



SUPPLEMENTAL 4-H INFORMATION

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# USING PUPPETS TO TEACH MEETING MANAGEMENT

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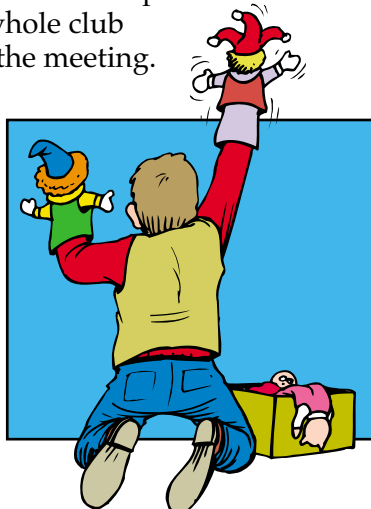
Teaching meeting management to 4-H'ers is essential, but often considered boring and difficult. Puppets make learning more fun.

## ADVANTAGES OF USING PUPPETS

- Puppets are a very effective teaching tool for all ages.
- With a prepared script, anyone can use them to teach meeting management—leaders, older members, or staff.
- Puppets hold an audience's attention longer than a lecture or illustrated talk.
- Children may accept information more readily from an objective "outsider" (the puppet) than from leaders and/or parents.
- Puppets enable leaders to communicate without having to deliver a formal speech. Leaders, like members, sometimes find this difficult to do.

## HOW TO USE PUPPETS

- Decide if the prepared script is suitable for the club's needs, making necessary additions, deletions, or changes.
- Decide who will put on the puppet play—leaders, older member, and/or staff.
- Decide how the puppets will be made and who will make them. Perhaps this could be a whole club activity early in the meeting.
- Get a puppet stage ready. Use a card table or large packing boxes.
- One short practice is all that's necessary before the final production takes place.



## SCRIPT FOR CHARLIE'S MEETING MANAGEMENT WORKSHOP

**CAST:** Charlie Chairman, Anna, John, Betty, Cathy

**CHARLIE:** Hi, 4-Her's! We're glad to be here. I'm Charlie and these are my friends Anna, John, Betty and Cathy. And, friends, (look to other puppets) these are the 4-H members and leaders of the \_\_\_\_\_ 4-H Club. Say "Hi" to my friends, 4-Her's.

We're here to help you learn how you can make your club meeting a more enjoyable place to be.

Everyone comes to these meetings because there is something special you'd like to do. Maybe it's because of the project work.

**OTHERS:** (All together as a general roar!) I love cooking! Where's my camera! Has anyone seen a runaway horse! What am I going to feed my calf! Who wants to join a 4-H Snowmobile Club?

**CHARLIE:** Or, maybe you come to the club meetings because of the fun you have or because your friends are in the club!

**OTHERS:** (All together as a general roar again!) Hey, let's organize a nature hike! Madam Chair, honored judges, my speech tonight is on . . . . The dance is all set for Friday next week! Can we go on another exchange trip this summer? Who's going to bring a game for the next meeting?

**CHARLIE:** Whatever the reason might be, as individuals we all want to help make decisions about what the 4-H club will do. Let me show you what I mean. I'm going to ask you some voting questions and I want you 4-Her's and you guys (looks at other puppets) to raise your hands if you agree with the question and fold your arms if you are undecided. Got that, Everybody? (repeat if audience doesn't know).

QUESTION 1: Do you think members 16 years and over should be allowed to stay out after midnight?

QUESTION 2: Do you like the project you are doing?

QUESTION 3: Do you know which of the other 4-H projects you might be interested in?

QUESTION 4: Do you think your 4-H club does enough "fun" things during the year?

QUESTION 5: Have you decided whether you will give a speech or a demonstration this year?

QUESTION 6: Are you in favor of making a display for National 4-H Week?

