

Parliamentary Procedure in a Meeting

1. **Call to Order—President**
2. **Pledge—Pick a leader**, then everyone recites the 4-H and American Pledge
3. **Roll Call—Secretary**: Pick a "fun fact" for everyone to say as they say their name
(*EXAMPLE: What is your favorite jelly bean flavor?*)
4. **Minutes from last Meeting—Secretary**: Read the minutes from the last meeting
5. **Treasurer's Report—Treasurer**: Give the current balance of the club's account; you may also report the most recent income/expenses.
6. **Committee Reports—Any committees** that have been formed to gather more information should give their report on what they have accomplished at this time.
(*EXAMPLE: National 4-H Week Committee that has been assigned to write an article for the newspaper*)
7. **Communications—Vice President or Secretary**: If your club has any letters that need to be read to the club, this is the time to read them. (*EXAMPLE: letter of appreciation from the fair board for cleaning the grandstands after the rodeo*)
8. **Unfinished Business—The President** will ask if there is any unfinished business. Unfinished business is any item of business that was discussed in the last meeting that needs to be addressed again.
9. **New Business—The President** will ask if there is any new business. New business is any item of business that has not been discussed in a previous meeting.
10. **Program/Special Features—This** when special visitors may give a presentation (*EX 4-H Ambassadors*) or as a club. Sometimes there may not be a program, but this adds an element of fun to your meeting.
11. **Ceremonies—This** is where any ceremonies should be conducted (*EXAMPLE: Recognizing participants in the County Public Speaking or Gavel Games day*)
12. **Announcements—The President** will call for announcements; he/she may recite the announcements (*EX: Next meeting date, upcoming event, etc.*), the secretary may recite them, or an adult leader may recite them.
13. **Adjournment—A member** moves to adjourn the meeting, the motion is seconded, voted on, then the meeting is adjourned (ended).
14. **Recreation/Entertainment/Refreshments**