



# Making the Best 4-H Clubs Better –Version 2.0

## 4-H Club Business Meeting True or False Quiz

1. The president should be oldest member of the club. \_\_\_\_\_
2. It's a good rule to always vote for your best friends. \_\_\_\_\_
3. The president and secretary should plan each meeting with the advisor. \_\_\_\_\_
4. The president answers letters for the club. \_\_\_\_\_
5. The secretary calls the roll. \_\_\_\_\_
6. A business meeting should be called a half hour before the officers plan to start, so everyone will be there. \_\_\_\_\_
7. The president can vote to make a tie. \_\_\_\_\_
8. The club advisor has a vote on all motions. \_\_\_\_\_
9. The president calls the meeting to order. \_\_\_\_\_
10. The vice president always makes the motion to adjourn the meeting. \_\_\_\_\_
11. The minutes of each meeting should be approved by the club. \_\_\_\_\_
12. The treasurer should be prepared to give a report at each meeting. \_\_\_\_\_
13. The secretary should include the treasury balance in the minutes of each meeting. \_\_\_\_\_
14. The news reporter should send a news item to the local paper the last date of each month. \_\_\_\_\_
15. It is the song leader's job to entertain the club during the meeting. \_\_\_\_\_
16. The recreation leader should plan the games before each meeting. \_\_\_\_\_
17. The treasurer should pay all bills as soon as he/ she receives them. \_\_\_\_\_
18. The president of a 4-H club should be addressed by his/ her full name when presiding. \_\_\_\_\_
19. The news reporter should mention the president's name in the first sentence of each news report. \_\_\_\_\_
20. Parliamentary procedure provides a definite, courteous way of doing business. \_\_\_\_\_
21. In a news item, short words and sentences are easier to read than long ones. \_\_\_\_\_
22. To "amend" a motion means to change it. \_\_\_\_\_
23. There are several methods in which a 4-H club may vote. \_\_\_\_\_
24. A member must "obtain the floor" to "make a motion." \_\_\_\_\_



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1. The president should be oldest member of the club. False
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