



President

2023-2024

OFFICER TRAINING

K-STATE
Research and Extension



Refer to "So you are President of your club..." for more information on being the President such as job responsibilities. You can find the President officer book on the River Valley 4-H website or at your local Extension office. Virtual Officer Training is due to your local Extension office by **11:59 pm on Sunday, November 5, 2023.**

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?

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

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