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 <p>10 points</p> <p>What is the first sentence a president says when he/she starts meeting?</p> <p>_____</p> <p>The meeting of the _____ 4-H Club will now come to order.</p>	 <p>10 points</p> <p>Name the part of the agenda during which the secretary calls the names of all the members to determine if each is present.</p> <p>_____</p> <p>Roll call</p>	 <p>10 points</p> <p>What are the words one would say immediately after another member has made a motion?</p> <p>_____</p> <p>"I second the motion" or "Second."</p>
 <p>10 points</p> <p>Name the title of the person who keeps the financial records for the club.</p> <p>_____</p> <p>Treasurer</p>	 <p>10 points</p> <p>Name the title of the person in the club who is responsible for sending information about club activities to the local media.</p> <p>_____</p> <p>Reporter</p>	 <p>20 points</p> <p>These are the first two words that one would use to start a motion.</p> <p>_____</p> <p>"I move"</p>
 <p>20 points</p> <p>Name the title of the person who takes notes during a meeting and then reports a summary of the meeting to the membership.</p> <p>_____</p> <p>Secretary</p>	 <p>20 points</p> <p>What is the name of the part of the agenda during which it is time in the meeting to discuss items not previously brought before this club.</p> <p>_____</p> <p>New business</p>	 <p>20 points</p> <p>Name the title of the person who takes over in the president's absence.</p> <p>_____</p> <p>Vice president</p>

 <p>20 points</p> <p>What is a sentence that one would speak if he/she wished to nominate Sue Black for president?</p> <p>_____</p> <p>"I nominate Sue Black for president."</p>	 <p>30 points</p> <p>Name the agenda item during which members continue to discuss topics they have discussed in previous meetings.</p> <p>_____</p> <p>Unfinished business</p>	 <p>30 points</p> <p>What is the number of yes votes needed to pass a main motion if 17 members are voting?</p> <p>_____</p> <p>9</p>
 <p>30 points</p> <p>Name the action that introduces business for the group to act on.</p> <p>_____</p> <p>Making a Motion</p>	 <p>30 points</p> <p>What is the sentence a member would say if he/she wanted to end the business portion of the meeting?</p> <p>_____</p> <p>I move the meeting be adjourned.</p>	 <p>30 points</p> <p>What is the sentence the president would say if he/she wanted members to begin the nomination process to elect a new president?</p> <p>_____</p> <p>"Nominations are now open for president."</p>
 <p>40 points</p> <p>What is the term for the number who must vote for a main motion for it to pass?</p> <p>_____</p> <p>Majority</p>	 <p>40 points</p> <p>What are two sentences a president would say immediately after a member has seconded a motion to conduct a food drive at Webber's grocery store next Saturday at noon?</p> <p>_____</p> <p>It has been moved and seconded that our club conduct a food drive at Webber's grocery store next Saturday at noon. Is there any discussion?</p>	 <p>40 points</p> <p>What should a committee do to the treasurer's book at the end of the year?</p> <p>_____</p> <p>Audit it.</p>

 <p>40 points</p> <p>What might a president say if a member makes a main motion when another main motion has already been made and is still under discussion?</p> <p>_____</p> <p>Only one main motion can be on the floor at one time. Please hold your motion until this one has been resolved.</p>	 <p>40 points</p> <p>What should a member say to get the floor if he/she wants to make a motion?</p> <p>_____</p> <p>Mr. President Or Madame President</p>	 <p>50 points</p> <p>What is the name of a written list of the order of business to be conducted at a meeting?</p> <p>_____</p> <p>Agenda</p>
 <p>50 points</p> <p>What is the type of motion a member might make if he/she thought the vote shouldn't be taken on a motion until the next meeting?</p> <p>_____</p> <p>A motion to postpone (Please note that a motion to table is not correct here; a motion to table does not specify a time to consider the motion again.)</p>	 <p>50 points</p> <p>What is the number of votes necessary to postpone a motion if there are 31 members voting at a meeting?</p> <p>_____</p> <p>16</p>	 <p>50 points</p> <p>What are five ways the president may use for voting?</p> <p>_____</p> <ul style="list-style-type: none"> • Voice vote • Showing of hands • Standing • Paper ballot • Calling roll and asking each person to say "yes" or "no."
 <p>50 points</p> <p>What do we say a member has if he/she is recognized by the president (given permission to speak)?</p> <p>The floor</p>	 <p>60 points</p> <p>What are the three general ways a main motion may be amended?</p> <p>_____</p> <ul style="list-style-type: none"> • Adding or inserting words • Striking words • Substituting words 	 <p>60 points</p> <p>What should a member say if he/she wishes to stop debate and vote immediately on a motion?</p> <p>_____</p> <p>"I move the previous question." Or "I call the previous question."</p>

 <p>60 points</p> <p>Who must sign checks written on a 4-H checking account?</p> <p>_____</p> <p>Treasurer and one designated adult.</p>	 <p>60 points</p> <p>What is the number of members of the 18 present who would need to vote to pass a motion "to call the question"?</p> <p>_____</p> <p>12</p>	 <p>60 points</p> <p>What would a member say if he/she wished to change a main motion that stipulates the club tour start at noon if he/she wanted the tour to start at 1:00 p.m.?</p> <p>_____</p> <p>"I move that the motion be amended by substituting the word 'noon' with the words 1:00 p.m."</p>
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