, review items of business with leaders and others.
2. Start meetings on time and proceed in a business-like manner. Adjourn meetings on time - this is important, too!
3. Know the simple rules of parliamentary procedure.
4. Conduct the meetings with tact, firmness and fairness. Do not hold whispered conferences with other officers while in the chair.
5. Remember, all members have equal rights on the floor, but politely and firmly declare members out of order when necessary.
6. Avoid use of the word "I". Instead, use "Your President" or "The Chair" or "The Chairperson" when referring to yourself.
7. The President stands
 - a) to open the meeting or call the meeting to order
 - b) to put a question and to announce a vote
 - c) to address the meeting
 - d) to introduce a speaker
 - e) to express appreciation and thanks
 - f) to close a meeting or call for a motion of adjournment
8. The President may vote
 - a) when vote is by ballot
 - b) when vote is by roll call
 - c) to make a tie
 - d) to break a tie



ORDER OF BUSINESS

Every meeting should follow an order of business or agenda. This may differ from club to club. As an executive member of your club, it is also your responsibility to see that the meeting follows the agenda set out by your club executive. The 4-H meeting can be divided into four general parts:

1. Opening
2. Business
3. Program Instruction or Work Session
4. Recreation

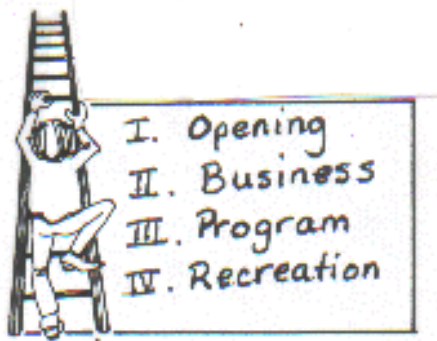
- I. **OPENING**
- call to order
 - opening exercises such as "O Canada" or "4-H Pledge"
- II. **BUSINESS**
- roll call and response
 - reading of minutes of last meeting, corrections (if any)
 - approval of minutes
 - correspondence
 - collection & treasurer's report
 - reports from committees
 - unfinished business
 - new business
 - adjournment of business meeting

**The Secretary should record all parts of the meeting in the minutes*

III. **PROGRAM**

The session may include videos, public speaking, demonstrations, panel discussion, and a guest speaker.

Special activities such as a judging session, building a 4-H float, or a tour may also be included in this session.



IV. RECREATION

This should be a planned part of the program, and not too long. A recreation chairperson or committee should be in charge. It may include refreshments, movie, songs, games, etc.

The recreation period is often omitted from the meetings and a special recreation period may be organized for a ball game, dance, etc.

ORDER OF BUSINESS

1. Meeting called to order by the president
2. Pledge
3. Roll Call by Secretary
4. Minutes read, corrected and approved
5. Correspondence
6. Collection and Treasurer's Report
7. Committee Reports
8. Unfinished Business
9. New Business
10. Adjournment
11. Program/Recreation

MEETING!

DETAILED GUIDE TO RUNNING A MEETING

1. Call to Order:

The President says, "*The meeting will please come to order*".

1. should start meeting on time
2. members should become quiet when call to order is made

2. 4-H Pledge:

The President asks members to repeat the 4-H Pledge. The President may want to arrange for the Vice-President or another member to lead the Pledge. In this situation, the President would say, "*I call upon Susan to lead the 4-H Pledge*".

3. Roll Call:

The President says, "*The Secretary will please call the roll*".

NOTE: Try something different at your meetings to answer the roll call, i.e. favourite movie, what costume you wore on Halloween, etc. This is a great way to get new, young members to speak at meetings and feel a part of the club.

4. Minutes of Last Meeting:

The President says, "*The Secretary will read the Minutes of the last meeting*".

When the Secretary is finished, the President asks, "*Are there any additions or corrections?*"

If there are no changes to be made, then say "*If not, the Minutes stand approved as read*".

If there are corrections, the President tells the Secretary to make the changes then says "*The Minutes stand approved as corrected*".

NOTE: Minutes can also be approved by a motion from the floor, seconded and voted upon. This takes a little longer to do.

5. Correspondence:

There may or may not be any correspondence.

1. Ask the Secretary and Club Leader if they have any correspondence to present.

2. Mention any correspondence you received. It might be a good idea to review any 4-H newsletters or notices received.

NOTE: Correspondence which requires a decision to be made should be brought up again under New Business.

