Trabuco Trailblazers Constitution, Bylaws, and New Member Manual

A Senior Project

Presented to
Faculty of the Agriculture Education and Communication Department California Polytechnic State University, San Luis Obispo

In Fulfillment
of the Requirements for the Degree Bachelors of Science

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Chapter I

Introduction

This project serves to create bylaws, a constitution and a new member manual for the Trabuco Trailblazers 4-H club located in southern Orange County, California. The 4-H is an organization for youth in agriculture and branches throughout every state in the U.S.

Statement of the Problem

The Trabuco Trailblazers have not had bylaws, a constitution or an updated new member manual for the past 6 years. There are three main problems with this. The first problem that occurs without the presents of bylaws and a member manual is that many members are unaware of the requirements and responsibilities they possess as members. The second problem is that without bylaws set in place the 4H leaders have no way of enforcing rules or holding members accountable for their actions. The third problem is that many members don't have an understanding about the 4H organization or what they are signing up for when they sign up as a 4H member.

The Importance of the Project

These bylaws and new member manuals are important and should be kept up to date so that the youth members of 4H clubs are getting the most current and relevant information and learning in their experiences and projects. Once completed the bylaws
and new member manual can be put online to be used for future updates and also by other 4H organizations as a reference.

**The Purpose of the Project**

The purpose of this project is to create bylaws, a constitution and a new member manual for the Trabuco Trailblazers 4H club to be used for the organization and regulations of the club and to provide information to new members.

**Objective of the Project**

The objectives of this project are to meet the needs of the Trabuco Trailblazers 4H club by providing bylaws, a constitution and a new member manual. The objectives include:

1. To provide information to potential new 4H members so that they have a complete understanding of their duties and responsibilities and know the activities they can involve themselves in as a member.
2. To create consistency in the rules and consequences of the club and the actions of its members.
3. To provide more structural support to the members of the club and the board members.
4. To help the Trabuco Trailblazers in their organization skills and duties of each officer.
5. To assist the Trabuco Trailblazers club in growing in size.
Stating the Hypothesis

With the new Bylaws, Constitution and new member manual in place for the Trabuco Trailblazers 4H club, the members and parents will have a better understanding of the 4H organization and their duties and responsibilities. The officers will also be more organized and have specialized duties.

Summary

In conclusion I will be creating a bylaws, a constitution and a new member manual for the Trabuco Trailblazers 4H club to assist them in creating consistency with regulations and responsibilities of members and to help their club grow.
Bylaws and a new member manual for the Trabuco Trailblazers 4H Club is important so that members have a set guide of rules and regulations and are aware of their responsibilities and privileges they possess as a 4H member or 4H leader.

**Emergence of youth agricultural clubs**

During the late 1800’s many adults in agriculture seemed unwilling to try new ideas that had been emerging through the research of college campuses. Because the researchers wanted to make these new agricultural experiences more popular they recruited students and other young people to get involved in agriculture and helped the students implement these new agricultural ideas and techniques. These rural programs for the youth became the basis that the 4H organization was founded on.

The main idea for 4H was to involve students in rural areas to become connected to agriculture and to implement these lessons in public schools. Both private and public resources worked together to support these ideas. (National 4-H Council, 2013, 4H History)

**4H; Past and Present**

In 1902 T.A. Erickson started an after school club focusing on agriculture for the youth, by 1912 these clubs became known as 4H clubs. In 1914 the Smith-Lever Act was passed by Congress and created Cooperative Extension System at United States
Department of Agriculture. This made the 4H organization a national organization and helped to create various other youth organizations focused around agriculture.

The 4H organization is currently serving in all types of communities; rural, suburban, and urban. There are 4H clubs in every state in the United States and similar programs have been developed in over 80 countries throughout the world. 4H organizations have grown to include projects in many subjects including livestock, horticulture, home economics, leadership, community service, basic sciences and many more. The four H's the represent the organizations are head, heart, hands, and health, each one represents an aspect that the 4H organization is focused on maintaining through their membership. These four aspects are also stated in the 4H 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."

(National 4-H Council, 2013, 4H History)

Bylaws

Bylaws are written rules and regulations used for any specific club or organizations that specify items in more detail than at the national, state or county level. Bylaws will usually discuss items such as membership, fees, responsibilities, meeting detail, etc. The Bylaws are the framework of the organization and how it is run and
managed. Bylaws should be reviewed and updated at least every three years as well as studied for their effectiveness within the organization. Bylaws and changes to bylaws should be made very well known to the members of the organization by the Board or Officers of the organization. Bylaws may not conflict with national, state, or county laws. The bylaws may only add more details or regulations, but must follow the higher laws at the very least. (Nash, 2012, Importance of Good Bylaws)

**Adult Involvement**

All adult involvement within a 4H club is on a volunteer basis. Volunteer participation requires adults who are interested in becoming a 4H leader to take a training course and must be approved by the 4H county staff and county director. The county staff and director are also involved in supervising the official 4H leaders during their active involvement. (Dogan, 2013, Administration)

Most adult volunteers are relatives, friends or have some other relation to a member in the specific 4H club that they are a leader for. The national 4H website provides a toolkit for recruiting adult to become 4H volunteer leaders. The online toolkit contains flyers, brochures, videos, and powerpoints that can all be used to aid in the recruitment of new 4H adult volunteers and leaders. (National 4-H Council, 2013, Promotional Toolkits)
Chapter III

Material and Methods

In order to create new bylaws and a constitution it is important to be in contact with the leaders of the Trabuco Trailblazers 4H club leaders to understand what the needs are as far as rules for the club. I will also be using the Orange County 4H guidelines in order to say consistent with the bylaws and constitution of the county.

For the new member manual I will be advised by the leaders on what information they want each member to know as well as contacting each of the project leaders to get information about the goal of each project to be included in the manual.

Consultations

In my first conversation with the two leaders of the Trabuco Trailblazers they explained that they wanted to create bylaws because of the problems in the past with members not attending meetings and not following club protocol. The main rules that the leaders want added are: members must attended 80 percent of all meetings of all projects they are signed up for as well as 80 percent of the general meetings which will happen every month, the youth council will be chosen from a vote from all youth members and not based on age or the number of years involved in the club, meetings will be held once a month from September to June, previous members will be given priority in enrollment in a project and then members will be accepted in the order that they signed up at the day of registration.
On January 31st I met with Gregg Hammork, the President of the Trabuco Trailblazers, where we discussed what material he wanted in the new member manual. Since the Trabuco Trailblazers are a large club, registration day leaves new members having a lot of questions. This new member manual will provide the parents and new members with the information they need. I also asked Gregg to send an email to all the 4h project leaders to respond with a short paragraph as to what the project is about, their contact information, and any pictures they have of the project.

**Content of Manual**

The Trabuco Trailblazers New Member Manual is aimed to answer the common questions that 4-Hers have as well as provide specific information about about the Trabuco Trailblazers and the opportunities to get involved. It will also include the 4H pledge so that the new members can learn to recite it at the monthly meeting. Incase some member are unable to attend the registration day, a project list with a picture, short description, and leader contact information all be included for each project so that new members have an understanding about all their opportunities within the club and are able to contact the leader directly if they have any questions. Since 4H is a youth organization and puts some of its focus on leadership, one page in the manual will introduce the officers of the leadership board with a picture, some basic information about themselves and the position they hold for the year. A page will also be included about how to get involved with leadership and explain the election process and duties of holding a position for the 4H year. One of the other issues the club has had in the past is trouble registering for the youth expo and the Orange county fair. The manual will
include a step by step guide on how to enter projects for these competitions and will include screenshots of the web pages since the entry system is online. Proper uniform is an important part of competitions and presentation in 4h so there will be a page in the manual that explains the elements of the uniform and how they should be worn, as well as picture of what the uniform should look like. Since the Trabuco Trailblazers have a set structure of what each meeting will look like the manual will include a sample agenda page that explains how all the main monthly meetings will be run.

**Format of the Documents**

Using the Bylaw template pdf on the Orange County 4H website I filled in the portions of the bylaws with the needs of the Trabuco Trailblazers. I did the same with the constitution template I found on the same webpage. The documents are both in 12 point Helvetica font so that it is easy to read. Both of the documents follow the proposed template that I download from the Orange County 4-H Website.
Chapter IV

The Project

The following chapter includes the new Constitution, Bylaws, and New Member Manual for the Trabuco Trailblazers 4H club starting September 2014. The Constitution and Bylaws are to be signed by the 4H club leader, 4H club president, County Director and the 4H YDP Staff. The New Member Manual will be passed to all new members on the day of the Trabuco Trailblazers sign ups. All three documents will be added to the Trabuco Trailblazers 4H website.
Trabuco Trailblazers 4-H Club Constitution

Article I – Name and Purpose

Section 1 – Name
The name of this 4-H organization shall be Trabuco Trailblazers 4-H club.

