



Club Development

Sections of the Business Meeting

The business meeting is divided into 12 basic sections:

- 1. Call to Order** – The president announces, “The meeting will please come to order”. The president may also tap the gavel two times.
- 2. Pledge of Allegiance and 4-H Pledge** – Someone is usually assigned by the president or secretary to lead the pledges.
- 3. Roll Call and Visitors** – The secretary calls the roll and any visitors to the club are introduced and welcomed.
- 4. Minutes of the Previous Meeting** – The secretary reads the minutes from the most recent meeting. After the minutes are read the president asks if there are any additions or corrections. If there are no additions or corrections the minutes will stand approved as read. A motion by a member must be made to approve the minutes.
- 5. Treasurer’s Report** – The treasurer announces how much money the club currently has and whether or not any money has either come in or out of the club’s funds.
- 6. Correspondence** – These include thank you notes or letters from the community or local newspaper articles. Either the secretary or the individual who received the correspondence may read it to the group.
- 7. Outstanding Bills** – The treasurer announces any outstanding bills the club may have. A motion and a vote is required before the payment of any outstanding bills.
- 8. Report of Committees** – Any committees that have been formed such as a fundraising committee may now report to the club.
- 9. Unfinished Business** – Any unfinished old business that was not completed at an earlier meeting.
- 10. New Business** – The members now discuss any new ideas or events.
- 11. Announcements/Leader’s Report** – This is a time when leaders and members can announce ideas, project meetings, etc. It is also a time to determine the place, date, and time for the next meeting.
- 12. Adjournment** – This is the end of the meeting. There must be a motion and a vote to adjourn the meeting.