

Name:

Date:

Class:

## Lesson 2.3: Conducting Meetings in Agricultural Organizations

### Know and Understand

*Answer the following questions using the information provided in this lesson.*

1. True or False? Parliamentary procedure is a set of rules and regulations for properly conducting meetings. (2.3.1)

Answer:

2. Which of the following is not one of the four main goals of parliamentary procedure? (2.3.1)

- A. Handle one item at a time.
- B. Extend courtesy to everyone.
- C. Ensure both sides of an issue are discussed.
- D. Ensure that decisions are made with the majority.

Answer:

3. The number of members that must attend a meeting for business to be conducted is called a(n) \_\_\_\_\_. (2.3.2)

- A. quorum
- B. majority
- C. inquisition
- D. assembly

Answer:

4. The person responsible for conducting the meeting is the \_\_\_\_\_. (2.3.2)

- A. gavel
- B. majority leader
- C. speaker

D. chair

Answer:

5. The hammer-shaped tool that the person conducting the meeting uses to send specific cues to the assembly is a(n) \_\_\_\_\_. (2.3.2)

A. amender

B. assembly

C. gavel

D. bench

Answer:

6. A complete, written record of the proceedings of a formal meeting is called the meeting's \_\_\_\_\_. (2.3.2)

A. agenda

B. record

C. minutes

D. motion list

Answer:

7. Which of the following is the correct order of business for a meeting? (2.3.2)

A. Calling the meeting to order/opening ceremonies. Reading and approval of the minutes of previous meetings. Reports from standing committees. Reports from special committees. Special orders. Unfinished business. New business.

B. Unfinished business. New business. Calling the meeting to order/opening ceremonies. Reading and approval of the minutes of previous meetings. Reports from standing committees. Reports from special committees. Special orders.

C. Reading and approval of the minutes of previous meetings. Reports from standing committees. Reports from special committees. Special orders. Unfinished business. New business. Calling the meeting to order/opening ceremonies. Reading and approval of the minutes of previous meetings. Reports from standing committees. Reports from special committees. Special orders.

D. Calling the meeting to order/opening ceremonies. Unfinished business. New business.

Answer:

8. A formal proposal by a member, which, if agreed upon by the members of the assembly, will result in a certain action, is a(n) \_\_\_\_\_. (2.3.3)
- A. inquiry
  - B. amendment
  - C. motion
  - D. quorum

Answer:

9. True or False? Precedence is the list of members in the order in which they are allowed to speak. (2.3.3)

Answer:

10. What is the purpose of privileged motions? (2.3.3)
- A. Modifying, changing, or discussing the main motion.
  - B. Starting, stopping, pausing, or focusing on the purpose of the meeting.
  - C. Bringing motions back before the assembly.
  - D. Dealing with items related to organizational rules.

Answer:

11. A new motion that allows members to take a break from the meeting to check their cell phones and post on social media about the meeting should be what type of motion? (2.3.3)
- A. Privileged
  - B. Incidental
  - C. Subsidiary
  - D. Unclassified

Answer:

12. Motions that ask questions, correct mistakes, ensure the accuracy of a vote, or change or modify rules are called \_\_\_\_\_ motions. (2.3.3)
- A. privileged
  - B. incidental

- C. subsidiary
- D. unclassified

Answer:

13. Motions that work to set aside a motion, modify the amount of debate, or change the motion in some way are called \_\_\_\_\_ motions. (2.3.3)

- A. privileged
- B. incidental
- C. subsidiary
- D. unclassified

Answer:

14. A motion that brings up a new topic of discussion before the assembly is a(n) \_\_\_\_\_ motion. (2.3.3)

- A. debatable
- B. main
- C. primary
- D. substantive

Answer:

15. An indication that there is at least one person besides the maker of the motion who is interested in seeing a motion come before a meeting is called a(n) \_\_\_\_\_. (2.3.4)

- A. positive vote
- B. restate
- C. debate
- D. second

Answer:

16. True or False? For debatable motions, standard rules state that each member has the right to debate only once per debatable motion. (2.3.4)

Answer:

17. True or False? Amendable motions may be amended up to four times. (2.3.4)

Answer:

18. Which of the following terms means that the amendment made to a main motion must have something to do with the main motion? (2.3.4)

- A. Quorum
- B. Second
- C. Germane
- D. Relatedness

Answer:

19. What are the four methods through which voting on motions may take place? (2.3.4)

- A. Hand raising, standing, voice, sitting.
- B. Ballots, written, callout, sitting.
- C. Rising, voice, electronic, telephone.
- D. Voice, rising, roll call, and ballots.

Answer:

20. What is the characteristic of a motion that requires a two-thirds vote? (2.3.4)

- A. The motion is unpopular among members.
- B. The motion was made less than 24 hours before.
- C. The motion restricts the rights of members in some way.
- D. The motion was made by a member who was not in good standing.

Answer: