

# Model Meeting

## Objectives

- ✓ Conducting an effective business meeting.
- ✓ Using an agenda to organize a meeting.
- ✓ Reporting accurate committee and officer information.
- ✓ Discussing issues in a meaningful manner.
- ✓ Implementing proper parliamentary procedures to reach equitable group decisions.
- ✓ Working as a team.
- ✓ These skills encourage youth to become more efficient in their ability to use parliamentary procedure effectively in the formal part of their club meetings, which in turn strengthens the club and serves as a model for other members

Presentation Type	Number of Presenters	Visual Aids	Time	Note Cards	Regional Selection
Model Meeting ALL AGES	No Limit	YES	35 minutes maximum- (excluding roll call)	YES	Up to 1, must receive Top Purple/Top Blue

### **Equipment Provided:**

- One table and one easel will be provided in the performance room.
- Flags and Gavel will be provided.

### **Participants Need to Bring:**

- The club will bring everything else they need to perform their Model Meeting.
- Contact your Extension Office for accommodations.

### **Rules:**

1. The group may be composed of any number of 4-H members and leaders. Cloverbuds may not participate in the Model Meeting. The presentation should give the impression of an actual 4-H meeting. Look at and talk to 4- Hers, not to the audience watching the presentation. All members are expected to participate in the meeting.
2. An agenda of the Model Meeting must be presented to the judge before the meeting is called to order. The agenda should include the following as spelled out on the judging score sheet with suggested time frames:
  - a. Opening ceremony and business meeting 12 to 14 minutes
  - b. Program 14 to 16 minutes
  - c. Recreation 4 to 5 minutes
  - d. Closing ceremony and announcements 2 minutes
3. The meeting may include a ceremony, which would be incorporated into the time frames above.
4. During the Model Meeting, the secretary should take notes. After the meeting, the secretary must turn in the Model Meeting notes and the up-to-date secretary's book. If more than one club is represented in the group, only one secretary's book of the Model Meeting secretary needs to be presented to the judge.
5. Recreation may be at any time during the meeting.
- 6 The club determines which officers sit up front during the meeting.
- . The performer should recognize this as a family event and choose costumes, themes, and performances that show respect for the performers and the audience.
- 7
- .



## Model Meeting Score Sheet

Club Name \_\_\_\_\_ Club Group Total: \_\_\_\_\_

Start Time: \_\_\_\_\_ | End Time: \_\_\_\_\_ | Total Time: \_\_\_\_\_ (Excluding Roll Call)

Extension Unit \_\_\_\_\_

Please list the name of each 4-H member participating, on the back of the score sheet.

Weight	Performance Sections	P	B	R	W	Comments
15	<b>Opening/Closing Ceremony:</b> <ul style="list-style-type: none"> <li>▪ Meeting Promptly Opened</li> <li>▪ Roll Call Taken</li> <li>▪ Flag Set Displayed</li> <li>▪ Pledge of Allegiance/4-H Motto &amp; Pledge</li> <li>▪ Adjournment</li> </ul>					
40	<b>Business Meeting:</b> <ul style="list-style-type: none"> <li>▪ Minutes Read and Approved</li> <li>▪ Treasurer's Report Read and Filed for Audit</li> <li>▪ 4-H County Council Report Provided</li> <li>▪ Members are Interested and Involved</li> <li>▪ Special Parliamentary Procedure Used</li> <li>▪ Leader(s) Report Announcement(s)</li> <li>▪ Secretary Notes and Book Complete</li> </ul>					
25	<b>Program:</b> <ul style="list-style-type: none"> <li>▪ Introduction Provided</li> <li>▪ Educational Skills/Information Provided</li> <li>▪ Summary, Questions, and/or Appreciation Provided</li> <li>▪ Special Ceremony Conducted</li> <li>▪ Members are Interested and Involved</li> </ul>					
20	<b>Recreation:</b> <ul style="list-style-type: none"> <li>▪ Recreation and Song Conducted</li> <li>▪ Everyone is Involved and Having Fun</li> <li>▪ Sportsmanship Exhibited</li> </ul>					

Penalty: Reduction by One Ribbon

\_\_\_\_ Exceeds time (30-second grace period)

Top Purple    Alternate Top Purple    Purple    Blue    Red    White    Judges Initials: \_\_\_\_\_

\*\* Please use back of score sheet for additional comments.