

# Making the Best 4-H Clubs Better

## 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." \_\_\_\_\_



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

1. The president should be oldest member of the club. False
2. It's a good rule to always vote for your best friends. False
3. The president and secretary should plan each meeting with the advisor. False
4. The president answers letters for the club. False
5. The secretary calls the roll. True
6. A business meeting should be called a half hour before the officers plan to start, so everyone will be there. False
7. The president can vote to make a tie. False
8. The club advisor has a vote on all motions. False
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19. The news reporter should mention the president's name in the first sentence of each news report. False
20. Parliamentary procedure provides a definite, courteous way of doing business. True
21. In a news item, short words and sentences are easier to read than long ones. True
22. To "amend" a motion means to change it. True
23. There are several methods in which a 4-H club may vote. True
24. A member must "obtain the floor" to "make a motion." True