

LESSON 11

Definition of High-context Youth Development



- Experiences in which young people and adults have close connections over a long period of time.

Step 1 Identify Specific Life Skills



Examples of life skills developed through 4-H club meetings:

- leadership
- communication
- decision making
- problem solving
- teamwork
- cooperation
- accepting differences

Step 2 Involve Youth and Leaders



- Club meetings should be planned and conducted by youth members.
- Youth-run meetings attract more young people to the club and keep everyone involved.

Step 3
Plan for Balance and Variety



- Rule of thumb for 90-minute meeting:
 - Business meeting 15-20 minutes
 - Educational program 30-45 minutes
 - Recreation, social 30-45 minutes

Guiding Principles:
The Essential Elements of 4-H



Belonging A positive relationship with a caring adult An inclusive environment A safe environment	Mastery Engagement in learning Learn new skills
Independence Opportunity to see oneself as an active participant in the future Opportunity for self-determination	Generosity Opportunity to value and practice service for others

LESSON 11

4-H CLUB MEETING AGENDA WORKSHEET

Date _____

Business Meeting

Call to Order

Pledge to the Flags
American
4-H

Roll Call

Welcome and Introduce Guests

Reading and Approval of Minutes

Other Officer Reports

Announcements and Other Communication

Committee Reports

Project Reports

Unfinished (Old) Business

New Business

Adjournment of Business Meeting

Educational Program

Program / Demonstrations / Presentations

Social/Recreation/Program

Refreshments

LESSON 11

4-H CLUB MEETING CHECK LIST HANDOUT

Use this checklist to do a quick evaluation of your 4-H Club's meeting.

	Good	Average	Needs Improvement
1. The meeting was well planned.	_____	_____	_____
2. Each officer did his/her job well.	_____	_____	_____
a. The President used an agenda.	_____	_____	_____
b. The Vice-President organized the program.	_____	_____	_____
c. The Secretary had minutes prepared.	_____	_____	_____
d. Other officers had reports prepared.	_____	_____	_____
3. The business meeting moved along well.	_____	_____	_____
4. All members took part in discussion.	_____	_____	_____
5. The meeting place was set up for the meeting before members began to arrive.	_____	_____	_____
6. The meeting place was comfortable.	_____	_____	_____
7. A program of presentations and/or other activities was part of the meeting.	_____	_____	_____
8. The program or activity was interesting.	_____	_____	_____
9. Recreation was part of the meeting.	_____	_____	_____
10. The recreation was well led.	_____	_____	_____
11. Refreshments were served.	_____	_____	_____
12. Each member participated in the meeting.	_____	_____	_____

Adapted from materials developed by Colorado State University Cooperative Extension, Southeast Area.

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4-H MEETING GUIDE HANDOUT

Pre-Meeting Activity:

Have something for the early arrivals to do.

Opening Activity:

The purpose of this activity is group building. The pre-meeting activity can lead right into the opening activity or one activity can sometimes serve both purposes. This activity is especially important with new groups, but also serves a purpose for a long-standing 4-H Club.

Business Meeting:

The organizational leader (or leader in charge of the business meeting) should meet or speak with the president before the meeting so that the president has an agenda prepared. Give the president as much information as you can so he/she can run the meeting. Use the 4-H Club Agenda sheet for help in making out an agenda. The agenda should include:

Call to Order	Treasurer's Report
Pledges	Communications
Roll Call Other	Officer Reports
Communications	Unfinished (Old) Business
Introduction of guests	New Business
Minutes of the last meeting	

Educational Program or Activity:

The educational program at club meetings can be one of the most important parts of the 4-H meeting. This part of the meeting provides an opportunity for the members to join in a group learning experience. The learning experience may include demonstrations, guest speakers, movies, tours, learning games and hands-on activities, such as crafts and project-related activities. The program or activity should be fun, interesting and educational. Well planned programs and activities take into account the needs, ages and interests of young people and contribute greatly to the value of the meeting. Many Extension programs offer 4-H Club Officers Training workshops and/or materials at the beginning of the program year to help the members better understand their roles and responsibilities as officers.

Recreation:

Youth (and most adults) come to meetings to have fun and get something done. Include some recreation in every meeting. The recreation can take place anytime during the meeting. Ideas for recreation include games, group activities, dancing, fitness activities, stories, music, stunts and drama. Remember that young people get bored when sitting for more than a few minutes. Youth need to move their bodies and enjoy activities where they can "let off a little steam."

Refreshments:

Youth like to eat, so be sure to have refreshments. If the meeting is right after school, refreshments should be the first activity on the agenda. Limit high sugar sodas and snacks. Model good eating behaviors by serving fruits, veggies, whole-grain crackers and dip, cheese, juice, milk or water.

