

MY 4-H CLUB WORKBOOK

Brown County 4-H

4-H Club Name: _____

4-H Member Name(s): _____



4-H Pledge

I pledge my **head** to clearer thinking, my
heart to greater loyalty, my **hands** to
larger service, and my **health** to better
living, for my family, my club, my
community, my country, and my world.

What to expect from a club;

4-H Clubs can meet in many different ways - feel free to jump right in! We suggest contacting a club leader before attending a meeting so that you are prepared for the activities or events planned. **The goal of this workbook is to guide you through the initial information and conversations to have with club leader(s) when you first join a 4-H club.**

In a typical club meeting, you can expect three equally important parts;

1. **Recreation/Fun** is part of the overall 4-H program, and this is often achieved through songs, snacks, games and more.
2. **A Business** portion is often led by the president. During this time, club activities are discussed and acted upon using Parliamentary Procedure. Parliamentary procedures are the rules used to conduct business through providing order, courtesy, and justice for each member, See pages 6-7 for more details on how to participate in this process.
3. **Education/Learning** may include project demonstrations, guest speakers, project experiences, movies, etc.



Within our **Program Catalog** you can find;

- club contacts
- club meeting information
- current activities & events

Visit the **Program Catalog** via the QR code to the left or at z.umn.edu/bcProgramCatalog

Upcoming Club Meetings

Gathering	Recreation	Business	Education
Date: Time: Place:			
Date: Time: Place:			
Date: Time: Place:			
Date: Time: Place:			
Date: Time: Place:			

Our Club Leadership

CLUB OFFICERS

The President conducts meetings in a fair & efficient manner.

The Vice President must know all officer roles in the event of absence.

The Secretary takes roll call, keeps meeting records, and writes official letters.

The Treasurer keeps an accurate and organized record of club finances.

The Club Reporter and/or Historian shares information about your 4-H club.

The Recreation Officer plans activities and encourages participation.

Others: _____

ADULT LEADERS

Key Leader(s): _____

CLUB PROJECT LEADERS

In the spaces below, add contact information for youth and/or adults with experience in projects you may be interested in trying!

Project Area(s): _____

Youth/Adult Leader Name(s): _____

Contact Information: _____

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Contact Information: _____

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Youth/Adult Leader Name(s): _____

Contact Information: _____

COUNTY REPRESENTATION

*Serving at the county level as a committee/team member is a fantastic opportunity to practice **civic engagement** and understand how 4-H functions!*

Federation Delegate(s): _____

County Ambassador(s): _____

County Committee Member(s) i.e. Food Stand, Animal Science PDC, etc.: _____

4-H Parliamentary Procedures

Fundamental Principles of Parliamentary Procedures

- All members have equal rights, privileges, and obligations.
- The majority vote decides.
- The rights of the minority must be protected.
- Full and free discussion of each motion is an established right of members.
- Every member has the right to understand the motion before the group and what its effect might be.
- All meetings must be characterized by fairness and good faith.

How to participate in business

1. "Obtain the floor." by raising your hand or standing, and wait to be recognized by the President.
2. State the business or motion, and ask for a vote if necessary.:
 - a. "I **move** that..."
3. A motion must be seconded by another member. *NOTE: It is not necessary to "obtain the floor" to second a motion.*
 - a. "I **second** the stated motion"
4. The President then repeats the motion and asks for **discussion**. Discussion is important at the club meeting to involve all members in club decisions. When asked for discussion, members can respond by:
 - a. Asking questions to better understand the motion.

- b. Sharing information regarding the future of the motion.
 - c. Delegating person(s) responsible for carrying out the motion.
5. After a reasonable length of time for discussion, or three calls for further discussion, **the President calls for a vote**. The most common in 4-H clubs is a verbal vote in which the President repeats the motion, followed by:
- a. "All in favor say '**aye**'."
 - b. "All opposed, **same sign**." (*those AGAINST the motion also say 'aye'*)
6. The President indicates whether the motion has been passed or defeated by saying: "motion carried" or "motion fails"

Additional Options for a motion

To change a motion, one can use an amendment. This is done by adding:

"I move to amend the main motion by adding.....to the motion." OR

"I move to amend the main motion by striking out.....from the motion."

When an item of business needs to be delayed (due to lack of information) the motion may be "laid on the table". This is done simply by saying,

"I move to table the motion for a later time."

How to end the meeting

When the business meeting agenda is complete and the President hears of no further business, the President may call for a motion to adjourn.

1. After recognition, a member, "moves to adjourn the meeting"
2. This motion must also have a second.
3. The President repeats the motion and calls for a vote.

Be a leader in your club!

There are many ways in which you can show leadership within your club.

- ☐ Be prepared to share your personal experiences, expertise, and interests.
- ☐ Bring a willingness to approach new ideas, activities, and perspectives.
- ☐ Avoid assumptions and ask honest questions.
- ☐ Share enthusiasm for activities and volunteer opportunities.
- ☐ Disagree with others in a constructive manner by providing new ideas and constructive feedback and/or suggestions when appropriate.
- ☐ Create a friendly and welcoming atmosphere for everyone.
- ☐ Delegate tasks equitably between new and experienced members.
- ☐ Engage younger members regarding their 4-H experiences.
- ☐ Invite someone new to join 4-H and help them to enroll.
- ☐ Help a new member choose a project.
- ☐ Mentor other club members.
- ☐ Represent your club on a county committee or at a county event.
- ☐ Assist in fundraising activities.
- ☐ Volunteer by taking on club tasks or business on your own.
- ☐ Propose new ideas that have not been done in your club or county.