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Rural Leaders' Hand Book

S. W. Jones

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Rural Leaders' Hand Book

South Dakota State College
Extension Service
A. M. Eberle, Director
Brookings, S. Dak.
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Conducting the Meeting

The newly elected leader of a community organization will meet with many unfamiliar situations as he begins his duties. One of the first things to worry him will be the first meeting at which he presides. With this in mind, a few general hints on conducting meetings will be presented in this circular followed by more detailed information on the rules to follow in handling a business meeting.

The General Meeting

1. Begin on time. Do not permit the meeting to drag. Have a definite written program to follow. Maintain a proper balance between heavy and light features in order to interest everybody. Conduct the business session in a business-like manner.
2. Locate the talent and make sure that they are prepared and are familiar with their place on the program.
3. Arrange the program so that the first event challenges the attention of all individuals and secures their participation. Community singing is suggested.
4. Plan to have a climax to the meeting. One feature should be so outstanding that the members will recall it and talk about it afterwards.
5. Again—make the meeting short and snappy rather than wearily "dragged out". The people should leave with a desire for more and should be commenting on the brevity of the program rather than complaining of its length.
6. Finally—be precise and orderly in conducting the meeting; keep the members on the subject in hand; however, direct rather than dominate the meeting; use tact and diplomacy; observe parliamentary rules; give each feature a pleasant and appropriate introduction; and suggest action when necessary such as call for motions, seconds, remarks, etc.

Introducing Features.—The success of a meeting can sometimes be assured merely by the proper introduction of each feature. Not all people are accomplished masters of ceremonies, but most people can learn to make proper presentations of talent to an audience.

"Mr. Brown is here and wants to talk to you." This is perhaps the commonest yet lamest form of introduction. Tell who Mr. Brown is, what he represents, and something about his work. If you are intimately acquainted
with him, it would put the audience in a receptive mood and put Mr. Brown at ease if some humor were injected into the introduction. However, the master of ceremonies must always be tactful as well as fairly sure of how the speaker will react before he attempts any jokes in the introduction.

Introduction of musical numbers, plays, stunts, readings, etc. usually requires a general knowledge of the content of the presentation on the part of the one making the introduction.

Program of Work Suggestions

Community Needs

Perhaps most important of all community needs is trained leadership. Right along with leadership, development of new interests which will keep the community active and interested in its general welfare, is an important need. Improved handling of local problems is another common community need. Other general community needs include the development of individual talent, development of neighborliness, and good citizenship.

Other development projects, some of which are needed in every community can be listed as follows:

Community Development Projects

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Community Business Projects

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Meeting Community Needs

The logical method for coping with community needs is to meet them with an organization. The community club, farm organization, or other organization open to the members of the community, will go far in solving problems and carrying on community projects if it is an active, wide-awake unit.

The need for trained leadership in a community can be met through the training that will be furnished in the community club. In training new leaders, the old ones should remember these four points:

1. Infinite patience is required to get some people to act, and in training them in methods of conducting meetings.
2. Don't require so much work of a few leaders that they tire of leadership responsibilities.
3. Spread responsibilities around often enough that new leaders can be trained to take the places of those who move away.
4. Every member of a club should be given something to do before the year is over.

In developing new interests for a community, a yearly program planned in advance, for the community club will help to avoid the aimlessness of the organization. This yearly program should be publicised in the community so that all the residents will know what the club is doing. The knowledge that an organization in the community is carrying on some project which concerns every resident of the community is bound to arouse the interest of the residents. Eventually, they may become interested enough to want to join the club. An example of this is what happened in a small town in eastern South Dakota in 1930. The commercial club, after struggling for two years to keep alive, decided to promote the building of a landscaped boulevard along two blocks of the prettiest street of the town. Subscriptions were taken among the members and the work started. Before the summer was over, twenty business men had asked to join the club so they could assist in the beautification project, women's clubs and the American Legion had offered aid in the project, and the Boy Scouts had offered to water the shrubbery which the men in the volunteer fire department had planted under the direction of the landscape architect who was hired by the commercial club.