See, each of you made your own decision and told the rest of us what that decision was. That was pretty simple, but when you're in a group of ten or twenty people . . . Oh, Brother! (holds his hands over his ears)

**OTHERS:** (noisy chattering, all together) I don't want to go on a hike—I want to have a trail ride!—Who's going to bring the milk and cookies this year?—Where are we going to get the money to do all this stuff?—Who's going to drive us on our tour?—Can we have some games or something at our achievement day?—Will you kids sit down and listen!



**CHARLIE:** (yells) Quiet! What do we do first? Who do we listen to and how do we make sure that everybody has been heard and how do we make sure everyone understands one another?

Well, there are several ways to make decisions in a group. One way is by confusion and usually the loudest one gets his or her way.

**OTHERS:** (noisy chatter all together with one person louder than rest!) Let's have a baseball game! Ya, that's a good idea!—Who's going to the dance Saturday night?—Aren't we supposed to plan some entertainment for the whole club?—Maybe we are, but I don't know!—Why don't we just get some CDs and food? I'm confused, I don't know what we're supposed to do. I THINK WE'RE GOING TO HAVE SOME MOVIES AND POPCORN! EVERYONE IN FAVOR? GOOD! NOW WHO WILL DO IT?

**CHARLIE:** See, the loudest person's idea won, but not everyone would be satisfied, and if this happens too often, the group would break up. Or, we can make decisions by having one person tell us what to do.

**CATHY:** I'd like to inform the group that I decided we would have a display for National 4-H Week.



**CHARLIE:** Now that's not fair! We have to make club decisions together in a way that gives everyone a chance to speak in an orderly manner. To have this happen we need to have a few meeting rules that everyone will practice and obey.

**CHARLIE:** One of these rules is that when we want to do something we tell everybody what it is by making a "motion." A motion is a statement of what we'd like to do. Say, Anna, would you make a motion and show the people what I mean?

**ANNA:** I want some blueberry pie!

**CHARLIE:** No, not that way . . . The correct way to make a motion so that everyone understands, would be like this . . . You stand and say, "Mr. Chair, I move that at our next meeting we have some blueberry pie."

**ANNA:** "Mr. Chair, I move that at our next meeting we have some blueberry pie."

**BETTY:** Why should Anna stand?

**CHARLIE:** It's just one way to keep some order and it lets everyone know who's talking.

**ANNA:** Okay! Who wants a pie! R-a-a-a-a-ay!!

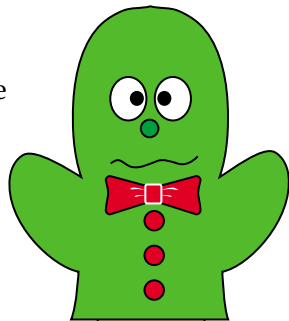
**CHARLIE:** Hold it Anna—you're right, we do need to find out who agrees with you, but before we go any further we need to know if there's one other person who likes blueberry pie. This person is called the "Secunder." Does one other person agree with Anna? Will someone second her motion?

**JOHN:** I love blueberry pie! (slurp!) I'll second her—ah, ah,—motion.

**CHARLIE:** Now, Anna, because there was at least one other person who agreed with you we can ask the whole group whether or not they want blueberry pie at our next meeting.

**ANNA:** Ya! What d'ya say, Gang! Blueberry Pie! Blueberry Pie!

**CHARLIE:** Once again we need to keep this meeting orderly. The correct way for the chair to handle a motion that has been seconded is by saying, "It has been moved and seconded that we have blueberry pie at our next meeting. Is there any discussion on this motion?" If there is some discussion, the chair should allow the discussion to continue for as long as he thinks necessary. When the discussion is complete *and everyone has had a chance to speak*, the chair then says, "If there is no further discussion on the motion, would all those in favor of Anna's motion, that we all have blueberry pie at the next meeting, please raise your hand? All those opposed? Carried."



**BETTY:** You don't have to ask who's opposed—Nobody hates blueberry pie.

**CHARLIE:** We don't know that until someone tells us that by voting. This is another way of making sure everyone gets a chance to voice his or her decision.

