



4-H Meeting Outline



All Officers should stand at the front of the room.

Opening the Meeting:

President:

I now call this 4-H meeting to order. The Vice- President will open the meeting.

Vice President:

Will _____ and _____ please come forward and lead us in our Pledge of Allegiance and 4-H Pledge?

I now turn the meeting over to our President.

President:

Our Secretary will read the minutes of the last meeting.

Secretary:

The minutes of the last meeting are as follows: (Read the minutes from the last meeting).

President:

Are there any corrections or additions to the minutes? (Pause) The minutes are approved as read.

I now turn the meeting over to our 4-H Agent.

Closing the Meeting

President:

This concludes our program. The next meeting will be held _____. Do I hear a motion to adjourn?

4-H Member:

I move to adjourn

President:

Do I hear a second to the motion?

4-H Member:

I second the motion.

President:

The motion has been made and seconded to adjourn, all those in favor say "aye". (Pause). All those opposed say "no". (Pause). The meeting is adjourned.