The above example also serves to illustrate how a community organization facilitates the handling of local problems. There are some "chores" to be done in every community which can always be done better with organized effort. They range from organizing vigilance against chicken thieves to building a community church. Individual talent is developed when members of an
organization learn to think clearly in doing work assigned to them. They learn to work for the good of the public and to think and plan as leaders. Other members will learn to speak, act, and give musical performances in public. Such trained talent is always an asset to a community whether it be talent for leading a crusade against disease or crime, or talent for making people forget cares and worries through the medium of drama or music.

Every member of the community club will sooner or later have a chance to lead in some way in meeting the needs of the community, if he or she remains at all active in the organization. The best way to find out what each member of the organization is best fitted for, or would prefer to do, for the organization is to make an inventory of the talent. The simplest way of doing this would be to pass out blank papers at one of the meetings and have everyone list his abilities and sign his name.

To make the inventory more definite, a questionnaire could be made out and a copy mailed to each member. This of course should include all members of each family. The questionnaire might include such questions as:

"If elected to office, will you serve? ________

"If appointed on a committee, will you serve? ________

"Can you sing? ________ Solos, with groups, or both? ________

"Do you play a musical instrument? ________ If so, what? ________ Solos, with groups, or both? ________

"Have you ever acted? ________ Would you be willing to try for a part in a play? ________

"Can you direct recreation? ________

The questionnaire could be made quite thorough with more questions like the ones listed so that a very complete inventory of the talent in the organization could be filed. The questionnaires could be collected at one of the meetings after they had been mailed to the members. Mailing the questionnaire would allow time for all members to give some thought to the answering of the questions.

Another method is to have a committee appointed to make a survey of the talent and submit a list of the talent to the president.

The community need of neighborliness is most easily met by getting people acquainted at the monthly meeting of the community club. Fast friendships are formed there. The whole club can often turn out to assist some stricken or bereaved neighbor.

Under the heading “Good Citizenship” could be listed many things which an active community organization promotes such as democracy, good will, and sympathy among the members, cooperative planning and work for the good of the community, unselfish service, and whole-
some recreation. If the community is a unit of a county organization, the latter is made stronger because through the local unit each member gets a thorough understanding of what the larger organization is doing. The county is too large for members to get together as frequently as they should.

**Goals of the Community Club**

The desirability of having a yearly program of work made out in advance by and for the club has already been mentioned. In this program of work, the goals which the club seeks to attain during the year should be set forth. When that is done, the club knows whither it is going, and what it has to do.

The problem of determining what goals the club wishes to reach should be put up to the membership at the annual meeting late in the year. Before the meeting, the officers should prepare a list of possible goals which the club might wish to reach during the year. These can be presented by the president at the meeting. He should, of course, ask for additional suggestions from the floor and for suggestions as to methods for carrying on work which will achieve the goals decided upon.

**Program Suggestions for Meetings**

**General Suggestions**

First of all, a good program is not so long that the audience is sleepy and restless before it is over with. The program should finish with interest at its highest pitch. The program should also be well planned and well prepared in advance. A balanced program of entertainment, education, and business should always be presented. Educational features especially must be of value and well presented. The business meeting must be orderly and must move rapidly to keep attention and interest of all members. If a guest speaker is present, it is a mark of courtesy to put him on the program early and leave the business meeting until the last so that the speaker may leave if he wishes to before the business meeting.

School programs are very common and easy to arrange, because usually the committee turns this job over to the teacher. This practice should not be overdone, however. Just a program of music and recitations presented by the school children cannot be classed as much more than pure entertainment no matter how well executed it is. Of course, such a statement does not apply to a program which includes agricultural or home economics or other demonstrations by high school students.
Home Talent

Community clubs should strive to develop talent in their organizations by the presentation of plays, dialogues, debates, and discussions. Discussions are valuable in drawing every member into the program. The leader of a discussion must have definite questions in mind to propound, and to get discussions started, should have a few people in mind to whom he will direct a question or so. Discussions following an important talk will often make the talk more valuable to the audience.

