



Oklahoma 4-H Youth Development

# Teen Action and Growth

Developing 4-H Teen Leaders for our club, community, country and world

---

Fill in the blank or mark your answer for each question.

I would rate my ability to carry out the duties of a chairman at a meeting.

Excellent \_\_\_\_\_ Very Good \_\_\_\_\_ Good \_\_\_\_\_ Fair \_\_\_\_\_

1. Parliamentary Procedure lists *Seven Steps* to follow in a business meeting. To the right, write the Seven Steps of Business in order recommended in Roberts Rules of Order:

Call meeting to order 1<sup>st</sup> \_\_\_\_\_

Announcements 2<sup>nd</sup> \_\_\_\_\_

Report of Committees 3<sup>rd</sup> \_\_\_\_\_

Secretary read minutes 4<sup>th</sup> \_\_\_\_\_

New business 5<sup>th</sup> \_\_\_\_\_

Unfinished business 6<sup>th</sup> \_\_\_\_\_

Adjourn Meeting 7<sup>th</sup> \_\_\_\_\_

2. Following Parliamentary Procedure in a meeting is of:

Much Importance \_\_\_\_\_ Some Importance \_\_\_\_\_ Little Importance \_\_\_\_\_

3. The chairman calls for the secretary to read the minutes. After the secretary reads the minutes the chairman asks: "Are there any corrections to the minutes?" Is it necessary to vote on each correction? Yes \_\_\_\_\_ No \_\_\_\_\_ Undecided \_\_\_\_\_

4. The group must vote the minutes as corrected before being they are approved.

Yes \_\_\_\_\_ No \_\_\_\_\_ Undecided \_\_\_\_\_

5. Financial reports, audited or un-audited need a motion before being adopted.

Yes \_\_\_\_\_ No \_\_\_\_\_ Undecided \_\_\_\_\_

6. Roberts Rules of Order require that the individuals nominated must be voted on in the order that they were nominated.

True\_\_\_\_\_ False\_\_\_\_\_ Undecided\_\_\_\_\_

7. A tie vote always requires the vote of the chairman.

True\_\_\_\_\_ False\_\_\_\_\_ Undecided\_\_\_\_\_

8. A motion that has been made and seconded must be approved by a two-third majority of votes cast.

True\_\_\_\_\_ False\_\_\_\_\_ Undecided\_\_\_\_\_

9. A motion to adjourn a meeting does not have precedence over a motion to suspend a rule temporarily.

True\_\_\_\_\_ False\_\_\_\_\_ Undecided\_\_\_\_\_

10. The chairman must recognize a member even though another individual has the floor, if the member raises a question "privilege."

True\_\_\_\_\_ False\_\_\_\_\_ Undecided\_\_\_\_\_

**You are to check the following statements: True – False – Undecided**

11. Members do not need to stand to make a main motion. True\_\_\_ False\_\_\_ Undecided\_\_\_\_\_

12. The chairman is to recognize the first member that says, "Mr./Madam Chairman."  
True\_\_\_ False\_\_\_ Undecided\_\_\_\_\_

13. After a motion has been made and seconded, the chairman must ask for a discussion.  
True\_\_\_ False\_\_\_ Undecided\_\_\_\_\_

14. It is not necessary for the member to address the chairman before discussion of a motion.  
True\_\_\_ False\_\_\_ Undecided\_\_\_\_\_

15. When the discussion of motion ceases, the chairman is within his/her right to say, "Silence is taken as consent," and then state the motion and ask for a vote. True\_\_\_ False\_\_\_ Undecided\_\_\_\_\_

16. The chairman is required to call for the "no" vote even though the "yes" votes are in majority.  
True\_\_\_ False\_\_\_ Undecided\_\_\_\_\_

17. If a majority demands a ballot to be taken of the vote cast, the chairman does not have to abide by the majority demand. True\_\_\_ False\_\_\_ Undecided\_\_\_\_\_

18. A main motion can be amended more than once. True\_\_\_ False\_\_\_ Undecided\_\_\_\_\_

19. When the minutes are approved they need to be signed by the chairman.  
True\_\_\_ False\_\_\_ Undecided\_\_\_

20. The amendment of a main motion has precedence over the motion.  
True\_\_\_ False\_\_\_ Undecided\_\_\_

## Answers to Parliamentary Procedure Quiz

- Parliamentary Procedure lists Seven Steps to follow in a business meeting. They are:
  - Call to Order
  - Secretary Read Minutes
  - Report of Committees
  - Unfinished Business
  - New Business
  - Announcements
  - Adjourn Meeting
- To follow Parliamentary Procedure in a meeting is of:  
Much Importance X Some Importance \_\_\_\_\_ Little Importance \_\_\_\_\_
- The chairman calls for the secretary to read the minutes. After the secretary reads the minutes the chairman asks: "Are there any corrections to the minutes?" Is it necessary to vote on each correction?  
Yes \_\_\_\_\_ No X Undecided \_\_\_\_\_
- The group must vote the minutes as corrected on before being approved.  
Yes \_\_\_\_\_ No X Undecided \_\_\_\_\_
- Audited financial report and an un-audited report both need a motion before being adopted.  
Yes \_\_\_\_\_ No X Undecided \_\_\_\_\_
- Roberts Rules of Order require that individuals be voted on in the order that they were nominated.  
True X False \_\_\_\_\_ Undecided \_\_\_\_\_
- A tie vote always requires the vote of the chairman.  
True \_\_\_\_\_ False X Undecided \_\_\_\_\_
- A motion that has been made and seconded must be approved by a two-third majority of votes cast.  
True \_\_\_\_\_ False X Undecided \_\_\_\_\_
- A motion to adjourn a meeting does not have precedence over a motion to suspend a rule temporarily.  
True \_\_\_\_\_ False X Undecided \_\_\_\_\_
- The chairman must recognize a member even though another individual has the floor, if the member raises a question "privilege."  
True X False \_\_\_\_\_ Undecided \_\_\_\_\_

### You are to check the following statements: True – False – Undecided

- Members do not need to stand to make a main motion. True \_\_\_\_\_ False X Undecided \_\_\_\_\_
- The chairman is to recognize the first member that says, "Mr./Mrs. Chairman." True X False \_\_\_\_\_ Undecided \_\_\_\_\_
- After a motion has been made and seconded, the chairman must ask for a discussion. True X False \_\_\_\_\_ Undecided \_\_\_\_\_
- It is not necessary for the member to address the chairman before discussion of a motion. True \_\_\_\_\_ False X Undecided \_\_\_\_\_

15. When the discussion of motion ceases, the chairman is within his/her right to say, "Silence is taken as consent," and then state the motion and ask for a vote. True X False \_\_\_ Undecided\_\_\_
16. The chairman is required to call for the "no" vote even though the "yes" votes are in majority. True X False \_\_\_ Undecided\_\_\_
17. If a majority demands a ballot to be taken of the vote cast, the chairman does not have to abide by the majority demand. True \_\_\_ False X Undecided\_\_\_
18. A main motion can be amended more than once. True \_\_\_ False X Undecided\_\_\_
19. When the minutes are approved they need to be signed by the chairman. True \_\_\_ False X Undecided\_\_\_
20. The amendment of a main motion has precedence over the motion. True X False \_\_\_ Undecided\_\_\_