



Skill 36: Hosting Meetings And Open Forums

Activity B: Parliamentary Procedure

Worksheet

What Do You Know About Parli Pro?

Quiz

Multiple Choice: Choose the most appropriate response to each of the following questions.

1. What is a motion?
 - a) A motion is a hand gesture that is used to indicate when someone wishes to speak.
 - b) A motion is a proposal that the group take a particular stand or course of action.
 - c) A motion is a term used to indicate when a group has approved a decision.
 - d) A motion is when the assembly stands to honor a the important individuals such as the chair or a guest speaker.

2. "Putting" the question means...
 - a) To clarify who asked the question.
 - b) To discard the question out.
 - c) To postpone consideration of the question until a later date
 - d) To vote upon the question at hand.

3. What is an agenda?
 - a) It is a proposal that the assembly take a particular stand or action.
 - b) The order of business for a specific meeting.
 - c) The underlying motive behind an assembly member's decision.
 - d) A group of people who meet for a common purpose.

4. The phrase, "on the floor" refers to _____ and means _____.
 - a) A member of the assembly; that said member has the attention of the full assembly.
 - b) A motion; that said motion has been restated by the presiding officer and is officially open for consideration by the assembly.
 - c) A motion; that said motion contains inappropriate content or is irrelevant to the interests of the assembly.
 - d) A member of the assembly; that said member has fallen and they can't get up.

5. What should a member of the assembly do if he/she wishes to bring a matter before the group?
 - a) Tap their gavel twice to indicate their desire to speak.
 - b) Stand up and shush the group to get their attention.
 - c) First address the chair as Mr. or Madam chairman (or a like term of authority) and wait for recognition from the chair before speaking.
 - d) Stand on their chair and dance until people pay attention.

6. What is the most appropriate way to introduce a motion?
 - a) "I move to make a motion that..." or "I make a motion that..."
 - b) "I propose that we..."
 - c) "I bring before the assembly, a motion to..."
 - d) "I move..." "I move that..." or "I move to..."

Unit: Group Decision-Making

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True/False: Decide whether each of the following statements is true or false.

7. _____ Once a motion is up open for debate, members can no longer request clarification on any part of the motion.
8. _____ All motions must be seconded.
9. _____ Banging the gavel typically symbolizes the completion of an action.
10. _____ "Robert's Rules of Order" is the most commonly used "rule-book" for parliamentary procedure.