

# MEETING PROCEDURE BINGO

## Objective

To review and reinforce knowledge of meeting procedure. It is wise to go through the questions and answers prior to playing the game unless the material has just been covered in an educational presentation.

## Procedure

Meeting Procedure Bingo is played in the same manner as traditional Bingo. To play, the caller reads the questions and the players cover the correct answers. Game cards should be prepared beforehand with 16 or 20 squares. Alternatively, blank cards can be given to those present who select their own answers, as the caller reads them, to fill the squares.

1. What word should a motion commence with? **That**
2. How many sentences should a motion be in? **One**
3. Who cannot propose or second a motion? **Chairman**
4. How can the mover of a motion have it withdrawn? **By Leave**
5. What is "leave of the meeting"? **Unanimous consent of those present**
6. What is an amendment? **Alteration to a motion**
7. Who can speak twice to a motion? **Mover**
8. Can an amendment be amended? **No**
9. Who cannot move an amendment? **Chairman, mover or seconder of motion**
10. An amendment gives the mover a right of reply, True or False? **False**
11. Only one amendment can be discussed at one time, True or False? **True**
12. What are the two types of motions? **Procedural and substantive**
13. What is the definition of a procedural motion? **One dealing with the conduct of the meeting**
14. What is the definition of a substantive motion? **One ordering some action or expressing an opinion**
15. How can a motion be amended? **By leaving out some words, leaving out and inserting, or adding new words**
16. Apologies should be .....? **Accepted**
17. Minutes should be .....? **Confirmed**
18. Inwards correspondence should be .....? **Received**
19. Outwards correspondence should be .....? **Endorsed**
20. Reports should be .....? **Received or adopted**
21. What is a quorum? **Majority of active membership**
22. What are the four most important attributes of a good Chairman? **Impartiality, Firmness, Tact, Commonsense**
23. What is Toastmasters authority on Meeting Procedure in District 70? **"Guide for Meetings" - Current edition - N.E. Renton**
24. What is an example of a procedural motion? **That the question be now put.**
25. What is an example of a substantive motion? **That this Club buy a stopwatch.**