

How does a 4-H Business Meeting Work?

4-H meetings take place so that clubs can make decisions on what activities, programs, projects, trips, and fundraisers. They are a chance for club member to find out more information about activities their club, county, and state are doing. The sample agenda below will help you to follow your clubs meeting.

1. **Calling the Meeting to Order** - This is done by the president, it lets the members know that the meeting is going to start.
2. **Pledges** – The President chooses individuals to lead the American Flag and 4-H Flag Pledges. Members say the pledges in unison.
3. **Roll Call** – The Secretary will take a roll of all members present. When your name is called you can say “here” or “present.” Clubs can also choose to have members answer questions for roll. For example “What is your favorite part of 4-H?”
4. **Secretary’s Report** – At the time the secretary reads the minutes. This serves as a reminder to members about what happened at the last meeting After the minutes are read members must make any additions or corrections and then make a motion to pass the minutes. The this time the sectary can also read any correspondence that has come to the club.
5. **Treasurer’s Report** – This item of business allows the club to know how much money the club has. After the treasurer gives their report members and leaders can bring new bills for the club to pay. All bills must be approved by the club before being paid.
6. **Project and Committee Reports** – There are many different projects in each club. At this time the project members can stand up and report about what they have done since the last club meeting. This is also a time for leader’s to announce project meeting times and dates.
7. **Club Leader Report** – Most 4-H meetings should be conducted by the youth members. The club leader will often get additional information that they need to share with the group. This is their chance to share that information.
8. **Ongoing or Old Business** – At this time members can discuss any business that was not finished at a previous meeting. Sometimes we don’t have all the information we need to make a decision and want more time. If this is the case you can discuss the agenda item at the next meeting.
9. **New Business** – This is a time for new ideas to be brought to the club. At this time you can discuss ideas for activities, fundraisers, social events, trainings, programs, or anything else that the club might be interested in.
10. **Program** – Often clubs will have a program to learn new information. This does not have to be done after New Business, it can be done anytime throughout the meeting.
11. **Demonstrations** – Each club member should give at least one demonstration during the year. The demonstration can be related to a 4-H project they are enrolled in, or any topic they have an interest in and would like to share with the group.
12. **Adjourn** – This means that all of the business is done and the meeting is over.
13. **Song or Game** – It is always nice to play a game or sing songs at your meeting. The Song and Game leader should have something prepared for each meeting. The Song and Game can be done at the beginning or end of the meeting.