Section 2 – Purpose
The Purposes of this 4-H Club are as follows:
1. To develop life skills, such as self-concept, relating to others, decision-making, physical skills, and practical skills.
2. To provide an organized means for youth to learn from the knowledge of adult leaders.
3. To provide for an enjoyable atmosphere for learning.
4. To promote community interaction through volunteerism and community service.

Article II - Membership

Section 1 – Eligibility
Any boy or girl in this (area, community, county), who is eight years of age on December 31st of the 4-H year and has not reached their nineteenth birthday on December 31st of the current year, may become a member of this club regardless of race, color, religion, gender, national origin, ancestry, marital status, familial status, sexual orientation or disability. Five- to seven-year-olds on December 31st of the 4-H year may enroll as a 4-H Clover Bud.

Section 2 – Enrollment
Members must re-enroll in 4-H on an annual basis to retain active 4-H member status.
Section 3 – Responsibilities
Each member is encouraged to participate regularly in club meetings.

Each member must enroll in a minimum of one project and is encouraged to keep a project record and share what they learned through a speech, demonstration or exhibit.

Participation in 4-H is a privilege and participants are expected to show respect and cooperation to 4-H leaders and other participants. Each member is expected to conduct themselves in accordance with the Behavior Guidelines established by State 4-H. Participants may be removed from 4-H programs or activities for misconduct.

All members are required to participate in presentation day and Imaginology

All livestock project members are required to complete 4-H project report forms.

Section 4 – Member in Good Standing
Members in good standing of this club are those who have met or exceeded current State 4-H and County 4-H Council rules and guidelines for eligibility and attendance, and have met or exceeded the 4-H Club’s additional requirements for membership.

Article III – Meetings

Section 1 – Dates
The club shall meet regularly every Monday at 7p.m. at Trabuco Presbyterian church. Special meetings may be called by the President and 4-H leader as needed. Adequate notice is needed.

Section 2 – Quorum
A simple majority (one half plus one) of members must be present to conduct official business of the club.

Section 3 – Order of Business
The following order of business shall be generally followed at regular club meetings:

1. Call to Order
2. Pledge of Allegiance and the 4-H Pledge
3. Roll Call
4. Minutes of last meeting
5. Treasurer’s report
6. Report of committees
7. Unfinished business
8. New business
9. 4-H Leader’s report
10. Announcements
11. Adjournment
12. Educational program/project work
13. Recreation/refreshments

Section 4 – Parliamentary Procedure
Robert’s Rules of Order shall generally govern the meetings of the club.

Article IV – Election of Officers
The officers of this club shall be elected at the first regular meeting in September. They shall hold office for one year. All active members are eligible to run for an office and to vote. Voting is by majority rule and done by secret ballot.

Any officer position that becomes vacant shall be filled by someone appointed by the executive committee.

Article V – Officers
An officer candidate shall have been a member in good standing of the club for at least three months prior to elections.

Officers shall not succeed themselves.

Any person appointed to fill an unexpired term may be eligible for the same office the following year.

The officers of this club shall include: president, vice-president, secretary, treasurer, and reporter. Duties of the individual offices are:

Section 1: Duties of the president shall be:
(a) to preside at all meetings of the club, enforce the bylaws and exercise supervision over the affairs of the club.
(b) to appoint standing and special committees.
(c) to serve as an ex officio member of each committee, except the nominating committee.
(d) to serve as delegate of the club to the County 4-H Council.

Section 2: Duties of the vice president shall be:
(a) to assist the president.
(b) to perform the duties of the president in the absence of that officer.
(c) to serve as chairman of the program committee.
(d) to plan all club educational programs one year in advance.

Section 3: Duties of the secretary shall be:
(a) to keep a full and correct record of all proceedings of the club.
(b) to have charge of club correspondence.
Section 4: Duties of the treasurer shall be:
(a) to prepare a budget for approval by the club.
(b) to receive, hold and pay out all moneys of the club as designated by the adopted budget. Any expenditures over $100 not included in the budget, must be approved by the executive committee.
(c) to keep an accurate record of the receipt and expenditures of all funds.
(d) to present a financial statement when requested to do so.
(e) to serve as chairman of the finance committee.

Section 5: Duties of the reporter shall be:
(a) to report activities of the club to local news media.
(b) to report activities to the county Extension educator and/or in the county newsletter.

Executive Committee
The Executive Committee shall be comprised of the 4-H Club President, Vice-President, Secretary and Treasurer, with the 4-H Club Leader acting in a non-voting, advisory role.

Article VI– Committees

Section 1 – Standing Committees
In addition to the Executive Committee and Audit Committee, Standing or Special committees will be created as needed. Members are expected to volunteer for committee assignments. The president has the authority to appoint committee chairs and members.

Standing committees for this club include:
Program committee
Nominating committee

Section 2 – Audit Committee
An audit committee consisting of one member, one parent, and one volunteer – all of whom do not have signatory rights on the financial accounts – will conduct an audit of the club financial records. The club leader will see that the audit and records are turned in to the Extension Office at the end of each 4-H year. (September)

Article VII – Fiscal Operations
The club will follow all State 4-H fiscal policies

Article VIII – Volunteers & Parents
Volunteers and parents chaperoning, advising, transporting or generally accepting responsibility members other than their own children must have been successfully screened and accepted as a 4-H Volunteer for the current program year by the State 4-H Youth Development program.
Parents of members are required to volunteer at a minimum of 2 major 4-H events each program year. Events include, but are no limited to; Club Registration Day, Presentation day, Imaginology, Record Book Judging.

**Article IX – Amendments**

This constitution or by-laws may be amended at any regular meeting by a two-thirds vote cast by those in attendance at a 4-H Club meeting, providing written amendments have been presented at the previous regular club meeting.

**Article X – Dissolution**

Upon consideration of dissolution the members of Trabuco Trailblazers 4-H club agree to the following procedure:

The Trabuco Trailblazers 4-H club shall be terminated and dissolved by a majority vote of the membership in favor of dissolution and termination of the 4-H club. The member shall also vote on how to disburse club resources for a project or activity or contribution to the betterment of the community or betterment of the county or state 4-H program. When a 4-H club dissolves or fails to reorganize without vote of the members, the resources become the property of the County 4-H Council or the State 4-H Foundation after a waiting period of one year. During the one-year waiting period, a representative of the county 4-H program will maintain the account.

Upon dissolution and termination of the Trabuco Trailblazers 4-H club for any reason, the offices shall take full account of the Trabuco Trailblazers 4-H club assets and liabilities, and shall liquidate the assets and shall apply and distribute the proceeds there from the following order:

a. To the payment of the debts and liabilities of the Trabuco Trailblazers 4-H club.

b. To the setting up of any reserves that the officers may deem reasonable for the purpose of paying any unforeseen liabilities or obligations of the club.

c. The remaining balance shall be distributed to the Trabuco Trailblazers County 4-H Council for the purpose of program development directly related to the enrichment of the 4-H youth program.

Each of the members shall be provided a statement prepared by the Trabuco Trailblazers 4-H club outlining the assets, liabilities, and the distribution upon complete liquidation. Upon compliance with these terms and the distribution of funds, the 4-H club shall cease.
4-H Club Bylaws

Attendance requirements for members
4-H Members must have attended one over half of all regularly scheduled and conducted 4-H Club meetings to successfully complete the 4-H year. In addition, the same attendance requirements may also apply to eligibility for most County, Regional and state events.

If a 4-H club member cannot meet the minimum requirements due to college enrollment, family situation, employment or other factors, the club leader may agree with the member to create options for completion. This agreement should be planned in and agreed to in advance by the volunteer club leader and the member. A written copy of the Individual 4-H Member Comprehensive Plan should be filed at the extension center.

Volunteer involvement
Volunteers working with members other than their own children must have been successfully screened and accepted as a 4-H Volunteer for the current program year by the State 4-H Youth Development program.

Parental involvement
At least one parent or legal guardian from each family is asked (expected?) to attend each regular 4-H Club Meeting.

Successful 4-H membership usually requires a great deal of parental support. Parents may be asked to chaperon a club activity, host a meeting, teach a special skill or share a particular interest. If they are sharing information with the club, it doesn't necessarily have to be related to a project. It could be regarding citizenship, leadership, community service, careers or other topics. Parents volunteering to chaperon events, drive members (other than their own children) to or from meetings or events, must have been successfully screened and accepted by the State 4-H Youth Development program.

