

# **Vice-President's Agenda**

( Vice-president is to run the business meetings when the president is absent)

## **BUSINESS MEETING**

Date:\_\_\_\_\_ Meeting Place:\_\_\_\_\_

Vice-President name \_\_\_\_\_

### **ORDER OF BUSINESS**

- 1 The meeting of the \_\_\_\_\_ 4-H club will please come to order.
- 2 Everyone will now stand. We will sing a *patriotic* song led by our song leader. Remain standing and \_\_\_\_\_ will lead us in The Pledge of Allegiance.
- 3 Welcome and introduce visitors. \_\_\_\_\_
- 4 The secretary will now call the roll. Please answer by saying \_\_\_\_\_.
- 5 The secretary will read the minutes. (Stop and let secretary read minutes) A motion to approve and second the minutes is now in order.
- 6 The treasurer will report the amount of money in the treasury. (stop) A motion to approve the balance is in order. Must be seconded.
- 7 Unfinished Business \_\_\_\_\_
  - a. Reports of committees \_\_\_\_\_
  - b. Correspondence \_\_\_\_\_
- 8 New Business \_\_\_\_\_
- 9 Appointment of new Committees \_\_\_\_\_
- 10 Club song or cheer led by the song leader. \_\_\_\_\_
- 11 Will \_\_\_\_\_ lead us in the 4-H Pledge.
- 12 If there is no further business to come before the meeting the motion to adjourn is in order.