

# Bell County 4-H Council Parliamentary Procedure for Opening and Closing a Meeting

## Call to Order (*President*)

I call this meeting of the Bell County 4-H Council to order  
at  (time)  on  (date) . {Two taps of the gavel}

At this time all cell phones need to be silenced or turned off.  
Please no texting during the meeting.

## Adjournment

### (*President*)

The Officers ask that everyone participate in helping to clean and put the  
room back in order before leaving. Thank you.

### (*Parliamentarian*)

"The president needs a motion from the floor to adjourn the meeting."

*Member:* "Madam President, I (name) move that we adjourn the  
meeting.

"The president needs a second motion from the floor to adjourn the meeting."

*Member:* "I second the motion."

"All those in favor say 'aye.'"

"All those opposed say 'nay.'"

### (*President*)

This meeting of the Bell County 4-H Council is adjourned  
at  (time)  on  (date) . {One tap of the gavel}