Size of the Club
(In most cases clubs do not specify a club size, however clubs can limit the number of members due to space limitations. Consult with the 4-H Specialist before proposing or setting a maximum club size)

Club Dues
This 4-H club & 4-H Council will assess voluntary dues of $25 to cover club expenses for educational programming. If members cannot pay these dues, they need to discuss the situation with the 4-H leader.

Re-enrollment deadlines and expectations for the club:
(Specific annual deadlines and expectations may be more appropriate in the Annual Club Rules section below)
Member responsibilities to the club:
re: demonstrations, community service, attendance. (Including collegiate members and “unusual” family situations)

(Specific annual deadlines and expectations may be more appropriate in the Annual Club Rules section below)

Member responsibilities to the 4-H Council:
County wide service projects
Fund raisers
Abide by 4-H Council rulings and deadlines

(Specific annual deadlines and expectations may be more appropriate in the Annual Club Rules section below)

Voted upon and adopted: ____________________________
Voted upon and revised: ____________________________
Voted upon and revised: ____________________________

Annual 4-H Club Rules
The Club Leader and Club Officers usually establish these.

These may be included generally in the By-laws above, but important details may change year to year and be appropriately included here. These rules may relate to requirements having to do with:

- The meeting location (the building has it’s own rules and requirements?)
- Enrollment and event dates
- Annually planned fund raisers
- Community Service goals and expectations for the coming year
- Program presentations for the year: Demonstrations, Speakers, Health talks, etc.
Trabuco Trailblazers 4-H Club

Bylaws

Article I
Election of Club Officers

The Officers shall be elected by the last club meeting of the unit year.

Article II
Duties of Club Officers

The President shall preside at all meetings and have in mind at all times the best interests of the 4-H members. The president may call special meetings with the consent of the organization volunteer(s).

The Vice-President shall perform the duties of the president in the absence of the president. The vice president shall serve as chairperson of the yearly program committee and the membership committee.

The Secretary shall keep the minutes of all 4-H meetings, act as the group’s correspondent, and keep a correct roll of 4-H members. At the end of the 4-H year, the secretary and organization volunteer(s) will submit a final report to the county 4-H YDP office.

The Treasurer shall receive and keep all money belonging to the 4-H club and shall pay it out only upon order of the president, after the 4-H members approve. The treasurer shall keep an accurate record of all money received and paid out and keep a report up to date in the 4-H Treasurer’s manual. The treasurer and the organization volunteer(s) will compile and submit required reports to the county 4-H YDP office by the county deadline.

Other offices may be established as needs of the unit dictate.
Article III
Committees

The president may appoint committees for special purposes at any time.

Each club member is expected to serve on a committee

Article IV
Meetings

The regular meetings of the Trabuco Trailblazers 4-H club shall take place on the first Monday of each month. Regular meetings for the Trabuco Trailblazers 4-H club begin in October and end in June. A meeting calendar will be provided to members at the first monthly meeting. With a minimum of 7 days notice, the president, with consent of the organization adult volunteer, may call special meetings.

Article V
Quorum

A quorum at regular and special meetings of the Trabuco Trailblazers 4-H club shall consist of those active members who attend the meeting, provided the meeting has been properly called and unless otherwise specified in the bylaws no meeting or business shall be transacted without a quorum.

Article VI
Program of work

The Club Planning Guide shall be completed not later than the third meeting of the program year.

Article VII
Rules of Order

Robert's Rules of Order shall govern the meetings of this 4-H club.

Article VIII
Amending By-Laws

These by-laws may be amended by two-thirds vote of the members present at any regular meeting.
Article IX
Dissolution of the Trabuco Trailblazers

Upon consideration of the dissolution of the 4-H club, the officers will inform the county 4-H YDP staff and county council as to their desire and conformance to the following procedure:

The Trabuco Trailblazers 4-H club shall be terminated and dissolved upon majority vote of the membership in favor of dissolution of the 4-H club. Upon dissolution of the 4-H club for any reason, the officers shall take full account of the Trabuco Trailblazers 4-H club assets and liabilities, and shall liquidate the assets as promptly as is consistent with obtaining the fair value thereof, and shall apply and distribute the proceeds therefrom in the following order:

a. Payment of the debts and liabilities of the Trabuco Trailblazers 4-H club.

b. Setting up of any reserves which the officers may deem necessary for any contingent or unforeseen liabilities or obligations of the Trabuco Trailblazers 4-H club; such reserves shall be paid by the treasurer to the county council. The county council will hold the funds in an escrow account for three (3) years for the purpose of contingent or unforeseen liabilities or upon re-establishment of the Trabuco Trailblazers 4-H club. At the expiration of the 3-year period, the balance shall be distributed to the county council. The balance remaining shall be distributed to the county council for the purpose of program development directly relating to the enrichment of the quality of life of 4-H youth and adult volunteers.

Each of the members shall be furnished with a statement prepared by the Trabuco Trailblazers 4-H club setting forth the assets, liabilities, and distribution upon complete liquidation. Upon compliance with the foregoing terms and manner of distribution, the 4-H unit shall cease.

Article X
Agreed Upon Procedures

A. Project Leader Approval

1. Adult Project Leaders must complete OC 4-H Leadership Training Process.

2. Adult Project Leaders must submit a request to lead desired project to Trabuco Trailblazers Community Club Leader(s) along with a syllabus/outline and meeting dates of project activities/expectations.

3. To lead a Market Animal Project, adult volunteer leaders must have a minimum of 2 years project experience and/or participation in desired project,
including but not limited to calf, swine, steer, sheep, turkeys, broilers, market rabbits and market goats.

4. All adult project leaders must be approved by the Community Club Leader(s).

5. Approval process for adult project leaders includes an interview with Youth Executive Board.

6. All approved project leaders must attend mandatory project leader meetings, along with 80% attendance at monthly club meetings.

7. All Project Leaders and members are responsible for information in the club meeting minutes, and e-mails sent by the County 4-H representative and Community Club Leaders.

8. Failure to reply to requests by the Community Club Leaders may lead removal from the club.

9. All members and approved project leaders must abide by the 4-H Code of Conduct and ethics.

B. Chain of Command Policy and Procedure

1. To ensure effective communication including needed information, questions or concerns, members or leaders (adult volunteers) must first speak directly to the project leader.

2. If question or concern is not resolved, email askTT4H@yahoo.com where a Community Club Leader will respond to you in a timely manner. All unresolved issues will be handled by a Community Club Leader.

C. Youth Leadership Selection

1. Interested senior 4-H members should sign up to run for desired executive board and leadership positions at designated end of year meetings.

2. Youth considered for leadership positions must be a 4-H member in good standing, have experience in leadership, including active membership in the leadership project.

3. To be considered a member in good standing, 4-H members must attend 80% of monthly club meetings and abide by the 4-H Code of Conduct.

4. Executive Board positions are to be held by 4-H members in high school.
5. Presidential candidates must have held an Executive Board position in the previous two years.

6. Final review of candidates is determined by Youth President, Vice President and Community Club Leader(s).

7. Members applying for club scholarships must first meet county application requirements. The club will split the scholarship amount between all of the approved applicants.

D. Livestock

1. Project equipment owned by TT 4-H is listed in the club inventory list.

2. If there is property or space constraints—only one animal per child with the exception of graduating seniors and pygmy goat owners which are considered small animals and not large livestock.

3. Fair premiums for educational displays and market pen of three are to be deposited through the club and used for purchases in that project but cannot include feed, animals or personal items for individuals. The 4H members in that project must vote and agree as to how the premium is spent or split the money equally. Majority rules.

4. Recycle money is to be deposited into a general livestock fund which will provide routine wormers and medications to all livestock members.

5. All Veterinary care and medication to be provided by project member or the individual in need of care.

These bylaws were adopted ______________, 20__. (Carry forward the original date from year to year as the by-laws will be adopted only once. Each amendment to the bylaws must indicate the article number amended and date the amendment was made.)

4-H Club President

Organizational Volunteer / 4-H Club Leader

4-H YDP Staff

County Director
Trabuco Trailblazers
Member Manual
4-H Pledge

I pledge:

Head
for Clearer Thinking

Heart
for Greater Loyalty

Hands
for Larger Service

Health
for Better Living

...for my Club, my Community, my Country and my World.

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.

4-H Colors
The 4-H colors are green and white.

Green is nature's most common color and represents youth, life and growth. White symbolizes purity and high ideals.
4-H Creed

I believe in 4-H Club work for the opportunity it will give me to become a useful citizen.

I believe in the training of my HEAD for the power it will give me to think, plan and to reason.