Delegation:

Most parts of the meeting can be delegated to teens, parents and other interested adults. The more people you can get involved contributing to and feeling a part of the club, the better the club will function and the more likely members will continue to participate.

LESSON 11

PARLIAMENTARY PROCEDURES HANDOUT

Why Do We Use Parliamentary Procedure?

We use parliamentary procedure in 4-H business meetings because it provides:

- an orderly way to conduct a meeting
- a fair way to make a group decision
- a method that respects everyone
- a means for everyone to have a chance to speak
- a method that allows majority rule while protecting the minority
- a way to learn a method of business that is common to many groups

Business Meeting Procedure:

- Conducted by the president or presiding officer
- Members must be recognized by the president before speaking
- Members must stand up to speak
- Only one person may speak at a time
- Only the subject under discussion may be addressed by the speakers
- Decisions are made through motions
- Motions require a second
- Motions will be discussed until all members have had a chance to speak
- Decisions will be made by voting using voice vote, show of hands or secret ballot

Motions:

Main Motion

To start a discussion about some proposed action, a main motion is used. It is the type of motion you will use most of the time in your 4-H club. There can be only one main motion at a time. It is made by saying, "I move that our club visit the Nursing Home on the day before Thanksgiving," for example, or "I move we donate \$50.00 to Special Olympics." Someone must second the motion by saying, "I second the motion," before it can be discussed. After it has been seconded, the presiding officer will say, "It has been moved and seconded that (state the motion again). Is there any discussion?" At the conclusion of the discussion, the group will vote on the motion.

Other Types of Motions:

There are over 30 different types of motions. The main motion and the following two motions are the basic ones you need to know for a 4-H club.

Motion to Amend

To amend means to change. The motion to amend is made if you want to change the main motion. You can change the main motion by adding something to it, changing some words or taking something out of the motion. For example, "I move to amend the motion by [adding] [changing][deleting]" what you want changed. The motion to amend requires a second. Discuss the amendment only. Vote on the amendment only. If the amendment passes then the main motion is changed. If it does not, then the main motion is not changed. Then discuss the main motion, as amended if the amendment passed. Vote on the main motion.

Motion to Adjourn

To end the meeting, a motion to adjourn is needed. It is worded, "I move to adjourn this meeting." A motion to adjourn needs a second but does not have a discussion. It must be voted on as soon as it is made.

Adapted from materials developed by Colorado State University Cooperative Extension, Southeast Area.

LESSON 11

PRESIDENT'S GUIDE TO CONDUCTING BUSINESS MEETINGS HANDOUT

Use these phrases to conduct a 4-H Business Meeting.

Call to Order.....	“The meeting will come to order.”
Pledge to the Flags	“Joe and Sally will lead the pledges.”
Roll Call	“The Secretary will please call the roll.”
Reading of the Minutes	“The Secretary will read the minutes of the last meeting.”
Approval of the Minutes	“Are there any additions or corrections to the minutes?” If not, “The minutes stand approved as read.” OR “Is there a motion to approve the minutes?” If there are corrections, state, “The minutes stand approved as revised.” OR “Is there a motion to approve the minutes as revised?”
Treasurer's Report	“The Treasurer will present the treasurer's report.” Does not need a motion to approve.
Committee Reports.....	“The _____ Committee will report.”
Unfinished (Old) Business.....	Present any unfinished (old) business you know about. (You have this information from the secretary's minutes from the last meeting.) Then ask, “Is there any more unfinished (old) business?”
New Business	Present any new business you know about. Then ask, “Is there any more new business?”
Adjournment	“Do I have a motion to adjourn the meeting?” Take a vote and declare the meeting adjourned if the motion is passed.
Voting	Repeat the motion and call for a vote. “It has been moved and seconded to...” “All those in favor say aye.” “Those opposed, nay.” State the motion again and add, “The motion passed.” or “The motion carried.” Or “The motion is defeated;” or “the motion did not pass.”

Adapted from materials developed by Colorado State University Extension, Southeast Area.

LESSON 11

SECRETARY'S GUIDE FOR RECORDING MINUTES HANDOUT

The secretary records and keeps information about attendance and about the business conducted by the club. These minutes are the official record of the club. They become official when they are "approved" at the next meeting.

It is important to take complete and accurate minutes at each club meeting. During the meeting, the secretary should make a note about everything that happens. It is not a good plan to trust memory for accurate records, as it is easy to forget details. The minutes written from these notes will provide the record of what happened at each meeting so that when people forget, or remember things differently, there is a clear and accurate record for reference.

Here is a sample outline for the minutes:

Business Meeting

Call to order:

Who called the meeting to order? When was the meeting held and where was it held?

Attendance:

How many members and guests were present?

Pledges:

Who led the pledges?

Minutes from the last meeting:

Were the minutes read? What action was taken (were they approved or changed and then approved)? Was there a motion to approve? If so, who made it and who seconded it? Did it pass?

