

EXECUTIVE COMMITTEE

The executive committee is the leadership team of the organization and is made up of elected officers and may include the chairpeople of major committees and leaders.

Areas of responsibility

- Leadership and direction of the organization
- Plans an agenda for each business meeting
- Conducts installation ceremonies
- Plans and conducts annual program
- Encourages participation of all members in the organization

Specific duties of the executive committee

- Meets before meetings by telephone, in a short meeting or other contact
- Sets the agenda for each regular business meeting
- Plans programs and other activities for all meetings



What Are the Responsibilities of Members

Each member is a leader at one time or another, whether elected to be an officer or not. What each person says and does influences the club or group.

Here are some pointers: Speak up when your club or group is making a plan. Try to say something that makes the plan move forward, such as, "I think it would be a good idea to visit the new club near us and put on a model meeting." Or, "I like Sue's idea, but maybe it would work even better if we did" Volunteer for a job once in awhile.

A 4-H member:

- Attends meetings
- Helps plan program for year
- Helps make the meetings interesting
- Does a good job on his/her projects
- Joins in club or group activities

*4-H members work together
for the good of the club or group
to make it grow and be successful.*

Meeting Rules

The president directs the business of the meeting in an orderly manner. "Parliamentary Rules" are available to help groups conduct business. Understanding those rules is important for the president.

"Robert's Rules of Order" is the oldest and most recognized set of rules on the best ways to conduct business meetings. The rules first were printed in 1876 by Gen. Henry M. Roberts of the Corps of Engineers, U.S. Army. If you follow these rules, they will help keep your group orderly and reach decisions with less confusion. With these rules, both the majority and the minority in your clubs and groups will be heard and respected.

The skills members have and the size and ages of the group usually will determine how strictly the rules are followed. With larger groups, following these rules very carefully may be necessary. With small, informal groups, you will need to use only the basic rules for making, seconding and amending motions.

Officers and members need to learn the appropriate parliamentary procedures the group will use in making group decisions.

Making Motions

A motion is a formal way of getting an idea, proposal or plan of action before a group. Motions are part of the orderly way of conducting a meeting. Motions call for discussion and actions by the group.

1. How a motion is made and handled by a group

a. Addressing the Chair

The member wishing to present an item of business, discuss a motion, ask a question or give information related to the subject first must address the presiding officer. The member will say, "Mr. President" or "Mister Chairman," or "Madam President" or "Madam Chairman," or use a special title if he or she has one, but never use a personal name.

In small, informal groups, the person who wants to be recognized will not need to stand to address the chair. In large, formal groups, the person wanting to speak will need to rise, give his/her name and any other identification necessary so the chair will know who is speaking. The correct way to address the chair in a county 4-H Council Meeting is: "Mr. (or Madam) President, (your name, the name of your 4-H club)."

b. Chair Recognizes Speaker

The president will recognize the person by calling his or her name, or by saying, "The chair recognizes the person in the front row." After the person is recognized, he or she is free to speak.

c. Motion is Made

The person recognized by the chair makes a motion, such as, "I move that Saturday be set as the time for our 4-H party." "I move," are the proper words to use in presenting a motion or items of business. "I make a motion" is not proper wording.

d. Motion is Seconded

All ordinary motions must be seconded. This is to show the group that two people want the subject discussed. A motion needs to receive a second soon after it is made. If it does not receive a second, the motion is dead and cannot be acted upon by the group. The member wishing to second the motion does not have to be recognized by the chair. In small groups, the member wishing to second the motion does not need to stand but says, "I second the motion" or "I second it." In large, formal meetings, standing and saying, "Mr. President (or Madam President), I second the motion," is proper.

e. Motion is Restated

The motion is restated so that everyone understands the possible action being considered before the discussion begins.

f. Motion is Discussed

After the president has restated the motion, it is open for discussion. The president will say, "Is there any discussion?" To allow time for replies, the president needs to ask this three times before the motion is voted upon. Any member of the group has a right to discuss the motion after he or she receives permission from the president to speak. All discussion must be about the motion or the speaker can be ruled out of order by the president. An example of each step in the proper way to present a motion follows:

Tom Rushing: (rising) "Mr. (or Madam) President"
President: "Tom"

Tom: "I move that our club set the last Saturday in the month as community cleanup day."

Susan: (without rising) "I second the motion."
President: "It has been moved and seconded that our club set the last Saturday in the month as community cleanup day. Is there any discussion?"

g. Motion is Voted On

After the members have discussed the motion, the president will ask the group to vote on the motion. When voting on the motion, both the affirmative (aye) and negative (no) votes must be taken.

The president will say, "All those in favor of the motion (the motion is restated) say 'Aye.' All those opposed say, 'No.'" If the vote is close, the president may call for a count. The chair then will ask members to stand or raise their hands to vote and count them.

h. Results Are Announced

After the vote has been taken, the president will announce the results. The president may say, "The 'ayes' have it, and the motion is carried," or "The 'nos' have it and the motion is lost." Once the results have been announced by the president, the group can deal with another motion or other matters of business.

Respect One Another

Besides knowing how to make and amend motions, members need to follow some rules of courtesy every meeting.

- Only one subject or item of business can be before the group at one time. No new item of business can be introduced or discussed until the one being discussed is voted on.
- Every member of the group has an equal right to speak and be heard.
- The will of the majority must be carried out, but the rights of the minority also must be protected.
- Every member has the same rights as any other member. Every member can introduce a motion, debate and vote on a motion.
- The business and discussion need to follow rules of courtesy. Receive permission from the chair before you speak. Do not talk to other members when someone else has the floor.