I believe in the training of my HEART for the nobleness it will give me to be kind, sympathetic and true.

I believe in the training of my HANDS for the ability it will give me to be helpful, skillful, and useful.

I believe in the training of my HEALTH for the strength it will give me to enjoy life, to resist disease, and to work efficiently.

I believe in my country, my state, and my community and in my responsibility for their development. In all these things I believe, and am willing to dedicate my efforts to their fulfillment.
The 4h Uniform

Boys- Uniform Guidelines
• Short or long sleeve white shirt with collar (minimum of five buttons in front).
• White or off white tailored pants or jeans (full-length).
• Green 4-H emblem tie.

Girls- Uniform Guidelines
• Short or long sleeve white shirt with collar or blouse (minimum of five buttons in front).
• White skirt or culottes, or a white dress of similar style.
• Green 4-H scarf fastened with a simple white plastic or metal ring.

General Appearance
• Hats must be worn on the 4-H member's head.
• Shirts must be tucked into pants, and belts must be worn if pants have loops.
• 4-H collar must be over shirt collar.
• Baggy pants and spandex are not acceptable.
• English or western boots are required for exhibiting in the horse project, and pants must be outside if boots are worn.
Project Opportunities

Market Swine

Market Lambs

Market Steer

Market Goats

Horse

Poultry
Market Turkeys

Rabbits

Cavies

Pygmy Goats

Pet Partners

Baking
Parliamentary Procedure for Meetings

Robert's Rules of Order is the standard for facilitating discussions and group decision-making. Copies of the rules are available at most bookstores. Although they may seem long and involved, having an agreed-upon set of rules makes meetings run easier. Robert's Rules will help your group have better meetings, not make them more difficult. Your group is free to modify them or find another suitable process that encourages fairness and participation, unless your bylaws state otherwise.

Here are the basic elements of Robert's Rules, used by most organizations:

1. Motion: To introduce a new piece of business or propose a decision or action, a motion must be made by a group member (“I move that...”). A second motion must then also be made (raise your hand and say, “I second it.”) After limited discussion the group then votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in your bylaws.)

2. Postpone Indefinitely: This tactic is used to kill a motion. When passed, the motion cannot be reintroduced at that meeting. It may be brought up again at a later date. This is made as a motion (“I move to postpone indefinitely...”). A second is required. A majority vote is required to postpone the motion under consideration.

3. Amend: This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Raise your hand and make the following motion: “I move to amend the motion on the floor.” This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion. In some organizations, a “friendly amendment” is made. If the person who made the original motion agrees with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment.

4. Commit: This is used to place a motion in committee. It requires a second. A majority vote must rule to carry it. At the next meeting the committee is required to prepare a report on the motion committed. If an appropriate committee exists, the motion goes to that committee. If not, a new committee is established.

5. Question: To end a debate immediately, the question is called (say “I call the question”) and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.

6. Table: To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time (“I make...”)
7. Adjourn: A motion is made to end the meeting. A second motion is required. A majority vote is then required for the meeting to be adjourned (ended).

Note: If more than one motion is proposed, the most recent takes precedence over the ones preceding it. For example if #6, a motion to table the discussion, is proposed, it must be voted on before #3, a motion to amend, can be decided.

In a smaller meeting, like a committee or board meeting, often only four motions are used:

- To introduce (motion.)
- To change a motion (amend.)
- To adopt (accept a report without discussion.)
- To adjourn (end the meeting.)

Remember, these processes are designed to ensure that everyone has a chance to participate and to share ideas in an orderly manner. Parliamentary procedure should not be used to prevent discussion of important issues.

Board and committee chairpersons and other leaders may want to get some training in meeting facilitation and in using parliamentary procedure. Additional information on meeting processes, dealing with difficult people, and using Robert's Rules is available from district office staff and community resources such as the League of Women Voters, United Way and other technical assistance providers. Parliamentary Procedure at a Glance, by O. Garfield Jones, is an excellent and useful guide for neighborhood association chairs.

Tips in Parliamentary Procedure

The following summary will help you determine when to use the actions described in Robert's Rules.

- A main motion must be moved, seconded, and stated by the chair before it can be discussed.
- If you want to move, second, or speak to a motion, stand and address the chair.
- If you approve the motion as is, vote for it.
• If you disapprove the motion, vote against it.

• If you approve the idea of the motion but want to change it, amend it or submit a substitute for it.

• If you want advice or information to help you make your decision, move to refer the motion to an appropriate quorum or committee with instructions to report back.

• If you feel they can handle it better than the assembly, move to refer the motion to a quorum or committee with power to act.

• If you feel that there the pending question(s) should be delayed so more urgent business can be considered, move to lay the motion on the table.

• If you want time to think the motion over, move that consideration be deferred to a certain time.

• If you think that further discussion is unnecessary, move the previous question.

• If you think that the assembly should give further consideration to a motion referred to a quorum or committee, move the motion be recalled.

• If you think that the assembly should give further consideration to a matter already voted upon, move that it be reconsidered.

• If you do not agree with a decision rendered by the chair, appeal the decision to the assembly.

• If you think that a matter introduced is not germane to the matter at hand, a point of order may be raised.

• If you think that too much time is being consumed by speakers, you can move a time limit on such speeches.

• If a motion has several parts, and you wish to vote differently on these parts, move to divide the motion.
### PARLIAMENTARY PROCEDURE AT A GLANCE

<table>
<thead>
<tr>
<th>TO DO THIS</th>
<th>YOU SAY THIS</th>
<th>MAY YOU INTERRUPT SPEAKER</th>
<th>MUST YOU BE SECURED</th>
<th>EMOTION DEBATABLE</th>
<th>WHAT VOTE REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjourn meeting*</td>
<td>I move that we adjourn</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Resume meeting</td>
<td>I move that we resume until...</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Complain about noise, room temperature, etc.*</td>
<td>Point of privilege</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No vote</td>
</tr>
<tr>
<td>Suspect further consideration of something</td>
<td>I move we table it</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>End debate</td>
<td>I move the previous question</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>2/3 vote</td>
</tr>
<tr>
<td>Postpone consideration of something</td>
<td>I move we postpone this matter until...</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Have something studied further</td>
<td>I move we refer this matter to committee</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Amend a motion</td>
<td>I move this motion be amended by...</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Introduce business (a primary motion)</td>
<td>I move that...</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Objection to procedure or personal attack*</td>
<td>Point of order</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No vote; Chair decides</td>
</tr>
<tr>
<td>Request information</td>
<td>Point of information</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No vote</td>
</tr>
<tr>
<td>Ask for actual count to verify your vote</td>
<td>I call for a division of the house</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No vote</td>
</tr>
<tr>
<td>Objection to consideration of undiplomatic word*</td>
<td>I object to consideration of this question</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3 vote</td>
</tr>
<tr>
<td>Take up a matter previously tabled?</td>
<td>I move to take from the table...</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Reconsider something already disposed of*</td>
<td>I move we reconsider our action relative to...</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Consider something already out of its order*</td>
<td>I move we suspend the rules and consider</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>2/3 vote</td>
</tr>
<tr>
<td>Vote on a ruling by the Chair</td>
<td>I appeal the Chair's decision</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
</tbody>
</table>

*Not amendable
<table>
<thead>
<tr>
<th>Parliamentary Procedure at a Glance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Privileged Motions</strong></td>
</tr>
<tr>
<td>Move Time at Which to Adjourn</td>
</tr>
<tr>
<td>Adjourn</td>
</tr>
<tr>
<td>Question of Privilege</td>
</tr>
<tr>
<td>Call for Order of Day</td>
</tr>
<tr>
<td><strong>Incidental Motions</strong></td>
</tr>
<tr>
<td>Appeal</td>
</tr>
<tr>
<td>Objection to Consideration of a Question</td>
</tr>
<tr>
<td>Point of Information</td>
</tr>
<tr>
<td>Point of Order</td>
</tr>
<tr>
<td>Read Papers</td>
</tr>
<tr>
<td>Suspend the Rules</td>
</tr>
<tr>
<td>Withdraw a Motion</td>
</tr>
<tr>
<td><strong>Subsidiary Motions</strong></td>
</tr>
<tr>
<td>Lay on the Table</td>
</tr>
<tr>
<td>The Previous Question (Close Debate)</td>
</tr>
<tr>
<td>Limit or Extend Debate</td>
</tr>
<tr>
<td>Postpone to a Distant Time</td>
</tr>
<tr>
<td>Refer to Committee</td>
</tr>
<tr>
<td>Amend the Amendment</td>
</tr>
<tr>
<td>Amendment</td>
</tr>
<tr>
<td>Postpone Indefinitely</td>
</tr>
<tr>
<td><strong>Main Motion</strong></td>
</tr>
<tr>
<td>Main or Procedural Motion</td>
</tr>
</tbody>
</table>

This table presents the motions in order of precedence. Each motion takes precedence over all others listed below it. No motion can supersede a motion listed above it.

