## **FINAL EXAM**

## VOCABULARY

## USE ONE OF THE FOLLOWING WORDS TO FILL EACH BLANK:

|  |  |  |  |
| --- | --- | --- | --- |
| Executive session | Quorum | Bylaws | Germane |
| Pro Tem | Lay on the Table | Amend | Viva Voce |
| Adjourn | Commit or Refer | Motion | Incidental motion |
| Mass Meeting | Debate | Meeting | Board |
| Agenda | Minutes | Appeal | Main Motion |

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_—close the meeting
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_—voice vote
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ —-order of business
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_—administrative Body
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_—relevant, pertinent
6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_—temporary
7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_—basic rules of a society
8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_—send to a committee
9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_— deal with questions of procedure
10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_—discussion of the merits of pending question
11. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_—proceedings are secret
12. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_—modify wording or meaning
13. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_—place the main motion aside temporarily
14. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_—formal proposal for action
15. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_—introduces business to the assembly
16. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_—member’s questioning of the chairs ruling
17. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_—unorganized group
18. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_—single official gathering
19. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_—written record of proceedings
20. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_—members required to transact business
    1. Give three reasons why churches need *Parliamentary Law*.

Churches need leadership, equity, and order.

1. Who is the most qualified person for church leadership?

The most qualified person for a position is the one God has chosen

1. How do you maintain a professional and favorable church meeting atmosphere?

A professional and favorable church meeting atmosphere is achieved when members are confident there is no favoritism or preference given to special ersons or groups.

1. What is the person called who has been chosen to preside over the meeting?

Churches need leadership, equity, and order.

1. Instead of following a standard order of business, a group may adopt an agenda.
2. What are the differences between ***adjourn***, ***recess***, and ***stand at ease***?
   1. List the six common steps of a motion.
3. If you have 10 minutes to speak, but you only need five, can you yield your remaining five minutes to someone else allowing them to speak on your time?

No, time may not be shared among members.

1. Debate is only in order as long as the remarks are germane. .
2. What kind of vote is required to limit or extend limits of debate? 2/3 vote.
3. What is the purpose of committing or referring to a committee?
4. Explain the parliamentary rule that prevents a specific motion that has been defeated from being painfully perpetuated.
5. Who is entitled to make a motion to “Reconsider”?
6. Explain the time limitations of the motion to Reconsider.
   1. What are the three types of votes discussed in this chapter?
7. A member with direct personal or pecuniary interest in a particular motion above that of other members cannot vote on it. TRUE or FALSE?
8. Doubting the results of a voice vote, how would a member demand a vote to be retaken as a standing vote?
   1. The chair votes only under one of two scenarios. What are they?
9. What is an election by ‘acclamation’?

51-56Number the following rules governing an assembly 1-6 in order of (1) highest to (6) lowest authority :

\_\_\_Custom Rules

\_\_\_Law

\_\_\_Rules of Order

\_\_\_Bylaws or Constitution

\_\_\_Corporate Charter

\_\_\_Standing Rules

* 1. List at least four details included in bylaws:;

BONUS 1: Does everyone have to follow *Robert’s Rules of Order*? Explain?

BONUS 2: What is another title for an ‘amendment to an amendment’?

BONUS 3: Who was Henry Robert? (Besides the author of RRON.)

BONUS 4: Under what circumstance, may a motion to ‘rescind’ or ‘amend something previously adopted’ be adopted by only a majority vote?