

Bell County 4-H Council

Parliamentary Procedure for Officer Reports

- **Minutes of Last Meeting**.....Secretary

(President): “Are there any additions or corrections to the minutes?”

Pause to wait for a response.

“If not, the minutes stand approved as read.”

OR

If there are additions or corrections -

“The Secretary will please make the correction. Are there any other additions or corrections.”

Pause

“If not, the minutes stand approved as corrected.”

- **Treasurer’s Report**.....Treasurer

(President): “Are there any questions regarding the treasurer’s report?”

Pause to wait for a response.

“If not, the treasurer’s report will be filed for audit.”

OR

If there are questions, the questions will be answered.

“If there are no further questions, the treasurer’s report will be filed for audit.”

- **Parliamentary Fact of the Month**.....Parliamentarian

(President read after parliamentarian report): “Please remember that the Parliamentary Fact of the Month is for teaching parliamentary procedure and it is not a requirement for it to be used during the meeting.”