

Meeting Terms Quiz

1. List of items or business for a meeting:

- A. Proposal ☐
- B. Minutes ☐
- C. Agenda ☒
- D. Members ☐

2. When a person neither votes for nor against something, he....

- A. Passes ☐
- B. Votes Empty ☐
- C. Resigns ☐
- D. Abstains ☒

3. When a motion or resolution has been passed or carried, it has been ...

- A. Adopted ☒
- B. Postponed ☐
- C. Amended ☐
- D. Confirmed ☐

4. The number of persons who must be present if the meeting is to have any validity is called...

- A. The floor ☐
- B. A Quorum ☒
- C. A Ballot ☐
- D. The Motion ☐

5. The formal record of a meeting

- A. Minutes ☒
- B. Notices ☐
- C. Agenda ☐
- D. Seconds ☐

6. Not according to the rules of the meeting

- A. Banned ☐
- B. Unanimous ☐
- C. Out of Order ☒
- D. Opposed ☐

7. When the minutes of the previous meeting are accepted by those present, the minutes are ...

- A. Adopted ☐
- B. Confirmed ☒
- C. Passed ☐
- D. Adjourned ☐

8. Agreed by everyone.

- A. Voted ☐
- B. Passed ☐
- C. Motioned ☐
- D. Unanimous ☒

9. To put off something until later.

- A. Adopt ☐
- B. Postpone ☒
- C. Amend ☐
- D. Confirm ☐

10. A tentative paper or motion for consideration.

- A. Draft ☒
- B. Amendment ☐
- C. Proposal ☐
- D. Adjournment ☐

11. All members present except the Chairman.

- A. The ad-hoc ☐
- B. The co-option ☐
- C. The items ☐
- D. The floor ☒

12. A method of voting in which people put their hands above their heads.

- A. Shouting ☐
- B. Waving ☐
- C. Show of hands ☒
- D. By palm ☐

13. A committee set up for a particular purpose only, or things dealt with as they arise.

- A. Ad hoc ☒
- B. AGM ☐
- C. Standing ☐
- D. Branch ☐

14. To carry or adopt

- A. Resolve ☐
- B. Vote ☐
- C. Pass ☒
- D. Confirm ☐

15. A specific piece of business on the agenda.

- A. Motion ☐
- B. Proposal ☐
- C. Amendment ☐
- D. Item ☒

16. To end a meeting that will be continued at a later date.

- A. Abstain ☐
- B. Adjourn ☒
- C. Carry ☐
- D. Move ☐

17. When the members of a committee invite a person, who is not a member, to join for a specific period, it is called ...

- A. Resolution ☐
- B. Co-option ☒
- C. Unanimous ☐
- D. Drafting ☐

18. A proposal formally put before a meeting.

- A. Confirmation ☐
- B. Adoption ☐
- C. Resolution ☐
- D. Motion ☒

19. To formally put forward a motion.

- A. Propose ☒
- B. Amend ☐
- C. Adjourn ☐
- D. Correspond ☐

20. To get the attention of the members of a meeting, the chairman...

- A. Tells the members to shut up ☐
- B. Calls the meeting to order ☒
- C. Sets a quorum ☐
- D. Confirms the minutes ☐

21. The heading in the agenda to indicate items to be taken up at the close of the meeting.

- A. Closure ☐
- B. Correspondence ☐
- C. AOB ☒
- D. Reports ☐

22. To formally support the proposer of a motion or amendment.

- A. Pass ☐
- B. Co-opt ☐
- C. Second ☒
- D. Oppose ☐

23. The most common method of addressing a woman chairman.

- A. Mrs. Chairman ☐
- B. Lady Chairman ☒
- C. Madam Chairman ☐
- D. Ms Chairperson ☐

24. To speak against a motion.

- A. Oppose ☒
- B. Confirm ☐

- C. Abstain ☐
- D. Reject ☐

25. An alternative or substitution for a motion already made.

- A. Admission ☐
- B. Resolution ☐
- C. Amendment ☒
- D. Constitution ☐

26. Agreed by everyone.

- A. Resolved ☐
- B. Confirmed ☐
- C. Carried ☐
- D. Unanimous ☒

27. Method of voting in writing.

- A. By ballot ☒
- B. By voice ☐
- C. By mail ☐
- D. By pen ☐

28. A motion which has been carried or passed becomes...

- A. An adoption ☐
- B. A constitution ☐

C. A resolution ☒

D. A confirmation ☐

29. A procedural point which takes precedence over all other business.

A. Amendment ☐

B. Correspondence ☐

C. Quorum ☐

D. Point of order ☒

30. To suggest a point for agreement

A. Move ☒

B. Second ☐

C. Pass ☐

D. Adjourn ☐

31. In case of a tie in the voting, the Chairman can use his...

A. Minutes ☐

B. Casting vote ☒

C. Resolution ☐

D. Walking stick ☐