This way of making decisions cuts out the confusion and no one person bullies his or her way through the meeting.

Now we'd like all of you to practice making motions.

*NOTE: On colored paper following the script are the instruction cards. Cut them out to distribute to members of the group. There are 29 cards in all.*

**CHARLIE:** On each card that's being handed out is an instruction. Read your instruction and do what it says. I will act as chair for this game. Each speaker stand and address the chair. These are the rules we will follow.

- The chair will receive one motion at a time.
- There will be no discussion on a motion until it's been seconded.
- The chair will allow the discussion to continue until all members have had a chance to speak.
- The chair has authority to limit individual comments to a set time (for instance, 2 minutes)
- When the chair feels discussion has ended, he/she then says, "Are you ready for the question?" This means "Is the group ready to vote on the motion?"
- If the group disagrees, then the chair must use discretion in allowing discussion to continue. If a discussion becomes too lengthy, many other important decisions will have to wait until the next meeting!
- If the members are ready to vote, the chairman asks, "All those in favor of . . . please raise your hand. All those opposed to . . . please raise your hand." A simple majority will carry the motion.
- Next motion is accepted. Same procedure as above is followed.

**INSTRUCTIONS** (on light yellow cards)

1. You are very anxious to have a 4-H club dance. Make a motion specifying date, time and place of the dance.
2. You are in favor of the motion for a 4-H club dance; second the motion.
3. You are not in favor of having a club dance. In the discussion period, mention the following facts as convincingly as you can.
  - a) Your club doesn't have any money.
  - b) The date is too close to an important community event (be specific and make one up, for example, there is a school dance that night).
4. You are the club treasurer and you inform the audience that the club has an account of \$20.57 to spend on a dance.
5. You are in favor of the motion for having a dance. In the discussion period build a convincing case for why you think your club ought to have a dance. You may say:
  - a) The school is having a dance that night, but they have a lousy band and no one's planning to go.
  - b) You think you might be able to get a set of CDs for the dance for \$20.00; that would be really good.
  - c) Other
6. You are the leader of the club. Tell the group that you are expecting weekend houseguests on that date, so will not be able to help very much. Suggest they consider whether they can be sure of another adult chaperone.

**CHARLIE:** Call for the question.

**INSTRUCTIONS** (on blue cards)

1. You are planning to enter the 4-H Automotive Care and Safety project with 10 other 4-H members. You would like the club to purchase an old car so that all of you may work on the car as your project. Stand and make your motion.
2. You are in favor of the motion to purchase an old car for the Automotive Care and Safety project. Second the motion.
3. You are against the motion to purchase an old car for the Automotive Care and Safety project. Your case against this motion is that there are seven other members in the club in the 4-H

snowmobile project and last year the club rejected a motion to buy two old snowmobiles for your projects. Mention these points in the discussion period.

4. You are against the motion because this is the first year for the Automotive Care and Safety project and you feel that they can start on something much simpler like lawn mower engines. Mention these points in the discussion period.
5. You are another Automotive Care and Safety Club member and you are in favor of this motion. Your case in favor of this motion could include:
  - a) Last year money was spent to organize a snowmobile trail ride—surely money could be spent on this project this year.
  - b) The members in the Automotive Care and Safety project are all older members who have had experience with small engines before; therefore, an old car is more of a challenge.

**CHARLIE:** Call for the question.

**ANNA:** That was simple, anybody can do that.

**JOHN:** Ya! That was easy, now we can have blueberry pie. Hey! Wait a minute. When are we going to have pie and who's going to bring it? We never decided that.

**CHARLIE:** You're right John. Anna's motion got us rolling, but now we need to decide who will bring the pie and when.

**BETTY:** Mr. Chair, I move that Anna bring two blueberry pies to our next 4-H meeting.

**CHARLIE:** Who'll second Betty's motion.

**CATHY:** I do, I do. er . . . (stand) . . . I mean, I second Betty's motion.

**CHARLIE:** Now is there any discussion?



**ANNA:** Boo hoo . . . I don't have enough blueberries this year for two pies.

**CHARLIE:** I'm glad you said that, Anna. There is a way we can change motions without having to vote them out. When we change a motion we are making an amendment.

