



Skill 36: Hosting Meetings And Open Forums

Activity B: Parliamentary Procedure

Worksheet

What Do You Know About Parliamentary Procedure?

Answer Key

Multiple Choice:

- What is a motion?
 - A motion is a proposal that the group take a particular stand or course of action.
- “Putting” the question means...
 - To vote upon the question at hand.
- What is an agenda?
 - The order of business for a specific meeting.
- The phrase, “on the floor” refers to _____ and means _____.
 - A motion; that said motion has been restated by the presiding officer and is officially open for consideration by the assembly.
- What should a member of the assembly do if he/she wishes to bring a matter before the group?
 - Secure the floor by first addressing the chair as Mr. or Madam chairman (or a like term of authority) and waiting for recognition from the chair before speaking.
- What is the most appropriate way to introduce a motion?
 - “I move...,” “I move that...,” or “I move to...”

True/False:

7. False Once a motion is up open for debate, members can no longer request clarification on any part of the motion.

It is the right of every member of the assembly to request clarification on the motion being discussed. To do so, simply announce, “point of information,” and ask your question.

8. False All motions must be seconded.

A motion is often necessary to indicate that more than one person is in favor of the matter suggested for consideration. However points of information and points of order are two motions that do not need to be seconded.

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9. True Banging the gavel typically symbolizes the completion of an action.
The gavel is also used to bring order to the group and to begin or adjourn meetings.
10. True “Robert’s Rules of Order” is the most commonly used “rule-book” for parliamentary procedure.