

Club Meeting Outline

CALL TO ORDER

PRESIDENT: The meeting of the _____ 4-H Club will please come to order.

PRESIDENT: Please stand for the Pledge of Allegiance led by _____.

PRESIDENT: Please remain standing for the 4-H club Pledge led by _____.

REPORTS

PRESIDENT: The Secretary will now read the minutes or the last meeting.

SECRETARY: (Secretary stands and reads the minutes.)

PRESIDENT: You have heard the reading of the minutes of the last meeting. Are there any corrections or additions? (Pause) If not, the minute's stand approved as read.

BUSINESS

PRESIDENT: Is there any new business to come before the club?

PRESIDENT: The Vice-President will introduce our program for today.

VICE-PRESIDENT: After we adjourn the meeting, our program will be presented by _____.
Today we will learn about _____.

ADJOURNMENT

PRESIDENT: Do I hear a motion to adjourn the meeting?

CLUB MEMBER 3: I move to adjourn the meeting.

PRESIDENT: Is there a second to the motion?

CLUB MEMBER 4: I second the motion.

PRESIDENT: All in favor of adjourning the meeting say "aye". The meeting of the
_____ 4-H club in now adjourned. We will now have
the program.