6. Treasurer's Report:
The President says, *"The Treasurer will now report"*

This part of the meeting may involve collection of dues. Sometimes dues are collected when the roll call is done.

When the Treasurer is done reporting, the President asks if anyone has any questions, then thanks the Treasurer for the report. The President asks, *"Are there any bills that need to be paid?"* If there are bills, motions are required for authorization of payments.

7. Committee Reports:
This part of the meeting provides the following:

1. A chance for the Club Leader to report on District Council Meetings, etc.
2. A chance for special committees, if there are any, to report (e.g. Christmas Party Committee)

The President says, *"Will the chairperson of the Christmas Party Committee please report"*.

The committee Chairperson usually announces his/her submission of the report.

The President may also ask if there are any questions regarding the report and if not says *"the report of the Committee is received as presented"*.

A report containing only information does not require any action.

A report containing recommendations requires the necessary motion to implement the recommendations at the conclusion of the report presentation.

8. Unfinished Business:

This is business which was started at a previous meeting but not finished or things discussed at the last meeting which members needed to be updated on.

The President asks, *"Is there any unfinished business?"*

If there is none, move on to the next agenda item, New Business.

If there is unfinished business, have members discuss it, reach a decision, ask for a motion if necessary, then move on to the next agenda item.

9. **New Business:**

This is business which:

1. May arise out of correspondence and needs discussion and a decision made.
2. New items to be brought to the attention of members, or for a decision to be made, for example:
 - date for Achievement Day
 - plans for Pizza Party
 - donation to Easter Seals
 - coming events reminders
 - trip to Rainbow Valley
 - ice sports

10. **Adjournment:**

Although adjournment is often done after the program portion of the meeting is completed, it may be easier to adjourn at the end of the business part of the meeting. Members are usually all together at this time with less noise and confusion taking place.

If there is still unfinished business, the President would call for a motion to adjourn. President says, *"Would someone move the meeting adjourned"*.

Once the motion is made and seconded, the President says, *"It is moved and seconded that we adjourn. All in favor say 'yes', opposed 'no'. The motion is carried and the meeting is adjourned."*

If there is no further business and all agenda items have been dealt with, the President can declare the meeting adjourned. *"If there is no further business, I move the meeting adjourned."*

11. **Program:**

There may or may not be a program part of your meeting.

If there is, it may consist of a guest speaker or members working on a project, etc.

If there is a Guest Speaker, the President may arrange beforehand someone to introduce the speaker. In this situation, the President says, *"I would like to call upon Susan to introduce our Guest Speaker"*.

Recreation:

There may or may not be a recreation part to your meeting.

If there is, and someone has organized it, the President should call upon that person to tell the members about it.

Meeting Agendas

AGENDA

Preparing the 4-H Meeting Agenda

WHAT

- A meeting agenda is an outline of **WHAT** is to be done at the meeting and in what order
- A new agenda is planned for each meeting although all meetings follow the same basic outline (call to order, 4-H pledge, minutes of last meeting, etc.)

WHO

- The President is responsible for the agenda and should discuss what should be on the agenda with the Vice-President, Secretary and Club Leader.

HOW

- Read over the Minutes of the last meeting with the Secretary to determine what items might need to be discussed under **UNFINISHED BUSINESS**.
- Check with the Secretary and Club Leader to see if any correspondence (letters, 4-H notices) have been received which should be discussed at the meeting. This could be discussed under **NEW BUSINESS**.
- Write the agenda down and, if possible, provide others with copies or write on a board or flip chart so everyone knows what is to be discussed.

WHEN

- Meet with or call the Vice-President, Secretary and Leader one or two days before the meeting.
- Avoid trying to prepare an agenda a few minutes before the meeting starts. Things to be put on the agenda might be forgotten and the meeting may not start on time.





Planning Your 4-H Meeting Agenda

As you and the executive and a club leader are preparing the agenda, consider these points. If you “think through” what is likely to happen, you will be prepared to take the necessary action without wasting time. You will have more confidence in yourself.