**BETTY:** Amendment—Hmmm. That's like mending something?

**CHARLIE:** Right. With an amendment you either add or subtract words to the main motion.

**BETTY:** How could we amend my motion?

**JOHN:** I know, Mr. Chair, I would like to make an amendment to Betty's motion. I move that we amend Betty's motion to read: "That Anna and Cathy bring two blueberry pies to our next meeting . "

**CHARLIE:** That was perfect, John! You are amending Betty's motion by adding the words "and Cathy." This is a good amendment. We also need a second for amendments. Who will second John's amendment?

**ANNA:** I'll second.—I mean . . . Mr. Chair, I second John's amendment.

**CHARLIE:** Is there any discussion on John's amendment?

**CATHY:** I have enough blueberries at home for at least one pie; that's okay with me.

**CHARLIE:** (waits awhile) If there is no further discussion we now have to vote on John's amendment first. All those in favor of adding the words "and Cathy" to Betty's motion, please raise your hand. Those opposed. The amendment to the motion is carried.

**JOHN:** I'm confused. Now where are we?

**CHARLIE:** We've taken Betty's motion which read, "that Anna bring two blueberry pies to our next meeting," and we've changed it to read, "that Anna and Cathy bring two blueberry pies

to our next meeting." We voted on changing the motion, but we have not voted on whether we accept the motion as it now reads. That's the next step.

The Chair would handle this next step this way: "Is there any discussion of Betty's amended motion, that Anna and Cathy bring two blueberry pies to our next meeting."

**BETTY:** Will there still be blueberries by our next meeting?

**CATHY:** I freeze some every year and they are good no matter how long they are frozen.

**CHARLIE:** (waits awhile) If there is no further discussion are you ready for the question?

**ALL:** Yes.

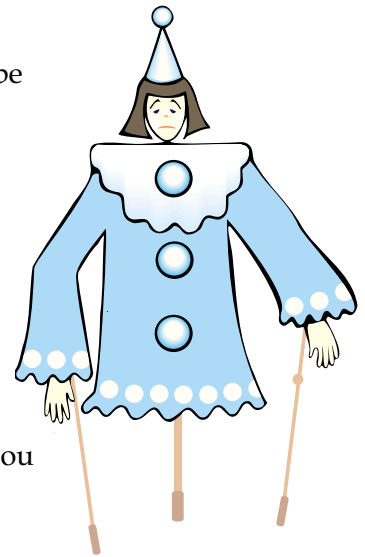
**CHARLIE:** All those in favor of Betty's amended motion, "that Anna and Cathy bring two blueberry pies to our next meeting," please raise your hands, all those opposed. The amended motion is carried.

**JOHN:** Can you amend a motion to anything you like?

**CHARLIE:** No, John. Amendments should not change the general intent or meaning of a motion. For example, it would not be proper to have amended Betty's motion to read, "that no one brings two blueberry pies to our next meeting." The chair must use discretion in accepting amendments.

**JOHN:** What if I amended Betty's motion to read, "that Anna bring two rhubarb pies to the next meeting. "

**ANNA:** Yuk!



**CHARLIE:** Well, I'd like to think about that one . . . Hmmmm . . . I think that I would not accept that amendment. Anna said she wanted blueberry pie and maybe she hates rhubarb pie.

**ANNA:** You're right . . . Double yuk!

**CHARLIE:** I would not accept your amendment; however, you are still free to vote against having blueberry pie and you could make a motion for rhubarb pie afterwards. Understand?

**JOHN:** Got it! The chair has the power to judge whether an amendment is fair to the original motion.

**BETTY:** How many amendments can be made?

**CHARLIE:** Only two amendments to a main motion may be on the floor at the same time. Once the amendments have been accepted or defeated, the vote is taken on the main motion.

