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Cut these apart and put in container so each one can be drawn out. (See Activity Guide for Appropriately Structured Environment for suggested use.)
















 <p>10 points</p> <p>What is the first sentence a president says when he/she starts meeting?</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>10 points</p> <p>What are the words one would say immediately after another member has made a motion?</p>
 <p>10 points</p> <p>Name the title of the person who keeps the financial records for the club.</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>20 points</p> <p>These are the first two words that one would use to start a motion.</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>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 the club.</p>	 <p>20 points</p> <p>Name the title of the person who takes over in the president's absence.</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>30 points</p> <p>Name the agenda item during which members continue to discuss topics they have discussed in previous meetings.</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>30 points</p> <p>Name the action that introduces business for the group to act on.</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>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>40 points</p> <p>What is the term for the number who must vote for a main motion for it to pass?</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>40 points</p> <p>What should a committee do to the treasurer's books at the end of the year?</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>40 points</p> <p>What should a member say to get the floor if he/she wants to make a motion?</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>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>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>50 points</p> <p>What are five ways the president may use for voting?</p>
 <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>60 points</p> <p>What are the three general ways a main motion may be amended?</p>	 <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>60 points</p> <p>Who must sign checks written on a 4-H checking account?</p>	 <p>60 points</p> <p>What is the number of members of the 18 present who would need to vote to stop discussion on a main motion for the motion "to call the question" to be successful?</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>

Parliamentary Procedure Answers

Cut apart and put sets of these in an envelope for each group. Use for youth who have very little knowledge of Parliamentary Procedure. (See Activity Guide for Appropriately Structured Environment for suggested use.)

 <p>The meeting of the _____ 4-H Club will now come to order.</p>	 <p>Roll call</p>	 <p>“I second the motion” or “Second.”</p>
 <p>Treasurer</p>	 <p>Reporter</p>	 <p>“I move”</p>
 <p>Secretary</p>	 <p>New business</p>	 <p>Vice president</p>
 <p>“I nominate Sue Black for president.”</p>	 <p>Unfinished business</p>	 <p>9</p>
 <p>Making a Motion</p>	 <p>I move the meeting be adjourned.</p>	 <p>“Nominations are now open for president.”</p>

 <p>Majority</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>Audit them.</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>Mr. President Or Madame President</p>	 <p>Agenda</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>16</p>	 <ul style="list-style-type: none"> • Voice vote • Standing vote • Showing of hands • Paper ballot • Calling roll and asking each person to say "yes" or "no."
 <p>The floor</p>	 <ul style="list-style-type: none"> • Adding or inserting words • Striking words • Substituting words 	 <p>"I move the previous question." (Or) "I call the previous question."</p>
 <p>Treasurer and one designated adult.</p>	 <p>12</p>	 <p>"I move that the motion be amended by substituting the word 'noon' with the words 1:00 p.m."</p>