

Name:

Class:

Date:

## Lesson 2.3 Conducting Meetings in Agricultural Organizations

### Lesson Review

Carefully study the lesson and then answer the following questions.

1. Parliamentary procedure is a set of rules and regulations for properly \_\_\_\_\_. (2.3.0)

- A. conducting meetings
- B. determining majorities
- C. handling finances
- D. resolving conflicts

Answer:

2. List the four main goals of parliamentary procedure. (2.3.1)

Answer:

3. In parliamentary procedure, a quorum is \_\_\_\_\_. (2.3.2)

- A. the person responsible for keeping track of what happens in a meeting
- B. a specific method for counting votes
- C. the number of motions presented in a typical meeting
- D. the number of members that must be present to conduct business

Answer:

4. What four things should an effective chairman be able to do? (2.3.2)

Answer:

5. A chairman can vote \_\_\_\_\_. (2.3.2)

- A. if there is an emergency
- B. if there are fewer than twelve people voting
- C. when their vote is the deciding vote

D. when they have strong opinions on the motion

Answer:

*Match the gavel taps to the action they signify. (Answers may be used more than once.)*

A. One tap

B. Two taps

C. Three taps

D. Series of taps

6. The result of a vote (2.3.2)

Answer:

7. Members should rise (2.3.2)

Answer:

8. Be seated (2.3.2)

Answer:

9. Beginning of the meeting (2.3.2)

Answer:

10. Come to order (2.3.2)

Answer:

11. End the meeting (2.3.2)

Answer:

12. List three things that should be included in the minutes of a meeting. (2.3.2)

Answer:

*Put the items in a meeting in order according to the proper order of business.*

- A. First
- B. Second
- C. Third
- D. Fourth
- E. Fifth
- F. Sixth
- G. Seventh

13. Calling the meeting to order/opening ceremonies (2.3.2)

Answer:

14. New business (2.3.2)

Answer:

15. Reading and approval of minutes of the previous meeting (2.3.2)

Answer:

16. Reports from standing committees (2.3.2)

Answer:

17. Special orders (2.3.2)

Answer:

18. Reports from special committees (2.3.2)

Answer:

19. Unfinished business (2.3.2)

Answer:

*Match the types of motions to their definitions.*

- A. Incidental
- B. Main

C. Privileged

D. Subsidiary

20. Deal with managing other motions (2.3.3)

Answer:

21. Deal with the rights or needs of the organization (2.3.3)

Answer:

22. Related to parliamentary rules and procedures (2.3.3)

Answer:

23. Brings up a new topic for discussion (2.3.3)

Answer:

24. What are the steps in processing a main motion? (2.3.4)

Answer:

25. Bringing a main motion before the assembly requires the maker of the motion to begin their statement with the words \_\_\_\_\_. (2.3.4)

A. I make the motion

B. I motion

C. I move

D. We should

Answer:

26. A *second* on a motion is \_\_\_\_\_. (2.3.4)

A. a sign that the person seconding the motion is in favor of the motion

B. the same as an affirmative vote

C. a signal that more than one person wants to discuss the motion

D. the second person to stand and discuss the motion

Answer:

27. What are the three ways to amend a motion? (2.3.4)

Answer:

*Match the types of votes to their definitions.*

- A. Ballots
- B. Rising
- C. Roll call
- D. Voice

28. The chairman asks for a verbal response from all members in favor of the motion, and then from all members opposed to the motion. (2.3.4)

Answer:

29. The chairman asks for all in favor to raise their hands or stand, then repeats for those opposed; counted results are announced. (2.3.4)

Answer:

30. Each member is asked for their vote, and the vote is recorded individually. (2.3.4)

Answer:

31. Anonymous votes that are written, tallied, and recorded. (2.3.4)

Answer:

### **Critical Thinking**

*Use the space provided to write, debate, and amend a motion. Use I move as your opening for each step. (2.3.4)*

1. Step 1: Make a main motion.

Answer:

2. Step 2: Write a reason why this motion is a good idea (debate).

Answer:

3. Step 3: Write an amendment to this motion.

Answer: