

What Does a President Say and Do?

Call to Order:	Tap the gavel once to indicate members to find a seat. Tap the gavel twice to call the meeting to order. Say "The meeting of the _____ 4-H Club will come to order."
Flag Salutes:	Say " <i>Name</i> and <i>Name</i> will lead us in the flag salute and 4-H pledge." Tap the gavel three times for all members to rise.
Roll Call:	Say "The secretary will call the roll, which will be answered by _____." You may sit as roll is called.
Minutes:	Stand and say "The secretary will now read the minutes of the last meeting." You may sit as minutes are read. Stand and say "Are there any additions or corrections to the minutes?" <ul style="list-style-type: none">• "If not, the minutes stand approved as read." Sign minutes.• "The minutes stand approved as corrected." Sign corrected minutes.
Correspondence:	Say "Are there any communications?" The secretary will stand and report any communications. You may sit during the secretary's report.
Treasurer's Report:	Stand and say "The treasurer will present the treasurer's report". Make note of any bills to take care of during New Business. You may sit during the treasurer's report.
Officer Reports:	Stand and say "Does the reporter, council member, club leader, or any other officer have a report?" You may sit during officer reports.
Committee Reports:	Stand and say "Are there any committee reports?" You may sit during committee reports.
Unfinished Business:	Stand and say "Is there any unfinished business?" Remain standing and follow parliamentary procedure to entertain any unfinished business. Secretary should have the record of any unfinished business.
New Business:	Say "Is there any new business?" Remain standing and follow parliamentary procedure to entertain any new business.
Adjournment:	Remain standing and say "Do I have a motion to adjourn the meeting?" Take a vote. If motion passes, say "Motion passes. Meeting adjourned." Tap the gavel once.
Program:	Tap the gavel once and hand gavel to Vice President to announce program. You may be seated during the program.

Basic Motion Steps

- ✿ President: “Is there a motion?”
- ✿ 1st member: “I move that...”
- ✿ President: “Is there a second?”
- ✿ 2nd member: “I second the motion.”
- ✿ President: “It has been moved and seconded that ... (restate the motion) ... Is there any discussion?”
- ✿ Members discuss the motion when the president calls on them. Be sure all members have the chance to discuss. The more members that participate the better.
- ✿ President: “Seeing no further discussion, we will now vote on the motion, which is (restate the motion). All those in favor, say ‘yes’ or ‘aye.’”
- ✿ President: “All opposed, say ‘no’ or ‘nay.’”
- ✿ President: “The motion carried (or failed).”
- ✿ President taps gavel once.