

HOW TO USE A GAVEL

IN A 4-H CLUB MEETING



ONE TAP

Announce the results of a vote
Tells members to be seated
After adjourning the meeting

TWO TAPS

Call the meeting to order



THREE TAPS

Tells members to stand

SEVERAL SHARP TAPS

Restore order



WHO USES THE GAVEL?

THE PRESIDING OFFICER

Club President
Committee Chairperson
Club Vice-President if President is absent