Different members of the club may be called upon to give a talk on how they became successful with certain crops or practices. Others may have hobbies such as flower gardening, woodlore, etc. which they could present in an informal talk on one of the club programs.

Outside speakers may always be secured and can include: teachers, public officials, ministers, lawyers, doctors, veterinarians, extension workers, bankers, and other business and professional men and women.

Music

Music has a place in every program. Community singing is used in some organizations to open and close every meeting. Other instrumental and vocal music throughout the program furnishes the proper balance. The women's extension clubs of South Dakota are following a series of music appreciation lessons at their meetings. These lessons extend over quite a few years and are outlined in bulletins written by H. L. Kohler, professor of voice at South Dakota State College, and Miss Susan Z. Wilder, home agent supervisor. Two bulletins have been published so far: "Music Appreciation," extension circular number 308; and "Music Appreciation for Rural Clubs-Second Year," extension circular number 324. Anyone desiring copies of these publications may get them from the Extension Service, State College, Brookings, South Dakota. The music appreciation series outlined in these circulars and being used by the women's extension clubs is adaptable to any organization and is recommended to community clubs especially. The "Rural Program Service" includes the music appreciation numbers designated for each month in its monthly suggestions.

If enough interest and talent can be aroused in South Dakota organizations, various state-wide musical contests may be held in connection with Farm and Home Week similar to the one-act play tournament started in 1932. Every club should have some musical organizations such as a quartet, orchestra, or women's chorus.

Amateur Dramatics

Every club sometime or other during its existence should attempt putting on a play. It is not advisable to
start a new club right out with a full-length three-act play. Stage skits, stunts, or one-act plays will serve to uncover the talent of the group to begin with and after a year or two a three-act play can be attempted.

Every club meeting could well afford to have one feature consisting of a dialogue, skit, one-act play or stunt. Organizations will be surprised at the number of people in its membership capable of acting in some form of stage presentation.

To foster amateur dramatics, the Extension Service of State College inaugurated the annual state-wide one-act play tournament for rural adult community clubs in 1932. It is planned to have this tournament each winter during Farm and Home Week with the best one-act play from each county competing.

**Rural Program Service**

The Extension Service of South Dakota State College in Brookings, publishes monthly a mimeographed leaflet of program aids for community clubs. This leaflet is entitled “Rural Program Service” and contains material for a complete program on a different subject each month. The subjects are selected each year by a committee from the extension service. The information for the talks, the readings, games, and other features are then assembled by the rural organization specialist of the extension service. The leaflets are mailed to community club program chairmen in plenty of time for them to assign the different features in the leaflets to various persons a month in advance. Typical of these programs is the one given below which was planned for 1934.

**January.**—“One-Act Play Tournament”—Since it is planned to make the one-act play tournament a yearly feature of Farm and Home Week which is held in February, one issue of Rural Program Service will be devoted to suggestions on staging, directing, casting, etc. Other suggestions on holding local and county tournaments will also be included.

**February.**—“Poor Relief”—Information on community kitchens, community gardens, and administration of funds and supplies will be included.

**March.**—“The Young People’s Organization”—This program should be put on by 4-H clubs, Future Farmers’ Associations, etc., emphasizing what they do, who belongs, aims, and purposes.

**April.**—“Know Your State”—With vacation time not far away it is well to brush up on what your own state has worth visiting. Information on resources, beauty spots, and historic shrines will make up the contents of this issue.

**May.**—“May Day Child Health Program”—Along
with material on May Day as “Child Health Day” will be presented information on gardens and flowers.

**June.**—“Inexpensive Recreation”—How to make a good time instead of buying it will be demonstrated by homemade games for the community and for the family. Other recreation to be treated in this issue will be reading and other pastimes to promote the “living at home” theme.