**PLEASE NOTE:** Many organizations use only the Main Motion and Subsidiary Motions, handling other motions as an internal house.
IN THE MEETING

TO INTRODUCE A MOTION:
Stand when no one else has the floor. Address the Chair by the proper title. Wait until the chair recognizes you.

• Now that you have the floor and can proceed with your motion say "I move that...," state your motion clearly and sit down.

• Another member may second your motion. A second merely implies that the seconder agrees that the motion should come before the assembly and not that he/she is in favor of the motion.

• If there is no second, the Chair says, "The motion is not before you at this time." The motion is not lost, as there has been no vote taken.

• If there is a second, the Chair states the question by saying "It has been moved and seconded that... (state the motion)... is there any discussion?"

DEBATE OR DISCUSSING THE MOTION:

• The member who made the motion is entitled to speak first.

• Every member has the right to speak in debate.

• The Chair should alternate between those "for" the motion and those "against" the motion.

• The discussion should be related to the pending motion.

• Avoid using a person's name in debate.

• All questions should be directed to the Chair.

• Unless there is a special rule providing otherwise, a member is limited to speak once to a motion.

• Asking a question or a brief suggestion is not counted in debate.

• A person may speak a second time in debate with the assembly's permission.

VOTING ON A MOTION:
• Before a vote is taken, the Chair puts the question by saying "Those in favor of the motion that ... (repeat the motion)... say "Aye." Those opposed say "No." Wait, then say "The motion is carried," or "The motion is lost."

• Some motions require a 2/3 vote. A 2/3 vote is obtained by standing

• If a member is in doubt about the vote, he may call out "division." A division is a demand for a standing vote.

• A majority vote is more than half of the votes cast by persons legally entitled to vote.

• A 2/3 vote means at least 2/3 of the votes cast by persons legally entitled to vote.

• A tie vote is a lost vote, since it is not a majority.
AMENDMENTS ILLUSTRATED

Any main motion or resolution may be amended by:
1. Adding at the end
2. Striking out a word or words
3. Inserting a word or words
4. Striking out and inserting a word or words
5. Substitution

A member rises, addresses the chair, receives recognition, and states the motion:

"I move that...
"

Another member seconds the motion.

The Chair repeats the motion and says, "Is there any discussion?"

To improve the motion, a member rises, receives recognition and says, "I move to amend the motion by...
"

Another member seconds the amendment.

The Chair repeats the amendment and says, "Is there any discussion on the amendment?"

To improve the amendment, a member rises, receives recognition, and says, "I move to amend the amendment by...
"

Another member seconds the amendment.

The Chair repeats the amendment to the amendment and says, "Is there any discussion on the amendment to the amendment?"

- When discussion ceases, the Chair says, "Those in favor of the amendment to the amendment say "Aye". Those opposed say "No".
- If the vote was in the affirmative, the amendment is included in the primary amendment. The Chair then says, "Is there any discussion on the amended amendment?"
- If there is no discussion, a vote is taken on the amended amendment. If the vote is in the affirmative, the amendment is included in the main motion. The chair then says, "Is there any discussion on the amended motion?"
- At this point, the motion can again be amended.
- Even though the amendments carried in the affirmative, the main motion as amended can be debated.
Chapter V

Summary, Recommendations, and Conclusions

Summary

The purpose of this project was to create new bylaws, a constitution and a new member manual for the Trabuco Trailblazers to use starting in September 2014. The Trabuco Trailblazers Constitution and Bylaws had not been updated in several years and the leaders of the club wanted to add and change some of the requirements and expectations of members. The New Member Manual is designed to be informational to new members of the Trabuco Trailblazers about how the club works, what involvement opportunities there are and to answer some common questions they might have.

Recommendations

The following points are recommendations I have for the leaders of the Trabuco Trailblazers 4-H club.

1. All three of the documents should be added to the Trabuco Trailblazers website so they are internet accessible.

2. Have each member sign that they have read and understand the constitution and bylaws before membership is complete.

3. Each year update any new information to the New Member Manual and add the contact information and a summary of each project under the project opportunities section.

4. The Bylaws and Constitution should be enforced to all members of the Trabuco Trailblazers by the Leaders of the Club
5. New Member Manuals should be given out, one per family, only to new members on the day of registration.

Conclusions

The Constitution and Bylaws should serve as a helpful and updated document to meet and enforce the needs of the Trabuco Trailblazers 4-H club. The documents must be reviewed by the Trabuco Trailblazers Club Leaders and must be signed and submitted to the County 4-H Office. The documents will only be official once they are approved. The New Member Manual should serve as a guide to members on what 4-H is, how it is structured and the involvement opportunities there are. These documents are a proposed draft and can be changed by the club leaders to better fit the needs of the club.
List of References


“California 4-H Association”. University of California. Web. 15 May 2013

Hammork, Gregg. Personal Interview. 15 March 2014


“National 4-H Council”. 4-H website. Web. 1 June 2013. 4-H.org

“Parliamentary Procedure for Meetings”. AFSC. Web. 3 March 2014

“Trabuco Trailblazers Constitution”. Trabuco Trailblazers Club President. Document. 3 January 2014

“Trabuco Trailblazers Bylaws”. Trabuco Trailblazers Club President. Document. 3 January 2014

Appendix A

Constitution
Bylaws
New Member Manual
Trabuco Trailblazers 4-H Club Constitution

Article I – Name and Purpose

Section 1 – Name
The name of this 4-H organization shall be Trabuco Trailblazers 4-H club.

Section 2 – Purpose
The Purposes of this 4-H Club are as follows:

1. To develop life skills, such as self-concept, relating to others, decision-making, physical skills, and practical skills.
2. To provide an organized means for youth to learn from the knowledge of adult leaders.
3. To provide for an enjoyable atmosphere for learning.
4. To promote community interaction through volunteerism and community service.

Article II - Membership

Section 1 – Eligibility
Any boy or girl in this (area, community, county), who is eight years of age on December 31\textsuperscript{st} of the 4-H year and has not reached their nineteenth birthday on December 31\textsuperscript{st} of the current year, may become a member of this club regardless of race, color, religion, gender, national origin, ancestry, marital status, familial status, sexual orientation or disability. Five- to seven-year-olds on December 31\textsuperscript{st} of the 4-H year may enroll as a 4-H Clover Bud.

Section 2 – Enrollment
Members must re-enroll in 4-H on an annual basis to retain active 4-H member status.
Section 3 – Responsibilities
Each member is encouraged to participate regularly in club meetings.

Each member must enroll in a minimum of one project and is encouraged to keep a project record and share what they learned through a speech, demonstration or exhibit.

Participation in 4-H is a privilege and participants are expected to show respect and cooperation to 4-H leaders and other participants. Each member is expected to conduct themselves in accordance with the Behavior Guidelines established by State 4-H. Participants may be removed from 4-H programs or activities for misconduct.

All members are required to participate in presentation day and Imaginology

All livestock project members are required to complete 4-H project report forms.

Section 4 – Member in Good Standing
Members in good standing of this club are those who have met or exceeded current State 4-H and County 4-H Council rules and guidelines for eligibility and attendance, and have met or exceeded the 4-H Club’s additional requirements for membership.

Article III – Meetings

Section 1 – Dates

The club shall meet regularly every Monday at 7p.m. at Trabuco Presbyterian church. Special meetings may be called by the President and 4-H leader as needed. Adequate notice is needed.

Section 2 – Quorum

A simple majority (one half plus one) of members must be present to conduct official business of the club.

Section 3 – Order of Business

The following order of business shall be generally followed at regular club meetings:

1. Call to Order
2. Pledge of Allegiance and the 4-H Pledge
3. Roll Call
4. Minutes of last meeting
5. Treasurer’s report
6. Report of committees
7. Unfinished business
8. New business
9. 4-H Leader’s report
Announcements
Adjournment
Educational program/project work
Recreation/refreshments

Section 4 – Parliamentary Procedure
Robert's Rules of Order shall generally govern the meetings of the club.

Article IV – Election of Officers
The officers of this club shall be elected at the first regular meeting in September. They shall hold office for one year. All active members are eligible to run for an office and to vote. Voting is by majority rule and done by secret ballot.

Any officer position that becomes vacant shall be filled by someone appointed by the executive committee.

