

## Model Meeting Guidelines

Clubs are encouraged to plan a model meeting that depicts a typical monthly meeting of their 4-H club. The meeting may be designed to suit the needs and interest of the 4-H club members.

1. The group is composed of the club membership and leaders. The club must have a majority of members participating in the model meeting.
2. An agenda of the model meeting must be presented to the judge **before** the meeting is called to order.
3. Club president will draw a parliamentary problem for the club's business. The club leaders will meet with the president and secretary and announce the item of business to the members. Club will not meet as huddle to assign responsibilities.
4. The maximum of 35 minutes are allowed for the model meeting excluding the roll call.
5. During the model meeting, the secretary should take notes. After the meeting, the secretary should turn in model meeting notes to the judge. Completed minutes and up-to-date secretary's book (prior to the model meeting) **are required**. No other officer's books are required.
6. When sitting at the table, the president should always be to the right of the secretary and the American Flag should be to the president's right, so that the American Flag is always farthest right of anything on the table. This puts the 4-H flag on the president's left, in front of the secretary.
7. Recreation may be at any time during the meeting. Some clubs prefer to have their recreation at the start of the meeting, rather than at the end. **NO RECREATION AT REGIONAL.**
8. Meetings will be scheduled 45 minutes apart. Clubs should plan to set up, complete the model meeting, and exit the room in the 45 minutes allotted.
9. Additional references that may be used in planning a model meeting are:

"The Meeting Will Come to Order"  
4-H 440, District Extension Office (June 2005)

"Guide to Parliamentary Practice for Your Club"  
4H521, District Extension Office (June 2005)

"Out of Ideas?" A leaders handbook  
4-H 455, District Extension Office (July 1982)

Robert's Rules of Order, Newly Revised (11<sup>th</sup> Edition)  
Scott, Foresman & Co., Chicago, Ill. 2011

## Explanation of Model Meeting Score Card

1. **Business.** Follow the order of business as given in the So You Are President of Your Group, 4-H 471. Planning the business meeting to display 4-H members skills in conducting a meeting and their ability to use correct parliamentary procedure. There will not be time for lengthy discussion of motions. The parliamentary procedure used should expedite, and not obstruct business. Naturalness and alertness are as important in the business meeting as in the program.
2. **Reports** should give interesting, valuable information. They should be complete, but concise.
3. **Ceremonies.** There should be one major ceremony such as initiation, installation, placing a seal on the charter, older 4-H member “graduation” leadership recognition, citizenship, or other ceremony in addition to routine opening and closing ceremonies. Ceremonies should be well done and impressive. Originality is desirable, but it is more important to have a ceremony be meaningful and impressive. Ceremonies may be used where appropriate in the meeting.
4. **Program.** Arrangement of the program may be worked out to please the club. “Balance” of program refers to the approximately equal participation by boys and girls. The time division between parts of the program should approximate that of a good local 4-H meeting. Time divisions for a model meeting will usually fall within these limits:

Opening ceremony and business- (12-14 minutes)

Program - (14-16 minutes)

Recreation - (4-5 minutes)

Closing ceremony and announcements - (2 minutes)

Songs should show appreciation of good singing. Games, stunts, and skits should be adapted to the age of the group and should teach teamwork. One game involving rhythm and coordination is desirable. Quality of program means accuracy, timeliness, and value of the information presented or entertainment given and excellence of delivery.

5. **Attitude.** Naturalness, alertness, enthusiasm, and teamwork are desired. The presentation should give the impression of an actual 4-H meeting. Look at and talk to 4-H members, not to the audience. Each 4-H members contribution to the program should be heard by the audience, but not directed to them. The seating arrangement may be as desired for the best hearing, seeing, participating, and effective use of space.
6. The secretary shall give the judges the notes recorded during the meeting. Notes or minutes prepared beforehand are not acceptable. The up-to-date 4-H Secretary’s Record Book should be submitted with the notes.

\_\_\_\_\_ Club

**Meeting Notes Worksheet**

4-H Meeting for \_\_\_\_\_, on \_\_\_\_\_, at the \_\_\_\_\_, at \_\_\_\_\_ **p.m.**

**A. Opening:**

- Pledge of Allegiance and 4-H Pledge led by \_\_\_\_\_;
- Roll call was " \_\_\_\_\_"  
answered by: Members \_\_\_\_\_ Leaders \_\_\_\_\_ Number of Parents \_\_\_\_\_ Guests \_\_\_\_\_ attending.

**B. Officer Reports:**

- Minutes of last meeting approved as: read / corrected
- Correspondence (if not presented during officer reports): \_\_\_\_\_
- Treasurer's Report: \_\_\_\_\_  
Checking Account Balance: \_\_\_\_\_ Savings Account Balance: \_\_\_\_\_  
Outstanding Bills: \_\_\_\_\_  
Moved to: \_\_\_\_\_  
Seconded by: \_\_\_\_\_ pass / fail.
- Reporter: \_\_\_\_\_
- 4-H Council: \_\_\_\_\_
- Project Leaders: \_\_\_\_\_
- Club Leaders: \_\_\_\_\_
- Other Reports: \_\_\_\_\_

**C. Committee Reports**

- Standing Committee: \_\_\_\_\_ by: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ moved to: \_\_\_\_\_  
Seconded by: \_\_\_\_\_ pass / fail
- Special Committee: \_\_\_\_\_ by: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ moved to: \_\_\_\_\_  
Seconded by: \_\_\_\_\_ pass / fail

**D. Unfinished Business**

- \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_



## Model Meeting Summary

One of the purposes of model meetings is to improve 4-H Club meetings. Perhaps this summary of suggestions and comments on officer's roles and meeting procedure will help to improve our meetings.