**July.**—“Insurance”—A program on the different kinds of insurance and on what insurance is for is timely with so much money being invested in insurance by the average family.

**August.**—“Conserving Nature”—With the hunting season about to open, this issue will deal not only with conservation of game birds, but of forests and lakes. Something may also be included on game as a farm enterprise.

**September.**—“Cutting Expenses”—Repairing that will save replacement, fuel saving, and other farm and home economy ideas can be presented at a meeting devoted to this subject.

**October.**—“Taxation Changes”—New taxes and their results will be discussed as well as any proposed taxes in this issue. A debate on new taxes and old might be made a part of the meeting.

**November.**—“Music for the Organization”—More and more interest is being evidenced in the home extension clubs’ music program. This will be adapted to the community club in this issue and other musical features also presented.

**December.**—“A Christmas Party”—At this party, Rural Program Service will suggest a look back into Christmases of other times and in other countries.

**Miscellaneous Community Club Activities**

The average active community club will find that opportunities for getting into all kinds of enterprises will present themselves. As to commercial activities, it is doubtful if a community club itself should attempt to carry on many commercial enterprises. There are exceptions to be made of course for local clubs belonging to farm organizations whose programs include commercial activities.

Promotion of 4-H club work and other extension service projects has already been mentioned as a worthy while community club enterprise. The community club will also often be asked to take the lead in organizing charity work during disasters, or in organizing the community to fight disease epidemics. The club will also be requested at times to lend its influence in political campaigns. The dangers of this are self-evident.

Other miscellaneous activities might include: promotion of a local fair, bazaar, or carnival; promotion of
community roadside clean-up, premises clean-up, road and premises beautification; and such other activities as sponsorship of a one-act play tournament, community picnic ground, or music contest between communities.

An educational project well worth sponsoring by the community club is "Reading in the Home". This project has been successfully used by women's extension clubs of South Dakota and is described in three extension circulars entitled, "Reading in the Home". Since this is a five year project of the women's clubs, two more circulars will be printed. The circulars are available to any organization desiring them.

The South Dakota Free Library Commission at Pierre will furnish information on how to receive the benefits of a circulating library.

*Sources of Program Material

**Entertainment Books**


"Handy"—loose leaf recreation reference books, published by Church Recreation Service, Delaware, Ohio. 2 volumes.


"Recreational Games and Programs," and other books—National Recreation Association, 315 Fourth Avenue, New York City.

"Games, Stunts, Programs"—The Farmer, St. Paul, Minnesota.

"Community Club Stunts"—Successful Farming, Des Moines, Iowa.

"Socials, Parties, Picnics, and Stunts for Church, Grange, and Community"—published by Eldridge Entertainment House, Denver, Colorado.


*It is not the intention to omit listing any good source of program material. The sources given are considered representative, but there are others of course equally good but too numerous to list here.
“Good Morning”—(Booklet of old fashioned dances) by Mr. and Mrs. Henry Ford, published by Dearborn Publishing Company, Dearborn, Michigan.

**Debate Books**

“Principles of Debate” (with outlines)—published by New York State College of Agriculture, Ithaca.

“Principles of Effective Debating”—published by Extension Division, University of Wisconsin, Madison.

“The Reference Shelf”—a book of about 80 pages, published about once a year with complete debate outlines, selected articles for reference, etc. Published by H. W. Wilson Company, 958 University Avenue, New York City.


**Publishers of Plays and Entertainments.**—Write each publisher for list and prices. Catalogues of those designated with an asterisk are available at the Extension Service of State College in Brookings, South Dakota.

National Recreation Association, 315 Fourth Avenue, New York City.
Charles Ditson, 8 East 34th St., New York City.
Geo. H. Doran & Co., 244 Madison Ave., New York City.
Drama League Bookshop, 29 West 47th St., New York City.
*Eldridge Entertainment House, 922 South Ogden Ave., Denver Colorado.
*Samuel French, 28 West 38th St., New York City.
Henry Holt & Co., 19 West 44th St., New York City.
Penn Publishing Co., 925 Filbert St., Philadelphia.
*Dramatic Publishing Co., 542 South Dearborn St., Chicago.
D. Appleton Co., 29-35 W. 32nd St., New York City.