Article V – Officers
An officer candidate shall have been a member in good standing of the club for at least three months prior to elections.

Officers shall not succeed themselves.

Any person appointed to fill an unexpired term may be eligible for the same office the following year.

The officers of this club shall include: president, vice-president, secretary, treasurer, and reporter. Duties of the individual offices are:

Section 1: Duties of the president shall be:
(a) to preside at all meetings of the club, enforce the bylaws and exercise supervision over the affairs of the club.
(b) to appoint standing and special committees.
(c) to serve as an ex officio member of each committee, except the nominating committee.
(d) to serve as delegate of the club to the County 4-H Council.

Section 2: Duties of the vice president shall be:
(a) to assist the president.
(b) to perform the duties of the president in the absence of that officer.
(c) to serve as chairman of the program committee.
(d) to plan all club educational programs one year in advance.

Section 3: Duties of the secretary shall be:
(a) to keep a full and correct record of all proceedings of the club.
(b) to have charge of club correspondence.
(c) to keep the roll and read the minutes at each meeting.

Section 4: Duties of the treasurer shall be:
(a) to prepare a budget for approval by the club.
(b) to receive, hold and pay out all moneys of the club as designated by the adopted budget. Any expenditures over $100 not included in the budget, must be approved by the executive committee.
(c) to keep an accurate record of the receipt and expenditures of all funds.
(d) to present a financial statement when requested to do so.
(e) to serve as chairman of the finance committee.

Section 5: Duties of the reporter shall be:
(a) to report activities of the club to local news media.
(b) to report activities to the county Extension educator and/or in the county newsletter.

Executive Committee
The Executive Committee shall be comprised of the 4-H Club President, Vice-President, Secretary and Treasurer, with the 4-H Club Leader acting in a non-voting, advisory role.

Article VI – Committees

Section 1 – Standing Committees
In addition to the Executive Committee and Audit Committee, Standing or Special committees will be created as needed. Members are expected to volunteer for committee assignments. The president has the authority to appoint committee chairs and members.

Standing committees for this club include:
  Program committee
  Nominating committee

Section 2 – Audit Committee
An audit committee consisting of one member, one parent, and one volunteer – all of whom do not have signatory rights on the financial accounts – will conduct an audit of the club financial records. The club leader will see that the audit and records are turned in to the Extension Office at the end of each 4-H year. (September)

Article VII – Fiscal Operations
The club will follow all State 4-H fiscal policies

Article VIII – Volunteers & Parents
Volunteers and parents chaperoning, advising, transporting or generally accepting responsibility members other than their own children must have been successfully screened and accepted as a 4-H Volunteer for the current program year by the State 4-H Youth Development program.
Parents of members are required to volunteer at a minimum of 2 major 4-H events each program year. Events include, but are not limited to; Club Registration Day, Presentation day, Imaginology, Record Book Judging.

**Article IX – Amendments**

This constitution or by-laws may be amended at any regular meeting by a two-thirds vote cast by those in attendance at a 4-H Club meeting, providing written amendments have been presented at the previous regular club meeting.

**Article X – Dissolution**

Upon consideration of dissolution the members of Trabuco Trailblazers 4-H club agree to the following procedure:

The Trabuco Trailblazers 4-H club shall be terminated and dissolved by a majority vote of the membership in favor of dissolution and termination of the 4-H club. The member shall also vote on how to disburse club resources for a project or activity or contribution to the betterment of the community or betterment of the county or state 4-H program. When a 4-H club dissolves or fails to reorganize without vote of the members, the resources become the property of the County 4-H Council or the State 4-H Foundation after a waiting period of one year. During the one-year waiting period, a representative of the county 4-H program will maintain the account.

Upon dissolution and termination of the Trabuco Trailblazers 4-H club for any reason, the offices shall take full account of the Trabuco Trailblazers 4-H club assets and liabilities, and shall liquidate the assets and shall apply and distribute the proceeds there from the following order:

a. To the payment of the debts and liabilities of the Trabuco Trailblazers 4-H club.

b. To the setting up of any reserves that the officers may deem reasonable for the purpose of paying any unforeseen liabilities or obligations of the club.

c. The remaining balance shall be distributed to the Trabuco Trailblazers County 4-H Council for the purpose of program development directly related to the enrichment of the 4-H youth program.

Each of the members shall be provided a statement prepared by the Trabuco Trailblazers 4-H club outlining the assets, liabilities, and the distribution upon complete liquidation. Upon compliance with these terms and the distribution of funds, the 4-H club shall cease.
4-H Club Bylaws

Attendance requirements for members
4-H Members must have attended one over half of all regularly scheduled and conducted 4-H Club meetings to successfully complete the 4-H year. In addition, the same attendance requirements may also apply to eligibility for most County, Regional and state events.

If a 4-H club member cannot meet the minimum requirements due to college enrollment, family situation, employment or other factors, the club leader may agree with the member to create options for completion. This agreement should be planned in and agreed to in advance by the volunteer club leader and the member. A written copy of the Individual 4-H Member Comprehensive Plan should be filed at the extension center.

Volunteer involvement
Volunteers working with members other than their own children must have been successfully screened and accepted as a 4-H Volunteer for the current program year by the State 4-H Youth Development program.

Parental involvement
At least one parent or legal guardian from each family is asked (expected?) to attend each regular 4-H Club Meeting.

Successful 4-H membership usually requires a great deal of parental support. Parents may be asked to chaperon a club activity, host a meeting, teach a special skill or share a particular interest. If they are sharing information with the club, it doesn't necessarily have to be related to a project. It could be regarding citizenship, leadership, community service, careers or other topics. Parents volunteering to chaperon events, drive members (other than their own children) to or from meetings or events, must have been successfully screened and accepted by the State 4-H Youth Development program.

Size of the Club
(In most cases clubs do not specify a club size, however clubs can limit the number of members due to space limitations. Consult with the 4-H Specialist before proposing or setting a maximum club size)

Club Dues
This 4-H club & 4-H Council will assess voluntary dues of $25 to cover club expenses for educational programming. If members cannot pay these dues, they need to discuss the situation with the 4-H leader.

Re-enrollment deadlines and expectations for the club:
{Specific annual deadlines and expectations may be more appropriate in the Annual Club Rules section below)
Member responsibilities to the club:
re: demonstrations, community service, attendance. (Including collegiate members and “unusual” family situations)

(Specific annual deadlines and expectations may be more appropriate in the Annual Club Rules section below)

Member responsibilities to the 4-H Council:
County wide service projects
Fund raisers
Abide by 4-H Council rulings and deadlines

(Specific annual deadlines and expectations may be more appropriate in the Annual Club Rules section below)

Voted upon and adopted:____________________________________

Voted upon and revised:____________________________________

Voted upon and revised:____________________________________

Annual 4-H Club Rules
The Club Leader and Club Officers usually establish these.

These may be included generally in the By-laws above, but important details may change year to year and be appropriately included here. These rules may relate to requirements having to do with:

- The meeting location (the building has it’s own rules and requirements?)
- Enrollment and event dates
- Annually planned fund raisers
- Community Service goals and expectations for the coming year
- Program presentations for the year: Demonstrations, Speakers, Health talks, etc.
Trabuco Trailblazers 4-H Club

Bylaws

Article I
Election of Club Officers

The Officers shall be elected by the last club meeting of the unit year.

Article II
Duties of Club Officers

The President shall preside at all meetings and have in mind at all times the best interests of the 4-H members. The president may call special meetings with the consent of the organization volunteer(s).

The Vice-President shall perform the duties of the president in the absence of the president. The vice president shall serve as chairperson of the yearly program committee and the membership committee.

The Secretary shall keep the minutes of all 4-H meetings, act as the group’s correspondent, and keep a correct roll of 4-H members. At the end of the 4-H year, the secretary and organization volunteer(s) will submit a final report to the county 4-H YDP office.

The Treasurer shall receive and keep all money belonging to the 4-H club and shall pay it out only upon order of the president, after the 4-H members approve. The treasurer shall keep an accurate record of all money received and paid out and keep a report up to date in the 4-H Treasurer’s manual. The treasurer and the organization volunteer(s) will compile and submit required reports to the county 4-H YDP office by the county deadline.

Other offices may be established as needs of the unit dictate.

Article III
Committees

The president may appoint committees for special purposes at any time.
Each club member is expected to serve on a committee

**Article IV**
**Meetings**

The regular meetings of the Trabuco Trailblazers 4-H club shall take place on the first Monday of each month. Regular meetings for the Trabuco Trailblazers 4-H club begin in October and end in June. A meeting calendar will be provided to members at the first monthly meeting. With a minimum of 7 days notice, the president, with consent of the organization adult volunteer, may call special meetings.