Treasurer's report:

How much money does the club have? (You may want to ask the treasurer to have this information in written form for you rather than trying to copy it all down as it is read.)

Announcements:

Record a brief summary of any announcements.

Committee reports:

Did any committees report? If so, what did they say? (Briefly record the major points)

Unfinished (Old) business:

What was the unfinished (old) business? What motions were made? Who made and seconded the motions and were they passed? Include all motions.

New business:

What was the new business? What motions were made? Who made and seconded the motions and were they passed?

Adjournment:

Who moved and who seconded the motion to adjourn? Note that the motion passed and record the time the meeting was adjourned by the president.

Educational Program

Program or activity:

What was the program and who led it? These notes can be brief.

Social/recreational program

Recreation:

What was the recreation activity and who led it? Can be brief notes.

Refreshments:

Who provided the refreshments?

Adapted from materials developed by Colorado State University Extension, Southeast Area.

LESSON 11

WHAT HAT ARE YOU WEARING HANDOUT

Before beginning this activity, demonstrate how to make a hat.

Directions:

1. Have participants work in pairs.
2. Give each participant two sheets of newspaper or flip chart paper.
3. Hold the two sheets of paper together at the center.
4. Turn one sheet a quarter turn so that all eight corners of the paper are visible.
5. Place the paper on top of your partner's head and press the down to form a snugly fitting crown.
6. Wrap clear tape around the papers at the forehead and back of the head.
7. Roll the points of the paper to the base of the tape to form a "Derby" shape. Add additional tape as needed.

LESSON 11

CLUB SKIT HANDOUT

President taps gavel:

The meeting of the _____ 4-H Club is called to order. Please stand for the pledges.

Pledge of Allegiance

4-H Pledge

I pledge my head to clearer thinking

My heart to greater loyalty

My hands to larger service

My health to better living

For my club, my community, my country and my world.

President:

Now the secretary will call the roll.

Secretary:

Today we will call the roll by telling our favorite food.

Member 1

Member 2

Member 3

Member 4

Member 5

Member 6

Member 7

Leader

President:

Thank you.

President:

Now the secretary will read the minutes of our last meeting, which was held on _____ (date).

Secretary:

The meeting of the _____ 4-H Club was called to order at 3:30 p.m. by President _____ .

Pledges were said. Roll was taken. 8 members were present. Unfinished business: _____ said

the gardening project group made container gardens for the _____ . _____

reported that the computer project members took a printer apart and put it back together again.

_____ reported that two 4-H photography members took photos of the container garden

presentations to send to the newspaper. There was no other unfinished business.

_____ reported that the 4-H photography project group was going to take pictures of

displays at the Botanical Garden on _____ (date). _____ said the fine arts

project was going to a museum on _____. There was no other new business. _____

moved to adjourn the meeting. _____ seconded the motion. Meeting adjourned at 3:52 p.m.

_____ gave a demonstration on How Rockets Fly.

President:

Are there any corrections to the minutes? If not, they stand approved as read. (*Taps gavel.*)

President:

We will now have reports from the project committees.

Citizenship

Fine Arts

Foods and Nutrition

Technology

President:

Thank you. Is there any unfinished (old) business?

Leader:

I'd like to thank all the 4-H'ers and adults who helped to make and present the container gardens to _____. Also thanks to _____ for taking photos. We have a display of the photos and other 4-H members' work on the back wall.

President:

Is there any other unfinished (old) business?

President:

Is there any new business?

Member:

The rocket project group has planned a trip to the Planetarium on _____(date).

Member:

Some of us want to plan a community service project for the Jones Street Shelter. Anyone who would like to work on this project, please meet tomorrow at 4:30.

President:

Is there any other new business?

President:

If there is no other business, is there a motion to be adjourned?

Member:

I move that the meeting be adjourned.

Member:

I second the motion.

President:

All in favor of the motion say "aye." All opposed say "no." The motion is passed. The meeting is adjourned. Taps gavel.

Educational Program

President:

Now it is time for our program. _____ will present a demonstration from the Arts and Crafts project called, "What Hat are You Wearing?"

Group members present, "What Hat are You Wearing?"

President:

Thank you. This was a fun activity. Please hang on to your hats because we will be using them in another activity on another day.

Social/Recreational Program

(We will not be enacting this portion, but do point out that the president would lead it in the following manner.)

President:

Our recreation committee will lead us in our games. _____ will be in charge today.

President:

Thank you. Our snacks are provided today by _____. Thank you for preparing these delicious and healthy goodies for us.

Closure

President:

I want to thank everyone who has helped to make our meeting run smoothly. Our next meeting will be held _____ (date).