1. Call to Order - Time
2. Stand and repeat 4-H Pledge
3. Roll Call
4. Reading and approval of minutes of last meeting
 - ask for errors or omissions
 - what will you do if there is an error or omission?
 - call for motion to adopt minutes or declare them adopted as read (or corrected)
5. Correspondence
 - What letter should Secretary read in full?
 - What letter should Secretary simply describe the contents?
 - What action may the group want to take on each letter?
 - Will there be any motions required? i.e. a letter asking for a donation.
6. Treasurer’s Report
 - Did you notify the Treasurer that a report is to be given?
 - Motion needed to receive this report.
7. Committee Reports
 - Did you notify each committee chairperson that he/she must give a report?
 - Motion to receive any written report.
8. Unfinished Business
 - Items studied by committees can now be discussed after the report has been given. i.e. Committee has given report on color choices and prices for club t-shirts as discussed at last meeting. What action should be taken now? Call for a motion and decide which of the colors and price ranges is to be used? Or should you have a discussion from the floor concerning the report findings?
9. New Business
 - Make a list of new business to be discussed. If a yearly agenda was planned, refer to it to see what activity is to be planned at this time.
 - What type of action will be necessary for the matters which will arise? i.e. Planning a Christmas Party.

1. Will there be discussion about a Christmas Party? How should this discussion be handled? Here are some choices?
 - a) general discussion - may take a long time
 - b) brainstorm
 - c) buzz - groups
 - d) write suggestions on paper
 - e) appoint a committee to come up with suggestions

Decide which method you will use. Figure how much time to allow if using method (b) or (c). Have paper and pencils ready if using method (d). What would be the best way to appoint a committee if using method (e)?

2. If a definite plan for a Christmas Party is decided, what committees will be needed? How will you get younger members involved on committees?
 - i.e. Lunch Committee
 - Facilities Committee - to rent skating ice
 - Invitations - to parents and friends
 - Decorating

10. **Adjournment**
 - Call for Motion or declare adjourned.

11. **Program**
 - Demonstrations
 - Public Speaking
 - Guest Speaker

- Recreation**
- Who is responsible?





MOTIONS AT MEETINGS

- A meeting is a series of motions
- Made to simplify meetings
- To get a topic discussed and recorded
- Anyone but chairperson may make
- Easily recorded by secretary
- Used whenever Parliamentary Procedure is followed at meeting
- Motion not seconded is lost
- Most meetings use informal motions rather than formal

It is important to put ideas to motions for many reasons, including:

- All members can have their say - it is the best way to get things done at meetings.
- Motions provide a simple method of recording club decisions for easy reference in the future.
- It is a way to get the members to make a decision on an item.

Formal

1. Recognition from the chair
2. Motion made
3. Motion seconded
4. Motion discussed or debated
5. Question
6. Vote
7. Motion is carried or lost

Informal

1. Suggestion discussed
2. Motion made
3. Motion seconded
4. Any final discussion
5. Question
6. Vote
7. Motion is carried or lost

Say "I move that ..."

Not " I would like to move ..."
" I move the motion ..."
" Let's move that ..."

⇒ **To bring up business**

- Stand and say, “*Mr./Ms. President*”
- Wait until he/she recognizes you
- Then say, “*I move _____*”
- The motion must then be seconded, discussed, and voted upon

⇒ **To second a motion**

- Stay seated and say either: “*I second it*” or “*I second the motion*”

⇒ **To amend a motion**

- Stand and say, “*Mr./Ms. President*”
 - Wait until he/she recognizes you
 - Then say, “*I move we amend the motion by striking out the words _____ and inserting the words _____.*”
- OR
- “*I move to amend the motion by inserting the words _____*”
 - The amendment to the motion must then be seconded, discussed and voted upon.

⇒ **To end discussion and vote**

- Stay seated and say, “*Question*”
- This lets the President know you are ready to vote

⇒ **To nominate**

- Stand and say, “*Mr./Mrs. President*”
- Wait until he/she recognizes you
- Then say, “*I nominate _____*”
- Nominations do not require seconds

⇒ **To close nominations**

- Stand and say, “*Mr./Ms. President*”
- Wait until he/she recognizes you
- Then say, “*I move we close nominations*”
- It must then be seconded and voted upon

⇒ **To adjourn**

- Stand and say, “*Mr./Ms. President*”
- Wait until he/she recognizes you
- Then say, “*I move we adjourn*”
- It must then be seconded and voted upon

More information on “motions” can be found in the [Atlantic 4-H Parliamentary Procedure Guide](#).