You might like to cut this apart and give the suggestions to the appropriate officer.

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### **President should–**

1. Know and follow order of business.
2. Approve the minutes by signing.
3. Not leave the chair during the meeting.
4. Stand during the business meeting.
5. Not enter in the discussion.
6. Secure the ideas and wishes of the group.
7. Not have to ask for a second (members responsibility).
8. Not go through motions of counting when a majority is apparent.
9. In the case of an amended motion, vote on the amendment, then on the motion as amended.
10. Know and understand parliamentary procedure.
11. Declare a recess for recreation at the proper time.
12. Call the meeting back to order following recreation.
13. End the meeting following the motion for adjournment by saying “we stand adjourned”.

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### **Vice-President should–**

1. Announce time, place and tentative program for the next meeting.
2. If possible comment on the program numbers.
3. Ask the president to declare a recess for recreation and then turn the meeting over to the recreation leader.
4. Turn the meeting back to the president for announcements and adjournment.

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### **Secretary should–**

1. State the number of members and leaders present.
  2. State whether there is or is not any unfinished business.
  3. Stand while reading the minutes.
  4. Hand in notes of minutes of meeting after the meeting.
  5. Have secretary book up-to-date and ready to hand to Judges upon completion of meeting.
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**The Program should–**

1. Not be too formal or a staged appearance will result.
  2. Be balanced between younger and older.
  3. Be balanced between boys and girls.
  4. Be balanced between projects.
  5. Be put on by members other than officers if possible.
  6. Be planned by 4-H members.
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**Members should–**

1. Be interested and enthused about each program number even if they have seen it in practice.
  2. Clap after each program number.
  3. Not look around at the judge or audience.
  4. Stand to address the chair.
  5. Readily provide enough discussion during business meeting.
  6. Understand parliamentary procedure.
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**Recreation should–**

1. Be enjoyed by all.
  2. If something happens or is said that is funny, laugh, be natural, enjoy yourself, and above all, have fun. You’ll have a better meeting.
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Before each model meeting, the club president will draw one of the following parliamentary problems and the judge will assign a specific item of business. The club leaders will meet with the president and secretary and announce the item of business to members. During new business the club must demonstrate the correct way to execute the problems using the assigned item of business.

<b>Procedure</b>	<b>Action</b>	<b>Page Reference*</b>
Change the main motion	Amend a motion	12
Defer action	Lay on the table	11 and 14
Stop debate	Previous question	15

\* “The Meeting will Come to Order”

**SCORE CARD FOR MODEL MEETING**

COUNTY \_\_\_\_\_

TIME: \_\_\_\_\_

4-H CLUB \_\_\_\_\_

START \_\_\_\_\_

FINISH \_\_\_\_\_

TOTAL \_\_\_\_\_

NUMBER OF MEMBERS IN 4-H CLUB \_\_\_\_\_ (Roll call excluded from time of meeting)

**JUDGES COMMENTS**

POINTS

/30

**I. GROUP BUILDING**

A. Opening Exercises:

Such as roll call, pledge, flag salute, motto, creed, etc. Should be timely and include club member interaction.

B. Celebration:

Closing: Small celebrations of meeting accomplishments, including small group exchange of ideas, group song or cheer, etc.

Ceremonies:

Celebration for long term accomplishments, such as leaders recognition, installation ceremony, completion of community service project ceremony, recognition of new members.

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**II. DECISION MAKING**

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A. PARLIAMENTARY SKILLS

Order of business, making and carrying through motions, reports of committees, parliamentary problems.

B. GROUP INVOLVEMENT

Activity to allow all members to have input into a decision.

C. SECRETARY'S BOOK

The secretary will be asked to submit his/her up-to-date book and notes from the model meeting to the judge after the meeting.

D. OFFICERS REPORTS

Oral reports made by Secretary, Treasurer, Reporter, 4-H Council Representative, and other Officers.

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**III. PROGRAM**

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Program designed to best meet the needs and interests of this club. It may include group singing, project activities, skillathons, talent, talks, demonstrations, etc. Clues to effective program selection are the attentiveness or involvement of the group.

RATINGS:

TOP PURPLE \_\_\_\_\_

ALT. TOP PURPLE \_\_\_\_\_

BLUE \_\_\_\_\_

RED \_\_\_\_\_

WHITE \_\_\_\_\_

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**IV. ATTITUDE**

/10

Naturalness of the meeting, the avoidance of a staged production.

Judge's Initials \_\_\_\_\_