



4-H VOLUNTEER INFORMATION SERIES

Nebraska 4-H Youth Development

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 stand when he/she calls a meeting to order.
- _____ 2. In presenting motions, members should rise and address the presiding officer.
- _____ 3. Motions should be introduced by saying "I make a motion."
- _____ 4. Motions should be seconded before they are discussed.
- _____ 5. You should not second a motion unless you rise, address the "chair," and are recognized.
- _____ 6. Committee reports that include recommendations need to be approved by the group through a motion, second, and a favorable vote.
- _____ 7. Nominations made from the floor should always be seconded.
- _____ 8. When a nominating committee is used, no other nominations can be made.
- _____ 9. The secretary should always record the name of the person seconding the motion.
- _____ 10. The secretary need not stand up when he/she is reading the minutes.
- _____ 11. The secretary need not rise when he/she is calling roll.
- _____ 12. The minutes of a meeting should be approved by a motion and vote.
- _____ 13. An amendment to a motion does not need to be seconded.
- _____ 14. If the chairman does not like a motion which has been properly made and seconded, he/she can ignore it and call for a new motion.
- _____ 15. Before every meeting, the president should outline a plan or agenda.

Adapted from: *4-H Officer Training Made Easy*. J. Adams. Kansas State University. 2005. 4-H Kaslon. UNL Extension 4-H.



Extension is a Division of the Institute of Agriculture and Natural Resources at the University of Nebraska–Lincoln cooperating with the Counties and the United States Department of Agriculture.

The 4-H Youth Development program abides with the nondiscrimination policies of the University of Nebraska–Lincoln and the United States Department of Agriculture.

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