**CHARLIE:** Now let's see whether the members can do it, it's the same situation as before, we're going to hand out instructions and you do what the instructions say. I'll act as chair again. Watch this time how I handle motion and amendments because you're all going to get a chance to be chair in small groups afterwards.

#### *INSTRUCTIONS (on pink cards)*

1. *You would like to have your club put on a skit at the local talent show. Make a motion.*
2. *You are in favor of the motion that your club put on a skit for the local talent show. Second the motion.*
3. *You are opposed to your club putting on a skit at the local talent show. Here are some reasons why you're against it. (You may think of more to add.)*
  - a) *Last year you and another member had to plan and do the whole skit because everyone chickened out at the last minute.*
  - b) *The talent show is poorly attended.*
4. *You amend the main motion by adding the chair appoint five people to be responsible for the skit.*
5. *You agree with the amendment to the motion. Second it.*

6. *You agree with the amendment because you believe this would be a good way of sharing the responsibility. State this concern in the discussion on the amendment.*

*NOTE TO THE CHAIR.* In any organization it is considered proper for a chair to appoint a committee. The reasoning for this is that if you wish to belong to an organization you should be willing to work for that organization. The chair appoints and can withdraw appointments if he/she deems the circumstances worthy. Normally if a committee member has been appointed and will not be present to help plan or execute the plans, that committee member is then responsible to find someone to take his/her place on the committee.

**CHARLIE:** Call for the vote on the amendment and the main motion.

#### *INSTRUCTIONS (on gold cards)*

1. *You feel that your club should begin a fund raising drive. Make a motion with a specific suggestion for a fund-raising project.*
2. *You agree with the fund-raising motion. Second it.*
3. *You disagree with the fund-raising activity because your club already has \$1,000 in the bank and you feel that it's time to have some fun instead of work. State this concern in discussion on the motion.*
4. *You agree with the motion but feel that your club needs some recreation. Amend the motion by adding "After we have had a social event."*
5. *You agree with the amendment to have a social event before a fund-raising event. Second the amendment.*

**CHARLIE:** Call for the vote on the amendment and the main motion.

#### *INSTRUCTIONS (on green cards)*

1. *You would like to have some sort of entertainment at your next meeting. Make a motion.*
2. *You agree with the motion to have some sort of entertainment at your next meeting. Second the motion.*
3. *You agree with the motion to have some enter-*

*tainment at your next club meeting. However, you want to amend this motion so that the Social Committee is in charge of making arrangements. Amend the motion.*

4. *Second the amendment to the main motion which makes the Social Committee responsible.*
5. *You wish to make the instructions to the Committee more specific. Amend the amendment to direct the Committee to order a video through the County Extension office.*
6. *You agree with the amendment to the amendment that the Committee order a video through the County Extension office. Second it.*

**CHARLIE:** Call for the question on the amendments and the main motion.

**CHARLIE:** There, that's how you do it. These few rules on motions and amendments will take away a lot of confusion from your meeting. They give everyone a chance to speak and discuss the issue, but prevent any one person from dominating the discussion.

**CATHY:** We'll have one more game where you'll be able to take turns being the Chair. Divide into groups of five. One person will be the Chair, one person will make any kind of motion and one person will second the amendment to the motion. After you finish the first motion, rotate positions until everyone has had a chance to try every position.

**CHARLIE:** There it is, Members! These are just a few of the things your club can do to help you make better decisions.

**BETTY:** Hey, isn't someone supposed to have recorded all this?

**CHARLIE:** You're right, Betty. Besides just making motions and amendments there are other things clubs need to know. How does a secretary record the minutes of a meeting? How does a chair prepare an agenda? How does a club use committees to do its work? How does a treasurer keep accurate books? There are many things a club can learn which make it more enjoyable to be in 4-H. If your meetings run more smoothly you'll have more time to do fun things and deciding what to do will not take nearly as long. Give it some thought; if you feel that you aren't getting anywhere at your club meetings, or that a few people tend to dominate the discussion or that your club meetings tend to be boring and too lengthy, maybe it's time to use our ideas! What do you say, Gang? (Look at other puppets)

**OTHERS:** Ya—we sure think so!

**CHARLIE:** Bye, Everyone—and have fun at your next meeting.

**OTHERS:** Bye, Everyone. (wave)



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1. You are very anxious to have a 4-H dance. Make a motion specifying date, time and place of the dance.