Clubs interested in entering the state one-act play tournament may write to the Extension Service of State College for a list of suggested plays and a list of plays which will be loaned to clubs for the tournament.

**Community Development**


“National Influence of a Single Farm Community”,
“Community Committee and Program of Work”, Extension Bulletin 65, College of Agriculture, Ithaca, N. Y.
“Rural Program Service”, published monthly by the Extension Service of State College in Brookings South Dakota, for community clubs.
“Rural Organization”, and other books by the American Country Life Association, 105 East 22nd St., New York City.

Song Books

“Golden Book of Favorite Songs”, Hall and McCreary Company, Chicago.
“A One Book Course in Elementary Music”, Williams Piano Company, Sioux Falls, South Dakota. (Used by Women’s Extension Clubs of South Dakota.)

Sources of Information for Discussion

Ask your county agent first. He may have just what you want in the office files.

Economic Production, Marketing, and Distribution
Farm Economics Specialists, Extension Service, South Dakota State College, Brookings
South Dakota Department of Agriculture, Pierre
Bulletins of the U. S. Department of Agriculture, Washington, D. C.
Agricultural Commission of the American Bankers’ Association, 522 First National Bank Building, Madison, Wisconsin
Your Own Farm Organization
Your Farm Papers
Successful Farmers in Your County
Officers of Cooperative Marketing Associations

Education
South Dakota State College
Nearest State Teachers’ College
University of South Dakota
Department of Public Instruction, Pierre
South Dakota Education Association, Sioux Falls, South Dakota
Agricultural and Home Economics Teachers
Your Local Teacher
Bureau of Education, Washington, D. C.
Your Nearest Parent-Teacher Association
Your County Agent, Home Demonstration Agent, or District Club Agent, for Information on 4-H Clubs

Transportation
Great Lakes-St. Lawrence Waterway, 521 Munsey Bldg., Washington, D. C.
Missouri River Navigation Conference, Kansas City, Missouri
South Dakota Railroad Commission, Pierre, South Dakota
Transportation Department of Your Farm Organization
American Railway Association, Washington, D. C.
Interstate Commerce Commission, Washington, D. C.
Railroad Officials
Department of Farm Economics, South Dakota State College
United States Shipping Board, Washington, D. C.
National Transportation Institute, 30 N. LaSalle St., Chicago
United States Department of Agriculture, Bureau of Public Roads, Washington, D. C.
American Railway Development Association, Arthur W. Large, Sec'y-Treas., Rock Island Lines, Chicago

Taxation
Your Own Tax Receipts
Local Records (Township and County)
South Dakota Tax Commission, Pierre
Your Farm Organization
United States Department of Agriculture, Washington, D. C.
Your Farm Papers
Department of Farm Economics, South Dakota State College
Special number of Rural Program Service on "Taxation", published by the Extension Service of State College in October, 1932.

Legislation
Your County Delegation at Pierre
Your State Delegation at Washington, D. C.
Legislative Committee of Your Farm Organization
Newspapers and Farm Papers
Your Own Ideas

Child-Labor Legislation
National Child Welfare Association, 70 Fifth Avenue, New York City
National Association of Manufacturers, 50 Church St., New York City
Department of Rural Sociology, South Dakota State College
Your Farm Organization
Your Newspaper and Farm Papers

Agricultural Credit
Bureau of Agricultural Economics, U. S. Department of Agriculture, Washington, D. C.
Department of Farm Economics, South Dakota State College
Federal Intermediate Credit Bank, Omaha
Federal Land Bank, Omaha
Federal Reserve Bank, Minneapolis
South Dakota Bankers' Association, Huron
Your Local Banker

Books and Bulletins
For a selected list of valuable publications on various phases of agriculture, apply to
Your County Agent
Your Farm Organization
Extension Service, South Dakota State College, Brookings

Complete list of extension and experiment station circulars and bulletins will be sent to anyone requesting them, by the Extension Service of State College. (Always mention subject on which information is desired.)

