President
OFFICER WORKSHEET

Refer to "So you are President of your club..." for information about being the President (https://bookstore.ksre.ksu.edu/pubs/4H471.pdf). If you submit your completed worksheet to your local Extension Office, we will review it and provide feedback. Then, it can count as a district-level officer training.

Name: _________________________________ 4-H Club: ________________________________

Use of the Gavel

Fill in the blank with the correct number of tap(s) of the gavel when running a meeting.

_______ tap(s): calls the meeting to order
_______ tap(s): all members rise
_______ tap(s): indicates members need to find a seat to begin the meeting, signals the completion of a motion, announces adornment.
_______ tap(s): meant to restore order

Steps in Making a Club Decision

Fill in the blank with the word that corresponds with the description at the next step in making a club decision.

1. ___________ - is a request that something be done or that is the opinion or wish of the group. Only one of these should be placed before the group at a time. It is debatable and amendable.

2. ___________ - someone from the group must agree to the motion.

3. ___________ - all members of the group must do this, addressing the pros, cons, etc. of the original motion.

4. ___________ - the president will say this before the group votes.

5. ___________ - the group will do this to voice their opinion of the motion at hand.

Kansas State University Agricultural Experiment Station and Cooperative Extension Service
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Order of a Regular Business Meeting

Number the following events in the correct order of a business meeting.

1. Call to Order
2. Pledge of Allegiance
3. Old Business
4. Committee Reports
5. Treasurer's Report
6. New Business
7. Minutes of Last Meeting
8. Roll Call
9. Announcements
10. Adjournment

Let's Practice

As the president, you should try to be as impartial as possible. Still, you are encouraged to vote. When you vote to break a tie, what do you cause the motion to do?

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When you vote to cause a tie, what do you cause the motion to do?

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When voting, when do you vote if the vote is public (verbal, standing)? When the vote is private (written ballot)?

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