2. You are in favor of the motion for a 4-H dance. Second that motion.

3. You are not in favor of the club having a dance. In the discussion on the motion mention the following points, as convincingly as you can:

- a) The club doesn't have much money;
- b) The date is too close to another community event (make one up!)

4. You are the club treasurer. Inform the meeting that the club treasury only has \$20.57.

5. You are in favor of the motion to have a dance. In the discussion state your points. You might say—

- a) You might charge a small admission to cover expenses;
- b) The other community function would interest only adults;
- c) Other ideas.

6. You are the leader of the club. Tell the group that you are expecting weekend houseguests on that date, so you will not be able to help very much. Suggest they consider whether they can be sure of another chaperone.

1. You are planning to take the 4-H Automotive Care and Safety project with 10 other members. You would like the club to purchase an old car so that you may all work on it as your project. Stand and make your motion.

2. You are in favor of the motion to purchase an old car for the Automotive Care and Safety project. Second the motion.

3. You are against the motion to purchase an old car for the Automotive Care and Safety project. Your opinion is that there are seven other members in the club taking the Snowmobile project and last year the club defeated a motion to buy two old snowmobiles for the project. Mention these points during discussion.

4. You are against the motion because this is the first year for the Automotive Care and Safety project, and you feel they should start with something much simpler like a lawn mower.

5. You are another prospective Automotive Care and Safety project member and you are in favor of the motion:

- a) Last year money was spent to organize a snowmobile trail ride, so money could be spent on this project this year.
- b) Members wishing to take the Automotive Care and Safety project are all senior members who have had experience with small engines. Therefore, a car is a challenge to them.

6. You are against the motion because a large fundraising project would be needed to make such a purchase. You feel that money should be raised for the use of all club members, not just a few.

1. You would like to have your club put on a skit at the local talent show. Make a motion.

2. You are in favor of the motion that your club put on a skit. Second the motion.

3. You are opposed to your club putting on a skit at the local talent show. Think of some reasons:  
a) Last year you and another member had to plan and do the whole skit because everyone chickened out at the last minute!

4. You amend the main motion by adding that the chair appoint five people to be responsible for the skit. "I move an amendment to the main motion by adding, 'that the chair appoint five people to be responsible.'"

5. You agree with the amendment to the main motion. Second it.

6. You agree with the amendment because you believe this would be a good way of sharing the responsibility. Support the amendment in the discussion.

1. You feel that the club should begin a fund-raising drive. Make a motion with a specific suggestion for a fundraising project.

2. You agree with the fund-raising motion. Second it.

3. You disagree with the fund-raising motion because your club already has \$1,000 in the bank, and you feel it's time you had some fun instead of work. State this opinion in discussion on the motion.

4. You agree with the motion, but feel that the club needs some recreation. Amend the motion. "I move an amendment to the motion to add the words 'after we have a social event.'"

5. You agree with the amendment to have a social event before a fund-raising event. Second the amendment.

1. You would like to have some sort of entertainment at your next club meeting.  
Make a motion.

2. You agree with the motion to have some sort of entertainment at the next meeting.  
Second the motion.

3. You agree with the idea of having entertainment at the next club meeting. However, you want to amend the motion so that the Social Committee is in charge of making the arrangements.  
Amend the main motion.

4. Second the amendment which makes the Social Committee responsible for making the arrangements.

5. You wish to make the instruction to the Social Committee more specific. Amend amendment to direct the committee to order a video through the County Extension office.

6. You agree with the amendment that the Social Committee order a video through the County Extension office.  
Second it.