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.

____ Treasurer's Report
____ Pledge of Allegiance
____ Old Business
____ Committee Reports
____ Call to Order
____ Roll Call
____ Announcements
____ Adjournment
____ New Business
____ Minutes of Last Meeting

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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