South Dakota Farm Organizations
South Dakota Farm Bureau Federation, Huron
South Dakota State Grange, J. J. Martin, President, Watertown
South Dakota Farmers’ Union, Yankton
Equity Union Creameries, Aberdeen
South Dakota Farmers’ Elevator Association, Sioux Falls
South Dakota Wool Growers’ Association, Brookings
South Dakota Crop Improvement Association, Brookings
South Dakota Horticultural Society, Brookings
South Dakota Dairy Association, Brookings
South Dakota Wheat Growers’ Association, Aberdeen
Your Local Livestock Shipping Association
South Dakota Department of Agriculture, Pierre
South Dakota Livestock Marketing Association, Brookings
South Dakota Potato Growers’ Association, Watertown
Western South Dakota Alfalfa Seed Growers’ Exchange, Rapid City
The South Dakota Improved Livestock and Poultry Breeders’ Association, Brookings

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APPENDIX

The Business Meeting

Perhaps the most generally neglected part of the meeting in social organizations of any kind is the business meeting. Too often it develops into a two-hour harangue dealing largely with "piffle" and then at the last moment a few really important items are hurriedly acted upon and everyone leaves without even the formality of adjournment.

Something has already been written in this publication about conducting a meeting. The chairman should follow these general directions referred to quite closely and endeavor to make the action and discussion in proportion to the issue which is before the organization. To help him in this, and to help the members in their conduct, various parliamentary rules, commonly referred to in a volume known as "Roberts' Rules of Order", have been devised. A brief summarization of parliamentary rules will be presented here. These rules of conducting a business meeting are not designed to make a business meeting more complicated, but rather to reduce what sometime approaches chaos to order.

1. Order of Business

   a. Call to order—The president stands and says, "The meeting will please come to order," The purpose of the meeting should be stated.

   b. Roll call by the secretary and response by the members—Each member should respond by saying "present" or "here" as his name is read.

   c. Reading of the minutes—Minutes of the previous meeting, or of every meeting the minutes of which have not been approved, are read by the secretary. This is for the purpose of correcting any possible mistakes of the secretary. It also serves as a review of the business of the previous session. The secretary makes original notations during the meeting regarding all reports and action and after the meeting these minutes are copied in ink in a permanent book. They are read for approval at the succeeding meeting. The chairman then asks "are there any corrections to the minutes as read (Pause)—If not, they stand approved." If corrections are suggested they are added to the original record in ink. Then action is taken to approve the minutes as corrected. Complete minutes include the following information:

   1. An introductory statement giving:
      a. Name of organization
      b. Kind of meeting "Regular" or "Special"
      c. Date, time and place (when not always same)
      d. Called to order by whom

   2. Note regarding reading and approval of minutes of the previous meeting.

   3. Record of motions
      a. All main motions—unless withdrawn
      b. Secondary motions, amendments, etc.,—if carried
      c. All points of order and appeals
      d. Name of member introducing motion

   4. List of communications received

   5. Appointments and reports of committees

   6. Conclusion
      a. Adjournment—time
      b. Signature of secretary

   d. Reports of committees

      1. Standing or permanent committees
      2. Special or temporary committees

The president asks if there are any committee reports to be made and calls upon the chairman of each committee to make the report. Committee reports may be accepted by a motion being made, seconded, and voted upon to accept them or by the chairman merely asking for questions or
discussions. If there are no questions he may say, "We accept the report of the committee." When the committee presents a resolution, the committee chairman moves the adoption of the resolution.

e. Unfinished business

f. New business—New business may be suggested by the president or as a motion or resolution by members from the floor.

g. Appointment of committees—The president will find it more convenient to notify members and get them to act on committees if he appoints them during the meeting. Committees consist of odd numbers of members of the organization (usually three or five) chosen for the purpose of investigating some certain thing or doing some special piece of work. They have two great advantages: first, they afford more time and greater opportunity for consideration of a matter; second, they are a means of delegating responsibilities in the organization. A committee is subject to the same rules of order as the assembly, except that it can act with greater freedom.