**Article V**
**Quorum**

A quorum at regular and special meetings of the Trabuco Trailblazers 4-H club shall consist of those active members who attend the meeting, provided the meeting has been properly called and unless otherwise specified in the bylaws no meeting or business shall be transacted without a quorum.

**Article VI**
**Program of work**

The Club Planning Guide shall be completed not later than the third meeting of the program year.

**Article VII**
**Rules of Order**

Robert's Rules of Order shall govern the meetings of this 4-H club.

**Article VIII**
**Amending By-Laws**

These by-laws may be amended by two-thirds vote of the members present at any regular meeting.

**Article IX**
**Dissolution of the Trabuco Trailblazers**

Upon consideration of the dissolution of the 4-H club, the officers will inform the county 4-H YDP staff and county council as to their desire and conformance to the following procedure:
The Trabuco Trailblazers 4-H club shall be terminated and dissolved upon majority vote of the membership in favor of dissolution of the 4-H club. Upon dissolution of the 4-H club for any reason, the officers shall take full account of the Trabuco Trailblazers 4-H club assets and liabilities, and shall liquidate the assets as promptly as is consistent with obtaining the fair value thereof, and shall apply and distribute the proceeds there from in the following order:

a. Payment of the debts and liabilities of the Trabuco Trailblazers 4-H club.

b. Setting up of any reserves which the officers may deem necessary for any contingent or unforeseen liabilities or obligations of the Trabuco Trailblazers 4-H club; such reserves shall be paid by the treasurer to the county council. The county council will hold the funds in an escrow account for three (3) years for the purpose of contingent or unforeseen liabilities or upon re-establishment of the Trabuco Trailblazers 4-H club. At the expiration of the 3-year period, the balance shall be distributed to the county council. The balance remaining shall be distributed to the county council for the purpose of program development directly relating to the enrichment of the quality of life of 4-H youth and adult volunteers.

Each of the members shall be furnished with a statement prepared by the Trabuco Trailblazers 4-H club setting forth the assets, liabilities, and distribution upon complete liquidation. Upon compliance with the foregoing terms and manner of distribution, the 4-H unit shall cease.

**Article X**

**Agreed Upon Procedures**

**A. Project Leader Approval**

1. Adult Project Leaders must complete OC 4-H Leadership Training Process.

2. Adult Project Leaders must submit a request to lead desired project to Trabuco Trailblazers Community Club Leader(s) along with a syllabus/outline and meeting dates of project activities/expectations.

3. To lead a Market Animal Project, adult volunteer leaders must have a minimum of 2 years project experience and/or participation in desired project, including but not limited to calf, swine, steer, sheep, turkeys, broilers, market rabbits and market goats.

4. All adult project leaders must be approved by the Community Club Leader(s).

5. Approval process for adult project leaders includes an interview with Youth Executive Board.

6. All approved project leaders must attend mandatory project leader meetings, along with 80% attendance at monthly club meetings.
7. All Project Leaders and members are responsible for information in the club meeting minutes, and e-mails sent by the County 4-H representative and Community Club Leaders.

8. Failure to reply to requests by the Community Club Leaders may lead removal from the club.

9. All members and approved project leaders must abide by the 4-H Code of Conduct and ethics.

B. Chain of Command Policy and Procedure

1. To ensure effective communication including needed information, questions or concerns, members or leaders (adult volunteers) must first speak directly to the project leader.

2. If question or concern is not resolved, email askTT4H@yahoo.com where a Community Club Leader will respond to you in a timely manner. All unresolved issues will be handled by a Community Club Leader.

C. Youth Leadership Selection

1. Interested senior 4-H members should sign up to run for desired executive board and leadership positions at designated end of year meetings.

2. Youth considered for leadership positions must be a 4-H member in good standing, have experience in leadership, including active membership in the leadership project.

3. To be considered a member in good standing, 4-H members must attend 80% of monthly club meetings and abide by the 4-H Code of Conduct.

4. Executive Board positions are to be held by 4-H members in high school.

5. Presidential candidates must have held an Executive Board position in the previous two years.

6. Final review of candidates is determined by Youth President, Vice President and Community Club Leader(s).

7. Members applying for club scholarships must first meet county application requirements. The club will split the scholarship amount between all of the approved applicants.

D. Livestock

1. Project equipment owned by TT 4-H is listed in the club inventory list.
2. If there is property or space constraints—only one animal per child with the exception of graduating seniors and pygmy goat owners which are considered small animals and not large livestock.

3. Fair premiums for educational displays and market pen of three are to be deposited through the club and used for purchases in that project but cannot include feed, animals or personal items for individuals. The 4H members in that project must vote and agree as to how the premium is spent or split the money equally. Majority rules.

4. Recycle money is to be deposited into a general livestock fund which will provide routine wormers and medications to all livestock members.

5. All Veterinary care and medication to be provided by project member or the individual in need of care.

These bylaws were adopted _____________, 20__. (Carry forward the original date from year to year as the by-laws will be adopted only once. Each amendment to the bylaws must indicate the article number amended and date the amendment was made.)

_____________________________  _____________________________
4-H Club President     Organizational Volunteer / 4-H Club Leader

_____________________________  _____________________________
4-H YDP Staff      County Director
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.

4-H Colors
The 4-H colors are green and white.

Green is nature’s most common color and represents youth, life and growth. White symbolizes purity and high ideals.
4-H Creed

I believe in 4-H Club work for the opportunity it will give me to become a useful citizen.

I believe in the training of my HEAD for the power it will give me to think, plan and to reason.

I believe in the training of my HEART for the nobleness it will give me to be kind, sympathetic and true.

I believe in the training of my HANDS for the ability it will give me to be helpful, skillful, and useful.

I believe in the training of my HEALTH for the strength it will give me to enjoy life, to resist disease, and to work efficiently.

I believe in my country, my state, and my community and in my responsibility for their development. In all these things I believe, and am willing to dedicate my efforts to their fulfillment.
The 4h Uniform

Boys- Uniform Guidelines

• Short or long sleeve white shirt with collar (minimum of five buttons in front).
• White or off white tailored pants or jeans (full-length).
• Green 4-H emblem tie.

Girls- Uniform Guidelines

• Short or long sleeve white shirt with collar or blouse (minimum of five buttons in front).
• White skirt or culottes, or a white dress of similar style.
• Green 4-H scarf fastened with a simple white plastic or metal ring.

General Appearance

• Hats must be worn on the 4-H member's head.
• Shirts must be tucked into pants, and belts must be worn if pants have loops.
• 4-H collar must be over shirt collar.
• Baggy pants and spandex are not acceptable.
• English or western boots are required for exhibiting in the horse project, and pants must be outside if boots are worn.
Project Opportunities

Market Swine

Market Lambs

Market Steer

Market Goats

Horse

Poultry
Community Service

Arts and Crafts (Primaries)

Leadership

Cake Decorating (Primaries)
Parliamentary Procedure for Meetings

Robert's Rules of Order is the standard for facilitating discussions and group decision-making. Copies of the rules are available at most bookstores. Although they may seem long and involved, having an agreed-upon set of rules makes meetings run easier. Robert's Rules will help your group have better meetings, not make them more difficult. Your group is free to modify them or find another suitable process that encourages fairness and participation, unless your bylaws state otherwise.

Here are the basic elements of Robert's Rules, used by most organizations:

1. Motion: To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that......") A second motion must then also be made (raise your hand and say, "I second it.") After limited discussion the group then votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in your bylaws.)

2. Postpone Indefinitely: This tactic is used to kill a motion. When passed, the motion cannot be reintroduced at that meeting. It may be brought up again at a later date. This is made as a motion ("I move to postpone indefinitely..."). A second is required. A majority vote is required to postpone the motion under consideration.

3. Amend: This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Raise your hand and make the following motion: "I move to amend the motion on the floor." This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion. In some organizations, a "friendly amendment" is made. If the person who made the original motion agrees with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment.

4. Commit: This is used to place a motion in committee. It requires a second. A majority vote must rule to carry it. At the next meeting the committee is required to prepare a report on the motion committed. If an appropriate committee exists, the motion goes to that committee. If not, a new committee is established.

5. Question: To end a debate immediately, the question is called (say "I call the question") and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.

6. Table: To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time ("I make
a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue.”) A second is needed and a majority vote required to table the item being discussed.

7. Adjourn: A motion is made to end the meeting. A second motion is required. A majority vote is then required for the meeting to be adjourned (ended).

Note: If more than one motion is proposed, the most recent takes precedence over the ones preceding it. For example if #6, a motion to table the discussion, is proposed, it must be voted on before #3, a motion to amend, can be decided.