LESSON 11

USING CUE CARDS TO TEACH PARLIAMENTARY PROCEDURES GAME HANDOUT

Using Cue Cards to Teach Parliamentary Procedure Game



Supplies:

1. Note cards with one “motion” listed on each.
2. A container to draw the “motions” out of.
3. One “I move that...” cue card (can be a regular piece of paper with the words “I move that...” in large letters.
4. One “I second the motion.” cue card.
5. One “It has been moved and seconded that...” cue card.
6. One “Is there any discussion?” cue card.
7. One “Is there any more discussion? Then we will vote.” cue card.
8. One “All those in favor of.../All those opposed...” cue card.
9. One “The motion passes and we will... OR The motion fails and we will not...” cue card.

Lesson

Explain that Parliamentary Procedure is one way to run a meeting. The guidelines for using Parliamentary Procedure are Robert’s Rules of Order. The rules can be quite complicated, and 4-H Clubs are encouraged to use only the simplest form of Parliamentary Procedure when conducting club business. It is important that 4-H members learn the proper way to make and dispose of a main motion. For example, if the club was trying to decide on a fun activity for the members, and someone thought it would be fun to go to the amusement park, they would make a motion to do just that. Making a motion just means, “I suggest we do this.”

The proper way to make a motion is to start with “I move that...”, so in this example the member would say, “I move that the club go to the amusement park.” When the motion has been made, it must receive a second from another member before the club can act further on the motion. The proper way to second a motion is to say, “I second the motion.” The “second” just means, “I like that idea, too.”

The President then repeats the motion and asks for discussion. “It has been moved and seconded that we go to the amusement park. Is there any discussion?” This means it is time for other people to share their opinions about the motion. Members should raise their hands, wait for the President to call on them, then say what is on their minds. When it looks like there is no more discussion, the President asks, “Is there any more discussion?” If no one raises their hand, the President says, “Since there is no more discussion, we will vote.”

The President should then repeat the motion and ask for the vote. We usually ask for those who like the idea, that is “those in favor” to vote first. Then we ask for those who don’t agree with the motion to vote. The President should say, “All those in favor of going to the amusement park, please stand up.” After the number has been counted, and everyone has sat down again, the President says, “All those opposed to going to the amusement park, please stand up.” After the vote the President announces the result and what it means for the club. “The motion carries and we will go to the amusement park,” or “The motion fails and we will not go to the amusement park.”

Now lets play a game to give each of you a chance to practice. We will use cue cards so no one has to worry about getting it wrong.

Developed by Dave Hileman, 4-H Youth Specialist, Missouri Cooperative Extension.

Game Procedure

Divide into teams of three people each. Explain that each team of three will have a chance to earn three points. The team will determine which member will be the “motion maker”, which will be the “President”, and which will be the “second”. The group will have a chance to correctly make a motion, second the motion, and have the “President” state the motion. Each part is worth one point, for a total of three points each round. If you have a smaller number, the game can go three rounds. The team members must change roles for each round.

The first team will send their “motion maker” to draw a motion card from the container. The member must then read what it says on the card, and then put it in a motion using the “I move that...” format. If done correctly the team earns one point. The “second” then must second the motion properly, and again earns one point for the team if done correctly. Finally, the President must state the motion (repeat what has been moved and seconded) properly, and must ask for discussion to earn the third point for the team.

Each team takes one turn until all have participated. For smaller groups you can repeat until all have had the chance to participate in each role. If going more than one round, the cue cards can be used for all rounds, or for a variation, use the cue cards for the first round only.

Ideas for motion cards:

You want the club to have a car wash.

You want the club to have a roller skating party on June 13.

You want the club to pick up trash on Washington Avenue.

You want the club to change its name to the Fans of Elvis 4-H Club.

You would like the club to change its meeting night to the third Tuesday.

You want the club to sell candy bars to raise money for Kids Helping Kids.

You want the club to help rake leaves for the elderly.

You want the club to have a float in the Memorial Day parade.

You want the club to buy a new 4-H flag.

You want the club to pay \$20 of the camp fee for any member going to 4-H camp.

You want the club to name Sponge Bob Square Pants as the official club cartoon.

You want the club to have only healthy foods for refreshments.

Make it Last

Save the cue cards and use them at the appropriate time during all club meetings. The Vice-President, a member, or an adult can hold the “I move that...” and “I second the motion” cards. An adult leader or knowledgeable member who sits facing the President can hold the other cards. By using the cards in meeting situations, the President and members will have the help they need to practice what they learned, and new members joining the club will easily pick up on the proper language.

I move that...

Is there any more discussion?

President 3

I second the motion.

Then we will vote.

President 4

Member 2

It has been moved and seconded that:

All those in favor of...

President 5

President 1

All those opposed...

President 6

Is there any discussion?

The motion passes and we will...

_____ Or _____

The motion fails and we will not...

President 2

President 7