A committee may be chosen in one of three ways: it may be appointed by the chairman; it may be selected by the officers or a general committee; or it may be elected from the floor. The first person named is usually chairman of the committee, although a committee always has the right to select its own chairman. The committee is always responsible to the main body and should report back to the assembly as discussed under "reports".

Committees are of two kinds: standing or permanent committees, and special or temporary committees. Standing or permanent committees are usually chosen at the same time that new officers are chosen or very soon thereafter. They are chosen to consider things that need the constant attention of the organization, such as programs, the welfare of its members, or some special long-time project they have undertaken. Special or temporary committees are chosen to take care of some special events, such as a play, debate, or a picnic. They are usually chosen when they are needed, and then dismissed when their work is completed.

h. Adjournment—This is not merely a matter of getting up and leaving. A motion should be made, seconded, and voted upon, and the action recorded in the minutes for adjournment. This motion is not debatable. A meeting may also be adjourned by the president merely stating, "There being no further business, the meeting is adjourned." A motion for adjournment is always in order no matter what other business is before the group.

2. Parliamentary Pointers

a. Motions—A "motion" is the name applied to the procedure of getting a matter before a group. Motions are made by members of the group. A member desiring to make a motion rises and addresses the president or "chair," or uses his or her official title. The chairman "recognizes" him by announcing his name. The member states his motion by saying, "I move that ________," rather than saying, "I make a motion that ________"

A member in favor of the motion may second it by stating so as to be heard by the chairman, "I second the motion."

Amendments to the motion or discussions are in order only after the motion has been seconded and the chairman has repeated it. Amendments are made with the consent of the ones who made and seconded the motion; the chairman asks for this consent. Or an amendment may be added to a motion by voting upon it, which is the more correct method of procedure. The amendment then must be seconded and voted upon before the original motion is voted upon. If carried, the original motion is then voted upon as amended. The last amendment to an amendment is voted upon first.
(1) Common motions (other than the main motion) may may be classified according to objects:
   (a) To modify or amend  
       1. To amend  
       2. Commit or refer  
   (b) To defer action  
       1. Postpone to a certain time  
       2. Lay on the table  
       3. Adjourn  
   (c) To suppress the question  
       1. Postpone indefinitely  
       2. Lay on the table  
       3. Adjourn  
   (d) To consider a question a second time  
       1. Take from the table (two-thirds majority usually required.)  
       2. Reconsider  
       3. Rescind (two-thirds majority usually required)  

b. Nominations are made by members of the group from the floor or by a nominating committee for the purpose of presenting the names of one or more of the members before the meeting, to be voted upon for a certain office in the organization. Nominations are perhaps best left in the hands of a nominating committee appointed by the chairman or president. This committee usually takes more time in selecting candidates for the various offices than when nominations are made from the floor. After the chairman of the nominating committee has made the report for the committee, the president usually asks for further nominations from the floor. Nominations may be closed by a motion which has to be seconded and passed by a majority vote. Nominations themselves require no second.

(1) Voting may be conducted one of four ways:
   (a) By acclamation or voice — "aye" and "no"  
   (b) By standing or by raising right hand  
   (c) By ballot  
   (d) By calling the roll. Each person's vote is made a matter of record by the secretary.

The chairman usually does not, and perhaps should not, vote, but he has certain reserve privileges in voting and may use them if his vote will make or break a tie. If his vote makes a tie, the cause is lost, but if it breaks a tie, the cause is won. When voting by ballot, the chairman must vote when the others do thus depriving his vote of being the deciding vote.

