



Do You Know Parliamentary Procedure?

Here is a little quiz to test your knowledge of parliamentary procedure. Mark a T (true) or F (false) in the blank preceding each statement.

- 1. The president of a group should be in charge of the meeting.
- 2. In presenting motions, members should rise and address the presiding officer.
- 3. Motions should be introduced by saying, "I make a motion."
- 4. You should not second a motion unless you rise, address the "chair," and are recognized.
- 5. Committee reports which include recommendations need to be approved by the group through a motion, second, and a favorable vote.
- 6. Nominations made from the floor should always be seconded.
- 7. The secretary need not stand up when reading the minutes.
- 8. The secretary need not rise when calling roll.
- 9. The minutes of a meeting should be approved by a motion and a vote.
- 10. An amendment to a motion does not need to be seconded.
- 11. If the chairman does not like a motion which has been properly made and seconded, he or she can ignore it and call for a new motion.
- 12. Before every meeting, the president should outline a plan or agenda.



Answers to Do you know parliamentary procedure?

1. True. The chairman would be in charge of those meetings.
2. True. In business meetings, it is only after a member has addressed the presiding officer as “Mr/Madam President” or “Mr/Madam Chairman” and has been recognized that the member is privileged to speak and to present the proposal.
3. False. It is better form to say “I move that ... “ instead of “I make a motion that....”
4. False. Only in the larger and more formal meetings is it necessary for one who seconds a motion to be “recognized.”
5. True. All reports where a committee makes recommendations need to be approved by the group.
6. False. Nominations made from the floor do not need to be seconded. Whether it is moved that the report of a nomination committee be accepted or that nominations cease or that the secretary be instructed to cast a unanimous ballot for those nominated, this is a main motion. These situations do require a second followed by discussion and a vote.
7. False. The secretary does stand up while reading the minutes.
8. True. The secretary may remain seated when calling roll because of the convenience of recording in the secretary’s book. The secretary must stand when the minutes are read.
9. False. After the minutes have been read, the chairman may ask, “Are there any corrections to the minutes as read? If not, they stand approved as read.” If there is a correction, the presiding officer asks the secretary to make the change.
10. False. An amendment to a motion should be seconded the same as the main motion to which it applies.
11. False. A chairman cannot ignore a motion. He or she must deal with a motion which has been made and seconded by following the process outlined in the president’s brochure. The president must also acknowledge points of order and appeals.
12. True. Better meetings will result if the chairman always prepares advance program outlines or agenda.