

**ASSIGNMENT SHEET****OBJECTIVE 7**

1. A member rises and addresses the presiding officer.
2. The member is recognized.
3. The member says, "I move that our chapter have a party on Friday, September 7, at 6:30 p.m."
4. Another member seconds the motion.
5. The presiding officer states the motion.
6. The motion is debated.
7. The presiding officer takes the vote.
8. The result of the vote is announced.

**WRITTEN TEST****OBJECTIVE 1**

- |      |       |
|------|-------|
| 1. A | 6. B  |
| 2. A | 7. A  |
| 3. B | 8. A  |
| 4. B | 9. A  |
| 5. A | 10. B |

**OBJECTIVE 2**

1. A
2. A
3. B
4. A
5. B

**OBJECTIVE 3**

- |      |       |
|------|-------|
| 1. A | 7. A  |
| 2. B | 8. B  |
| 3. A | 9. A  |
| 4. B | 10. B |
| 5. A | 11. A |
| 6. B | 12. A |

**OBJECTIVE 4**

- |      |       |
|------|-------|
| 1. C | 6. C  |
| 2. B | 7. A  |
| 3. E | 8. E  |
| 4. D | 9. D  |
| 5. A | 10. B |

**OBJECTIVE 5**

- |      |      |
|------|------|
| 1. B | 5. B |
| 2. C | 6. D |
| 3. A | 7. C |
| 4. D | 8. A |

**OBJECTIVE 6**

1. A

**OBJECTIVE 7**

**Evaluated on the Assignment Sheet.**

**QUIZ**

- |      |      |
|------|------|
| 1. B | 6. G |
| 2. K | 7. J |
| 3. E | 8. A |
| 4. D | 9. C |
| 5. H |      |

# Steps to Process a Main Motion (Rule of Eight)

1. A member rises and addresses the presiding officer.
2. The member is recognized.
3. The member proposes the motion.
4. Another member seconds the motion without rising or addressing the chair.
5. The presiding officer states the motion.
6. The assembly debates and/or amends the motion.
7. The presiding officer takes the vote.
8. The result of the vote is announced.

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Name \_\_\_\_\_ Score \_\_\_\_\_

**INSTRUCTIONS**

Write the letter of the answer in each blank provided.

**OBJECTIVE 1**

**Select guidelines for conducting a successful meeting.**

Write "A" if the item is a guideline and "B" if it is not.

A. Guideline

B. NOT a guideline

- \_\_\_ 1. Reserve the meeting room, get the room ready, and arrange for clean up.
- \_\_\_ 2. Have all members express their appreciation to guests for their attendance.
- \_\_\_ 3. Encourage leaders to talk about the first items mentioned.
- \_\_\_ 4. Let guest speakers select their topics and the length of time they speak.
- \_\_\_ 5. Proceed according to the order of business using parliamentary procedure
- \_\_\_ 6. Deviate from the agenda to fit members' current interests.
- \_\_\_ 7. Confirm the date and time of the meeting with the guest speaker one or to days prior to the meeting.
- \_\_\_ 8. Begin and end on time.
- \_\_\_ 9. Move the meeting along to prevent boredom and to cover all of the items of business in the allotted time.
- \_\_\_ 10. Have an official greeter at the door to be sure no one enters the meeting late.

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## OBJECTIVE 2

**Identify sources of parliamentary procedure.** Write “A” if the item is a source and “B” if it is not.

- A. Source
- B. NOT a source

- \_\_\_ 1. Encyclopedias
- \_\_\_ 2. Internet
- \_\_\_ 3. Radio/TV
- \_\_\_ 4. *Robert’s Rules of Order*
- \_\_\_ 5. Telephone directories

## OBJECTIVE 3

**Select the purposes of parliamentary procedure.** Write “A” if the item is a purpose and “B” if it is not.

- A. Purpose
- B. NOT a purpose

- \_\_\_ 1. Rights of individual members
- \_\_\_ 2. Limiting debate to five minutes
- \_\_\_ 3. Handling one item of business at a time
- \_\_\_ 4. Letting president control content of meeting
- \_\_\_ 5. Rights of the minority
- \_\_\_ 6. Controlling what the parliamentarian does
- \_\_\_ 7. Rights of the majority
- \_\_\_ 8. Handling up to four items at one time
- \_\_\_ 9. Rights of absentee members
- \_\_\_ 10. Democracy without effort
- \_\_\_ 11. Courtesy and justice to all
- \_\_\_ 12. Allowing majority to prevail

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**OBJECTIVE 4**

**Arrange in order the parts of an order of business.**

- A. Reports from special committees
- B. Call to order
- C. Opening ceremony
- D. Reports from officers and standing committees
- E. Reading and approving minutes

- \_\_\_ 1. Step one
- \_\_\_ 2. Step two
- \_\_\_ 3. Step three
- \_\_\_ 4. Step four
- \_\_\_ 5. Step five

- A. New business
- B. Closing ceremony
- C. Unfinished business
- D. Adjournment
- E. Program

- \_\_\_ 6. Step six
- \_\_\_ 7. Step seven
- \_\_\_ 8. Step eight
- \_\_\_ 9. Step nine
- \_\_\_ 10. Step ten

**OBJECTIVE 5**

**Arrange in order the steps in the progression of a motion (Rule of Eight).**

- A. Member proposes the motion
- B. Member rises and addresses the presiding officer
- C. Member is recognized
- D. Another member seconds the motion without rising or addressing the chair

- \_\_\_ 1. Step one
- \_\_\_ 2. Step two
- \_\_\_ 3. Step three
- \_\_\_ 4. Step four

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- A. Result of the vote is announced
- B. Presiding officer states the motion
- C. Presiding officer takes the vote
- D. Assembly debates/amends motion

\_\_\_ 5. Step five

\_\_\_ 6. Step six

\_\_\_ 7. Step seven

\_\_\_ 8. Step eight

## **OBJECTIVE 6**

**Identify the purpose of a motion to amend.**

- \_\_\_ 1. The purpose of a motion to amend includes all EXCEPT:
- A. modifying the wording of a pending motion
  - B. clarifying the meaning of a pending motion
  - C. allowing a member voice disapproval of the pending motion
  - D. taking a vote on the pending motion as originally written

## **OBJECTIVE 7**

**Evaluated on the Assignment Sheet.**

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Name \_\_\_\_\_ Date \_\_\_\_\_ Score \_\_\_\_\_

**INSTRUCTIONS**

Write the letter of the answer in each blank provided.

- |                |                            |
|----------------|----------------------------|
| A. Adjournment | G. Minutes                 |
| B. Agenda      | H. Motion                  |
| C. Amend       | I. Negate                  |
| D. Assembly    | J. Parliamentary procedure |
| E. Debate      | K. Second                  |
| F. Discuss     | L. Veto                    |

- \_\_\_ 1. Organized order of business for the meeting
- \_\_\_ 2. Another member's agreement that the motion should come before the assembly
- \_\_\_ 3. Formal discussion of a motion
- \_\_\_ 4. Official gathering of members in order to transact business
- \_\_\_ 5. Proposal that something be done; method of bringing a question before the meeting for consideration
- \_\_\_ 6. Records of the proceedings of a meeting
- \_\_\_ 7. Set of rules for conducting a meeting in an organized and efficient manner
- \_\_\_ 8. The official close of the meeting
- \_\_\_ 9. To change the wording of a motion by adding to or taking from, by striking out; or inserting in, by both striking out and inserting, or by substituting

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