3. Duties of Officers
   a. President—The president is required to:
      (1) Preside at all meetings if he can possibly be there  
      (2) Follow rules of order in conducting the meetings  
      (3) Appoint general and special committees  
      (4) Call special meetings  
      (5) Sign vouchers for payment of bills  
      (6) Make appointments  
      (7) Instruct and direct committees  
      (8) Submit a yearly report at the final meeting  
      (9) Direct discussions and plans of the organization  
      (10) Encourage the organization to achieve its goals  
   b. Vice-president—This officer's duties are:
      (1) Handle the president's duties in his absence
(2) Succeed to the presidency in case of a vacancy in that office
(3) Counsel with and assist the president
c. Secretary—The secretary should:
  (1) Keep an accurate record of all meetings
  (2) Keep a record of who is on the membership roll
  (3) Send notices of meetings
  (4) Conduct correspondence
  (5) Read minutes, communications, and bills at the meetings
  (6) Keep available copies of the constitution and by-laws
  (7) Make a yearly report
d. Treasurer—The treasurer’s job is exacting and full of responsibility. He is supposed to:
  (1) Receive and act as custodian for dues and other income of the organization
  (2) Plan a budget for the approval of the organization
  (3) Check expenditures with the budget allowance
  (4) Arrange for handling funds
  (5) Pay bills and sign checks which have been approved
  (6) Send out notices of dues payable
  (7) File annual financial report

Some emphasis should perhaps be laid on the necessity for having annual reports. These reports should be at least three in number: 1. the president’s, 2. the secretary’s, and 3. the treasurer’s. Where the secretary is also treasurer, he should render a report for that office as well as for the secretary’s office. The president’s report should be a short one giving the goals which the club had set up for the year and those they reached. This would include the major activities of the club and furnish something for the new president to work from and will leave a record of what the organization has done.

The secretary’s report should include the number of meetings held; a statement about membership—number on the roll, active, inactive, dropped, new members, etc.; and any other information about his office which he thinks should be included. The treasurer’s report deals, of course, with the financial affairs of the organization and should be presented in brief yet complete form showing disbursements, receipts, debits, credits, balance, etc. Annual reports from chairmen of standing committees and other club officers also form a valuable record for the organization. All reports should be written or typed in such manner that they may be kept as permanent records.

Suggested Community Club By-Laws

By-Laws of the ____________ Community Club

Section I:

Name and Object

Paragraph 1. The name of this organization shall be the ______

Paragraph 2. The object of this club shall be to further the material and social interests of its members, their farms and their community.

Section II.

Membership

Paragraph 1. Any person of good standing can become a member of the club by paying the fee of $_______ and subscribing to these by-laws by signing the secretary’s membership roll.

Paragraph 2. When the head of the family joins the club, his membership includes his wife and minor children.

Paragraph 3. ________ members present at any regular meeting shall constitute a quorum for the transaction of business.
Section III. **Officers**

Paragraph 1. The officers of this club shall consist of a President, Vice-President, Secretary, and Treasurer.

Paragraph 2. The duties of the officers shall be those as usually pertain to their positions.

Paragraph 3. The officers shall be elected annually by ballot at the regular business meeting and shall hold office until their successors shall have been elected and qualified.

Paragraph 4. The officers shall also constitute the executive board.

Section IV: **Meetings**

Paragraph 1. Regular meetings of this club shall be held on the __________________ of each month at (the Date and Day)

(home of some member (the schoolhouse) or at such place as shall be designated at a previous meeting or by the president)

Paragraph 2. Special meetings may be called by the president upon request of __________ members, or upon request of the executive board.

Section V: **Committees**

Paragraph 1. The President shall appoint a program committee of three members for the year. This committee will select the subjects to be discussed, the people to present them, and have charge of the program for each meeting. However, this committee shall have power to appoint sub-committees from the membership to arrange the details of the programs for the various meetings during the year.
