

**Please change
your name to**

“First Name -
Officer Position”

**Please have a
piece of paper and
pencil ready!

4-H Officers’ Training



“To make the best better”

Agenda:

- Introductions
- A well planned meeting
- Parliamentary procedure review
- Breakout Rooms

Extension Office Staff:

**Ami Lin
Christin Bartels
Molly Maddy**

Officer Training Resources

K-STATE
Research and Extension



A Well Planned Meeting

Think about it:

How long does your club spend on business, discussions, and planning?

How long does your club spend on program/activity?

How long does your club spend on group building?



THE 4-H CLUB MEETING

Group Building
15-20 minutes
(Recreational & Social)

Group Decisions
15-20 minutes
(Business)



Program/Activity
40-60 minutes
(varies with activity & ages of youth)



K-STATE
Research and Extension

Wheel Resource

Although each 4-H group is unique, there are some things that they have in common. In order to make 4-H fun and educational, meetings should include a balance between:

- A. Programs
- B. Group Decisions
- C. Recreation

K-STATE
Research and Extension



Beginning of the Year

Work as an Officer Team (with support from adult leaders) to create a Program Plan

- Club Goals
- Form Committees
- Plan out the monthly meetings

Club Program Plan

October _____, _____ Time: _____ am/pm	Committee or Person Responsible
Welcoming Activity	
Business Items	
Program:	
Refreshments:	

November _____, _____ Time: _____ am/pm	Committee or Person Responsible
Welcoming Activity	
Business Items	
Program:	
Refreshments:	

Why do we need Parliamentary Procedure?

- Allows a group to hold orderly meetings and accomplish their goals in an effective, fair and efficient manner
- Ensures that the group's business is conducted while allowing everyone to have a say and express their opinion

Do you know Parliamentary Procedure?

- _____ 1. The president of a group should stand when he/she calls a meeting to order
- _____ 2. In presenting motions, members should rise and address the presiding officer.
- _____ 3. The secretary may remain seated when calling roll call.
- _____ 4. The secretary must stand when the minutes are read.
- _____ 5. A motion should be seconded before they are discussed.
- _____ 6. Better meetings will result if the chairman always prepares advance program outlines or agenda.

Do you know Parliamentary Procedure?

True
_____ 1. The president of a group should stand when he/she calls a meeting to order

True
_____ 2. In presenting motions, members should rise and address the presiding officer.

True
_____ 3. The secretary may remain seated when calling roll call.

True
_____ 4. The secretary must stand when the minutes are read.

True
_____ 5. A motion should be seconded before they are discussed.

True
_____ 6. Better meetings will result if the chairman always prepares advance program outlines or agenda.

Do you know the correct order to make a motion?

- _____ President declares the motion as “passed” or “failed”
- _____ If not immediately seconded, the President asks for a second
- _____ President call for a motion from the floor
- _____ Members may raise their hand and discuss the motion
- _____ President call for a vote
- _____ The President asks for a discussion
- _____ President makes a decision on when to take a vote
- _____ Member raises their hand and waits to be recognized

Do you know the correct order to make a motion?

- ___8___ President declares the motion as “passed” or “failed”
- ___3___ If not immediately seconded, the President asks for a second
- ___1___ President call for a motion from the floor
- ___5___ Members may raise their hand and discuss the motion
- ___7___ President call for a vote
- ___4___ The President asks for a discussion
- ___2___ Member raises their hand and waits to be recognized to make a motion
- ___6___ President makes a decision on when to end discussion

Today's Presenters:

4-H Presenters:

President: Fern Schrotberger

Vice-President: Theresa Burg

Secretary: Ben Burling & Kristen Kohn

Treasurer: Abby Lawrenz & Corinne Dew

Corresponding Secretary: Jaden & Barron Fox

Parliamentarian: Nathan Anderson & Mackenzie Ingle

Historian: Taylor Marksz

Reporter: Maddie Anderson & Pax Bustamante

Recreation Leader: Corinth & Lydia Laws

Song Leader: Evelyn Toman

Wit & Wisdom: Truman Graham



Breakout Rooms