A GUIDE TO HANDLING MEETING PROBLEMS

I. Lack of Promptness in Motions

- Cause
- Members don't know how to word the motion
 - Afraid to speak out
 - Waiting for someone else to do it

Remedy

- 1) Chairperson could word the motion so the member can repeat it.
i.e. *"Would someone like to move that we send a donation to the Camp Rankin Building Fund?"*
- 2) Practice motions during the meeting. Have each member stand one at a time and say the same motion.
- 3) Chairperson can ask a certain person if he/she would like to move that ...

II. Not Enough Discussion Amongst Members

- Cause
- Lack of self-confidence, reluctance to express their opinions in front of the whole group

Remedy

- (1) Use small discussion groups and have each group report back
- (2) Practice self-confidence exercises
- (3) Ask members to think for one minute and then write opinions down on paper. Chairperson then asks a few members for their opinions, starting with the most confident people. This also helps to keep members more interested in meetings.
- (4) Keep asking - *"Is there any further discussion?"*
- *"Are you ready for the question?"*
- (5) Ask questions of the members but be careful how you word them. Don't say, *"What do you think, Joan?"* as you will probably get an *"I don't know"*. Rather say, *"Would you prefer..."*, *"Do you think ___ would be better?"* *"Why?"*

III. Older Members on all Committees

Cause - They are usually the most experienced and most capable
Younger members feel unsure

Remedy

- (1) President has to point out to whole club that older and younger members must work together if the younger ones are to learn to take their place. Make it a club policy that every committee must have one or two younger members on it.
- (2) Make a chart of all members and check off the names of those who have been on a committee. Then try to see that the other members are selected.

IV. Members not Speaking Out

Cause - Lack of self-confidence

Remedy

Chairperson may ask the member to repeat more clearly, but he/she must be careful not to cause embarrassment or they will not even try next time. Give lots of encouragement, i.e. *“That’s a very good idea, but I don’t think everyone heard you. Would you mind repeating that, Tom?”*

V. Domination by Various People

- (1) Domination by a member
- (2) Interruption by a member
- (3) Domination by leaders

Remedy

- 1) Chairperson can speak privately to the member. Ask him/her to help you to draw out some of the quieter members. Make him/her feel you need his/her help to do this.

Chairperson can partially control by saying, for example, *“Thanks, John, now let’s hear what someone else thinks. What’s your opinion, Ruth?”*

- 2) If member interrupts someone else, chairperson must stop by saying, *“Mark has the floor, Mary.”*
- 3) If Chairperson is dominating, the leaders should speak to him/her. If the leaders are dominating, the executive could approach them alone and ask that they give the members a chance to make more of the decisions.

VI. Ineffective Officers

Cause - Lack of knowledge, and lack of self-confidence.

Remedy

Officers can ask direction from people who know. Attend leadership programs and camp; read literature. Have practice sessions at meetings.

Often the officers don't want to appear "pushy" before the older members for fear of being criticized.

At the beginning of the meeting, you can tell them what's going to happen.

"Today we are going to practice keeping our discussion on the topic. Everytime someone speaks out of turn or gets off the topic, I am going to ask him or her to speak, one at a time, and to keep to the topic. This way our meeting should end sooner". Then do it!!!

VII. Too Much Gossip, Lack of Attention by Members - Meeting Boring

Cause

- Members are not interested because they are not personally involved
- Meeting too long
- Older members and leaders make all decisions

Remedy

- 1) Chairperson must involve everyone by asking them their opinions, asking them to make motions, involving them on committees, having group discussions, brainstorming to solve problems
- 2) Keep meeting moving rapidly and keep it short - not more than 30 minutes for the business. Allot work to committees rather than trying to hash everything out at one meeting
- 3) Keep the discussion on track by reminding them of what they are trying to do
- 4) Have stretch breaks when members look bored and restless
- 5) If members are gossiping or discussing the subject privately, ask them to share their talk with the group

VIII. Discussion Off-Track: Attention not Centered on the Chairperson

Cause - Lack of control by the chairperson

Remedy

- 1) When discussion gets off-track or if members are talking amongst themselves, chairperson should stop it

“Hold it, let’s have one person speak at a time and speak to the whole group. Now, Bill, what was the point you were trying to make?”
- 2) Have a member write points on the blackboard as they come up. This will keep attention up front.
- 3) Chairperson must be sure discussion on one point of business is finished before letting another one start. *“Whoa, wait a minute. Let’s get back on the topic.”*
- 4) Appoint an official “keeper-on-the-track” who will listen closely and ring a bell or tell the members and leaders when they are off-track.