Election of Officers

The election of officers is important in every 4-H club or group. Clubs or groups are made up of people with different ideas and abilities. The only way to get things done is for someone to lead. Every club or group needs leaders. A way to get leaders is to elect them.

A. Qualifications of officers

The group needs to spend some time discussing the qualities it wants in officers. You might want to think about such things as regular participation, experience in the club or group, ability and willingness to serve as an officer.

By setting standards for officers, your group can avoid a popularity contest in the election of officers. The best officers for your club or group might not be the most popular person.

B. Nominating committee

Most 4-H clubs or groups will have a constitution and bylaws that tell you how to go about electing officers.

One method that is used is the nominating committee. A nominating committee can be elected by the group or appointed by the president. The nominating committee will nominate one or more people for each office in the club or group.

When a meeting is called to elect officers, the nominating committee will present the names it has selected for election by the group. The president also will ask for nominations from the floor. This means that any member has the right to nominate someone other than the ones presented by the nominating committee. Remember, nominations do not require a second, and a member may nominate only one candidate for each office.

C. Nominations from the floor

If your club does not use a nominating committee or you wish to nominate someone from the floor, you are recognized by the president. When recognized, you say, "I nominate _____ for _____." A nomination does not need a second.

D. Voting

Any member can offer a motion to close the nominations. A motion to close the nominations requires a second and a two-thirds vote of those present and voting because it limits the rights of members to make additional nominations.

Your club or group probably will decide what method of voting it will use to elect officers. Usually, the bylaws will fix the percent of vote necessary for election to office. If your club or group has no rules to follow, you can use one of several methods. Your president may call for a show of hands, a standing vote or a secret ballot to decide who the officers will be. In this case, a simple majority will elect a person. Usually, when more than one officer is being voted on, the names are voted on in the order in which they were presented to your group.

E. Installing officers

Newly elected officers usually are installed at a special meeting. Through a special program, the officers are called before the group and the outgoing chairman, Extension staff member, leader or special guest reads the requirements for the office to the newly elected officers. The person reading the requirements asks each officer if he or she understands the duties of the office to which he or she was elected and will accept the responsibilities of the office. This is the time when all members pledge their support to the newly elected officers of their club or group.

Committees and Committee Assignments

Every 4-H club or group appoints committees that help do special things and keep members involved and active. How many committees a club has depends on the size of the club or group.

A. Types of committees

Clubs or groups have two types of committees: **standing committees and special committees.**

1. An example of a standing committee is a membership committee. Standing committees are appointed to carry out a specific part of the regular work of the group. Standing committees usually function for an entire club or group year.
2. An example of special committee is a tour committee. Special committees are appointed when the need arises to complete a certain task. After the committee gives its final report to the club or group, it no longer exists.

B. Appointing committees

The president of the club usually will appoint the committees. He or she may do this after talking with other officers in the club. Members also may be asked to volunteer to serve on committees and be appointed by the president.

C. Conducting committee meetings

Committees are never very large in numbers. This allows members to have a better opportunity to share their ideas with the other committee members. Although committee meetings are informal, they need to have an order of business to discuss, and they are led by the chairman.

D. Making the committee report

Each committee will decide about the things it was asked to do. After the committee has decided, it will report to the club or group. The officers usually will tell the committee what type of report to present, either written or oral. All members of the committee need to see or hear the report before it is presented. After the report is presented, it needs to be acted on by all members of the organization. Written reports are given to the secretary to be included in the minutes.

The following committees may be part of a 4-H club or group:

Program – After the group has made its program plan for the year, committee members go to work. They may find a special person in the community to come to a meeting, ask the NDSU Extension staff for a video you want to see or get a member who went on a national trip to talk. Whatever the group does, it checks with the leader before the meeting to be sure the program is all set. (Standing committee)

Membership – Every 4-H club or group is a growing group. This committee calls on boys and girls in your community to tell them how they can join your club or group. You may have as a goal: “Each member get a new member.” (Standing committee)

Community Service – Many 4-H clubs or groups have community service activities. To get ideas about things you can do to make your community better, talk with local business people, township or county leaders and others. After you get going on it, the committee can arrange for work days and report how much is done. (Standing committee)

Recreation – In a club or group of more than 25 members, you need a recreation committee to help the recreation leader plan fun at each meeting and at special events. (Standing committee)



GLOSSARY

Agenda

List of business to be talked about or voted on at a meeting

Chair

Person selected or appointed to preside over a meeting, committee, etc.

Committee

A group of people selected to complete a service or function

Constitution and bylaws

The ideas and rules that govern your club or group

Correspondence

Communication by exchange of letters

Ex-officio

To serve on a committee because of holding a certain office position

Facilities

Something that permits the easier performance of an action, such as a meeting place

Majority vote

More than half of the votes cast (for example, 11 or more votes if 20 votes were cast)

Minutes

Official record of the meeting of a club or group

Motion

A formal proposal made in a business meeting

Parliamentary rules

Rules that guide how a club or group conducts its business (developed from the original rules of conduct in the English Parliament)

Preside

Have charge (lead) of a meeting or take control or manage

Public relations

Efforts of a 4-H club or group to promote awareness and good will between itself and the public

Quorum

The number of members required to be present to legally transact business in your group or club. This number or proportion of membership often is stated in your group's constitution.

Second

To express formal support of a motion before further discussion or voting

Yearly plan/program of work

Plan for activities and things your group wants to do during the year