



# 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.

## Order of a Regular Business Meeting

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

- |                          |                             |
|--------------------------|-----------------------------|
| ___ Treasurer's Report   | ___ Roll Call               |
| ___ Pledge of Allegiance | ___ Announcements           |
| ___ Old Business         | ___ Adjournment             |
| ___ Committee Reports    | ___ New Business            |
| ___ Call to Order        | ___ 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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