Do You Know Parliamentary Procedure?

Here is a little quiz to test your knowledge of parliamentary procedure? Mark a T (true) or F (false) in the blank preceding each statement.

_____1. The president of a group should stand when he/she calls a meeting to order.
_____2. In presenting motions, members should rise and address the presiding officer.
_____3. Motions should be introduced by saying “I make a motion.”
_____4. Motions should be seconded before they are discussed.
_____5. You should not second a motion unless you rise, address the “chair,” and are recognized.
_____6. Committee reports that include recommendations need to be approved by the group through a motion, second, and a favorable vote.
_____7. Nominations made from the floor should always be seconded.
_____8. When a nominating committee is used, no other nominations can be made.
_____9. The secretary should always record the name of the person seconding the motion.
_____10. The secretary need not stand up when he/she is reading the minutes.
_____11. The secretary need not rise when he/she is calling roll.
_____12. The minutes of a meeting should be approved by a motion and vote.
_____13. An amendment to a motion does not need to be seconded.
_____14. If the chairman does not like a motion which has been properly made and seconded, he/she can ignore it and call for a new motion.
_____15. Before every meeting, the president should outline a plan or agenda.

Adapted from: 4-H Officer Training Made Easy. J. Adams. Kansas State University. 2005. 4-H Kaslon. UNL Extension 4-H.
Do You Know Parliamentary Procedure? (Answers)

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__T__ 1. The president of a group should stand when he/she calls a meeting to order.
__T__ 2. In presenting motions, members should rise and address the presiding officer.
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__T__ 15. Before every meeting, the president should outline a plan or agenda.