IX. Vice-President Doesn’t Do Anything

Cause - Nobody gives him/her anything to do.

Remedy

- 1) Involve him/her in all agenda planning meetings
- 2) Have him/her be the acting chairperson at some of the meetings so the President can sit in on the meeting and express his/her opinions
- 3) Have the Vice-President attend the committee meetings instead of the President

X. Late Arrivals

Cause - People are late because meetings never start on time. Meetings can’t start on time because people are always late - a vicious circle

Remedy

Start meetings on time **ALWAYS** even if members are not there. Get the executive and leaders together and tell them to be sure to be early at the next meeting. Then start on the dot.

XI. Lack of Recreation

First, decide if members want recreation at meetings. Decide what types are wanted and are suitable. Set up a recreation committee to plan the activities and plan to involve each member in it over the year.

Brainstorm for fun and creative recreation ideas ...

1. Quickie Crafts
2. Surprise Skits
3. Films
4. Singsong

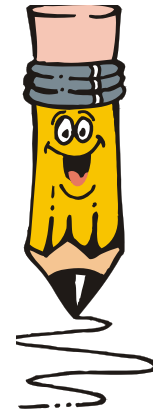


MEETING AGENDA

Location: _____

Date: _____

Time: _____



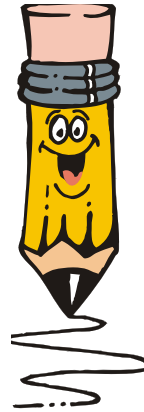
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2. **4-H Pledge**
3. **Roll Call**
4. **Minutes of Last Meeting**
5. **Correspondence**
 - a) _____
 - b) _____
 - c) _____
6. **Collection and Treasurer's Report**
7. **Committee Reports**
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 - b) _____
8. **Unfinished Business**
 - a) _____
 - b) _____
 - c) _____
9. **New Business**
 - a) _____
 - b) _____
 - c) _____
10. **Adjournment of Business Meeting**
11. **Program/Recreation**

MEETING AGENDA

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Time: _____



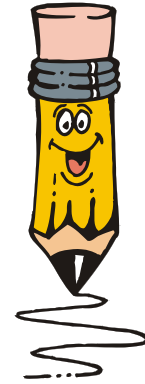
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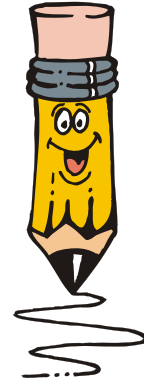
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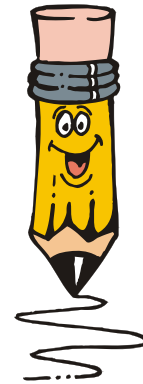
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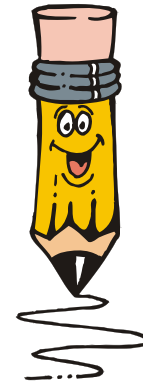
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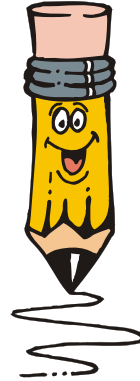
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 - a) _____
 - b) _____
 - c) _____
10. **Adjournment of Business Meeting**
11. **Program/Recreation**

MEETING AGENDA

Location: _____

Date: _____

Time: _____



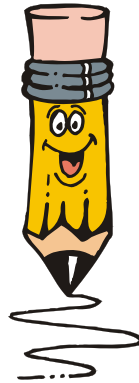
1. **Welcome and Call to Order**
2. **4-H Pledge**
3. **Roll Call**
4. **Minutes of Last Meeting**
5. **Correspondence**
 - a) _____
 - b) _____
 - c) _____
6. **Collection and Treasurer's Report**
7. **Committee Reports**
 - a) _____
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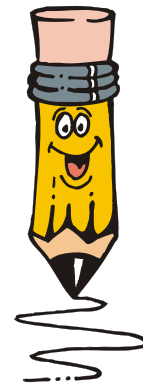
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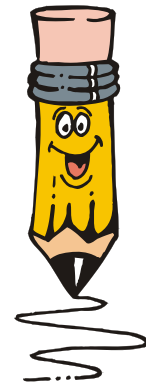
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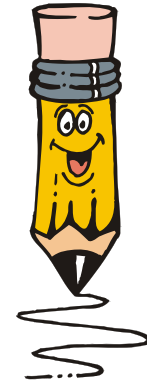
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