

Meeting Script

1. **Call to order** President raps the gavel twice - and says: I call the meeting to order.
2. **Pledges** 2 Pledge Leaders come to front to lead
 - a. Pledge of allegiance
 - b. 4-H pledge:

I pledge : **My Head to clearer thinking,**
 My Heart to greater loyalty,
 My Hands to larger service, and
 My Health to better living, for my club, my community, my
 country, and my world.
3. **Roll Call/Attendance** President raps gavel 1 time for members to sit, and says: Next, we will have roll call; please respond when our Secretary calls your name. Secretary calls the names of each club member and checks off names of members present (or uses a sign-in sheet or writes down the names of the members present).
4. **Minutes** Secretary presents minutes from last meeting
For voting to approve minutes - see Vote Section below
5. **Treasurer's Report** Treasurer presents report, if applicable.
For voting to approve report - see Vote Section below
6. **Educational program, project, and/or activities**
President says: Our club leader will tell us our club project/activities for today...
7. **Announcements** President asks: Are there any announcements?
8. **Adjournment** President asks: Do I have a motion to adjourn the meeting?
Member 1 says: I move that the meeting be adjourned. President: Is there a second? Member 2: I second the motion. President: All those in favor of the motion to adjourn the meeting say "aye". All opposed say "no". The motion to adjourn the meeting is passed. The meeting is adjourned. President raps gavel 3 times.