In a smaller meeting, like a committee or board meeting, often only four motions are used:

• To introduce (motion.)

• To change a motion (amend.)

• To adopt (accept a report without discussion.)

• To adjourn (end the meeting.)

Remember, these processes are designed to ensure that everyone has a chance to participate and to share ideas in an orderly manner. Parliamentary procedure should not be used to prevent discussion of important issues.

Board and committee chairpersons and other leaders may want to get some training in meeting facilitation and in using parliamentary procedure. Additional information on meeting processes, dealing with difficult people, and using Robert's Rules is available from district office staff and community resources such as the League of Women Voters, United Way and other technical assistance providers. Parliamentary Procedure at a Glance, by O. Garfield Jones, is an excellent and useful guide for neighborhood association chairs.

Tips in Parliamentary Procedure

The following summary will help you determine when to use the actions described in Robert's Rules.

• A main motion must be moved, seconded, and stated by the chair before it can be discussed.

• If you want to move, second, or speak to a motion, stand and address the chair.

• If you approve the motion as is, vote for it.
• If you disapprove the motion, vote against it.

• If you approve the idea of the motion but want to change it, amend it or submit a substitute for it.

• If you want advice or information to help you make your decision, move to refer the motion to an appropriate quorum or committee with instructions to report back.

• If you feel they can handle it better than the assembly, move to refer the motion to a quorum or committee with power to act.

• If you feel that there the pending question(s) should be delayed so more urgent business can be considered, move to lay the motion on the table.

• If you want time to think the motion over, move that consideration be deferred to a certain time.

• If you think that further discussion is unnecessary, move the previous question.

• If you think that the assembly should give further consideration to a motion referred to a quorum or committee, move the motion be recalled.

• If you think that the assembly should give further consideration to a matter already voted upon, move that it be reconsidered.

• If you do not agree with a decision rendered by the chair, appeal the decision to the assembly.

• If you think that a matter introduced is not germane to the matter at hand, a point of order may be raised.

• If you think that too much time is being consumed by speakers, you can move a time limit on such speeches.

• If a motion has several parts, and you wish to vote differently on these parts, move to divide the motion.
<table>
<thead>
<tr>
<th>TO DO THIS</th>
<th>YOU SAY THIS</th>
<th>MAY YOU INTERRUPT SPEAKER</th>
<th>MUST YOU BE SECONDED</th>
<th>IS MOTION DEBATABLE</th>
<th>WHAT VOTE REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjourn meeting*</td>
<td>I move that we adjourn</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Recess meeting</td>
<td>I move that we recess until...</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Complain about noise, room temperature, etc.*</td>
<td>Point of privilege</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No vote</td>
</tr>
<tr>
<td>Suspend further consideration of something*</td>
<td>I move we table it</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>End debate</td>
<td>I move the previous question</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>2/3 vote</td>
</tr>
<tr>
<td>Postpone consideration of something</td>
<td>I move we postpone this matter until...</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Have something studied further</td>
<td>I move we refer this matter to committee</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Amend a motion</td>
<td>I move this motion be amended by...</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Introduce business (a primary motion)</td>
<td>I move that...</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Object to procedure or personal affront*</td>
<td>Point of order</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No vote, Chair decides</td>
</tr>
<tr>
<td>Request information</td>
<td>Point of information</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No vote</td>
</tr>
<tr>
<td>Ask for actual count to verify voice vote</td>
<td>I call for a division of the house</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No vote</td>
</tr>
<tr>
<td>Object consideration of undiplomatic vote*</td>
<td>I object to consideration of this question</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3 vote</td>
</tr>
<tr>
<td>Take up a matter previously tabled*</td>
<td>I move to take from the table...</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Reconsider something already disposed of*</td>
<td>I move we reconsider our action relative to...</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Consider something already out of its schedule*</td>
<td>I move we suspend the rules and consider</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>2/3 vote</td>
</tr>
<tr>
<td>Vote on a ruling by the Chair</td>
<td>I appeal the Chair's decision</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
</tbody>
</table>

*Not amendable
<table>
<thead>
<tr>
<th>Privileged Motions</th>
<th>Debatable</th>
<th>Amendable</th>
<th>Can Be Reconsidered</th>
<th>Requires 2/3 Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fix Time at Which to Adjourn</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Adjourn</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Question of Privilege</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Call for Order of Day</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Incidental Motions</th>
<th>Debatable</th>
<th>Amendable</th>
<th>Can Be Reconsidered</th>
<th>Requires 2/3 Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appeal</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Objection to Consideration of a Question</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Point of Information</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Point of Order</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Read Papers</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Suspend the Rules</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Withdraw a Motion</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subsidiary Motions</th>
<th>Debatable</th>
<th>Amendable</th>
<th>Can Be Reconsidered</th>
<th>Requires 2/3 Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lay on the Table</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>The Previous Question (close debate)</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Limit or Extend Debate</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Postpone to a Definite Time</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Refer to Committee</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Amend the Amendment</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Amendment</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Postpone Indefinitely</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Main Motion</th>
<th>Debatable</th>
<th>Amendable</th>
<th>Can Be Reconsidered</th>
<th>Requires 2/3 Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main or Procedural Motion</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

This table presents the motions in order of precedence. Each motion takes precedence over (i.e. can be considered ahead of) the motions listed below it. No motion can supersede (i.e. be considered before) any of the motions listed above it.

**PLEASE NOTE:** Many organizations use only the Main Motion and Subsidiary Motions, handling other matters on an informal basis.
IN THE MEETING

TO INTRODUCE A MOTION:

Stand when no one else has the floor. Address the Chair by the proper title. Wait until the chair recognizes you.

• Now that you have the floor and can proceed with your motion say "I move that....," state your motion clearly and sit down.

• Another member may second your motion. A second merely implies that the seconder agrees that the motion should come before the assembly and not that he/she is in favor of the motion.

• If there is no second, the Chair says, "The motion is not before you at this time." The motion is not lost, as there has been no vote taken.

• If there is a second, the Chair states the question by saying "It has been moved and seconded that ... (state the motion). . . , is there any discussion?"

DEBATE OR DISCUSSING THE MOTION:

• The member who made the motion is entitled to speak first.

• Every member has the right to speak in debate.

• The Chair should alternate between those "for" the motion and those "against" the motion.

• The discussion should be related to the pending motion.

• Avoid using a person's name in debate.

• All questions should be directed to the Chair.

• Unless there is a special rule providing otherwise, a member is limited to speak once to a motion.

• Asking a question or a brief suggestion is not counted in debate.

• A person may speak a second time in debate with the assembly's permission.

VOTING ON A MOTION:
• Before a vote is taken, the Chair puts the question by saying "Those in favor of the motion that ... (repeat the motion)... say "Aye." Those opposed say "No." Wait, then say "The motion is carried," or "The motion is lost."

• Some motions require a 2/3 vote. A 2/3 vote is obtained by standing

• If a member is in doubt about the vote, he may call out "division." A division is a demand for a standing vote.

• A majority vote is more than half of the votes cast by persons legally entitled to vote.

• A 2/3 vote means at least 2/3 of the votes cast by persons legally entitled to vote.

• A tie vote is a lost vote, since it is not a majority.
AMENDMENTS ILLUSTRATED

Any main motion or resolution may be amended by:

1. Adding at the end
2. Striking out a word or words
3. Inserting a word or words
4. Striking out and inserting a word or words
5. Substitution

A member rises, addresses the chair, receives recognition, and states the motion:

"I move that..."

Another member seconds the motion.

The Chair repeats the motion and says, "Is there any discussion?"

To improve the motion, a member rises, receives recognition and says, "I move to amend the motion by..."

Another member seconds the amendment.

The Chair repeats the amendment and says, "Is there any discussion on the amendment?"

To improve the amendment, a member rises, receives recognition, and says, "I move to amend the amendment by..."

Another member seconds the amendment.

The Chair repeats the amendment to the amendment and says, "Is there any discussion on the amendment to the amendment?"

- When discussion ceases, the Chair says, "Those in favor of the amendment to the amendment say 'Aye.' Those opposed say 'No.'"
- If the vote was in the affirmative, the amendment is included in the primary amendment. The Chair then says, "Is there any discussion on the amended amendment?"
- If there is no discussion, a vote is taken on the amended amendment. If the vote is in the affirmative, the amendment is included in the main motion. The Chair then says, "Is there any discussion on the amended motion?"
- At this place, the motion can again be amended.
- If there is no further discussion, a vote is taken on the amended motion.
- Even though the amendments carried in the affirmative, the main motion as amended can be defeated.