



## 4-H Club Meetings

Almost every 4-H club holds **regular** club meetings. Even within the same club, no two club meetings are the same. Ideally, every meeting should have three parts—**recreation (fun), business, and learning**. Youth leadership plays a huge role in the success of a club.

Most clubs have youth officers (president, vice president, secretary, treasurer, and other selected roles) who are responsible for running each meeting. Youth leaders not only gain excellent life skills, they help to keep the meeting relevant and fun for members of all ages. All youth have a responsibility to contribute to their clubs through their voice and their actions!

### What is **my role** as an adult?

Adults help create a safe, positive atmosphere for all 4-H members when they empower and encourage youth. While at a meeting, it's important to be a positive role model for everyone in attendance. Caring adults play an important role in the mental health of youth, and 4-H can help connect youth with positive adults.



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Credit: Lisa Ostrenga

### Make this a **positive experience**.

1. Actively listen to all 4-H members.
2. Let youth run the meeting. It's their club!
3. Attend as many meetings as possible.
4. Ask your club leader how you can help.
5. If you have a hobby or skill, consider offering to be a guest speaker!

### Should I **stay** or should I **go**?

It's strongly recommended that parents/guardians attend the 4-H meeting with your child. Club meetings provide great opportunities to learn with other club members, but the learning doesn't stop there. By attending the meeting, you can reflect on the meeting together and continue the education outside the club.

Parliamentary Procedure Answer Key (see Member Edition):

1. Motion | 2. Second | 3. Discuss | 4. Re-state the motion | 5. Vote





## Get to Know Your Club

All 4-H clubs have adult leaders and youth decision makers. Most clubs have youth officers, like a president or a treasurer. Fill in the name and role of your club leaders, and then ask them a question. Try to meet a new club member that you don't know yet, too!

Role	Name	Question	Answer
Adult Leader		How long have you been the club leader?	
Youth President/Leader		What's the best part of being a club officer?	
		How many years have you been in 4-H?	
		What's your favorite hobby outside of 4-H?	
		What's your favorite part of 4-H?	

## How is the meeting run?

Most 4-H clubs use **parliamentary procedure** to make club decisions. See if you can put the five steps of this procedure in order. Each step is written in **bold**. The answers are found at the bottom of the adult edition.

**Re-state the Motion**—The president restates the motion before the group votes.

1. \_\_\_\_\_

**Discussion**—The motion is discussed by all members. Members might want to bring up good or bad things about the motion, or maybe find some ways that it needs to be changed.

2. \_\_\_\_\_

**Motion**—A motion is a request that something can be done. Only one motion should be placed before the group at one time. A motion can be discussed and changed.

3. \_\_\_\_\_

**Vote**—The group votes to decide if they will pass or deny the motion. Voting usually happens by voice. Members say “aye” if they agree, and “nay” if they disagree. Voting sometimes happens in other ways (secret ballot, show of hands).

4. \_\_\_\_\_

**Second**—If someone agrees with the motion, they can “second the motion,” which means it can be discussed by all members.

5. \_\_\_\_\_

*Adapted from Quick and Easy Guide to Parliamentary Procedure, Wisconsin 4-H Southern District Leadership Team, 2001.*

## How are you a part of parliamentary procedure as a club member?