

## ORDER OF BUSINESS

- Call to order
- 4-H Pledge
- Roll Call
- Reading of the minutes
- Old business
- Treasurer's report
- Committee reports
- Correspondence
- New business
- Announcements
- Program
- Adjournment



**CANADA**  
4-H Nova Scotia

# Helpful Hints for the President

Reprinted 2021



**CANADA**  
4-H Nova Scotia

# THE PRESIDENT

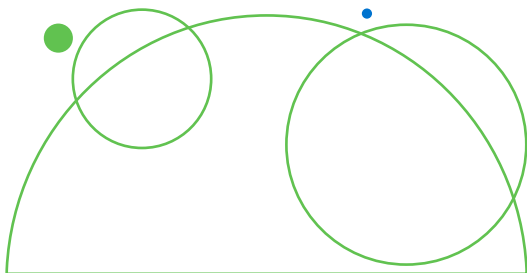
## JIM JONES MOVED, SECONDED BY MARY WHITE THAT...

As the president you will preside over the club meetings as the chief officer. The president directs business meetings.

You must cast the deciding vote in the case of a tie vote, appoint committees when necessary, approve the payment of bills when passed by the club and help coordinate a location and clean up of the meeting place.

## PROPER BUSINESS PROCEDURE

- Commence (start) and adjourn (end) meetings on time.
- Conduct the meeting with tact, firmness and fairness.
- Assign the floor to one speaker at a time.
- Ensure that discussion does not stray from original topic.
- Avoid using, "I". Instead use "Your President," or "The Chairperson," when acting in your official role.
- Recognize members who want to address the Chair and refer to them by name.



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# SERVING AS CHAIRPERSON

- Make sure that both the executive and the members have been made aware of the meeting date, place and time.
- Compile an agenda, this will be used as a guideline to conduct the meeting.
- Call the meeting to order on time. Please stand when addressing the club.
- Keep business moving in an orderly fashion.
- Put motions to vote at the appropriate time, you should also make sure that:
  - The motion is read in full before discussion is opened.
  - Every motion and amendment is properly seconded.
  - You take the count for votes.
  - The result of the vote is announced.
- Have knowledge of parliamentary procedure.
- Thank members, leaders, volunteers and parents who participated and helped with the meeting.

MOTION: proposals of an idea, change or improvements made at a meeting.

AMENDMENT: a minor change or addition to correct or improve a motion under consideration at a meeting.

