

Savvy Meetings: A Pop Quiz

Here's a true-false quiz to see how savvy your group leaders and/or meeting participants are regarding basic parliamentary meeting knowledge.

Divide your group into teams of three. Make a copy of the following statements on this page (without the correct answers found on page 2) for each group. Give each small group five minutes to identify which statements are correct. Then share and discuss the correct answers with the whole group.

1. Bylaws are a permanent document and should not be changed.
2. The secretary may enter into the discussion and vote at meetings.
3. One of the primary purposes of the president is to preside at all meetings of the organization and its executive committee.
4. It is unnecessary for the president to prepare an agenda if she knows the procedure well.
5. The quorum is the minimum number of voting members who must be present in order to transact business legally. A society's bylaws should establish the quorum. If not, the quorum is a majority of the membership.
6. The president should begin meetings at the announced time, even if only a few are present. Doing otherwise punishes the prompt and rewards the latecomers.
7. The recording of any discussion regarding motions should be in full detail.
8. The main motion introduces a subject to the assembly and there can be only one main motion under consideration at one time.
9. Some of the ways to amend a motion include: insertion, addition, or striking out.
10. Committee records are property of the organization, not the property of the committee chairman.

Answer Key:

- 1-F
- 2-T
- 3-T
- 4-F
- 5-T
- 6-T
- 7-F
- 8-T
- 9-T
- 10-T