



# 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.