

# NOUGHTS & CROSSES - MEETING PROCEDURE

## Objective

To review and reinforce knowledge of a subject, typically after an educational presentation. This example of the game is based on meeting procedure

## Procedure

Number a conventional noughts and crosses grid on a board/flip chart. Two teams are then asked questions alternately. If answered correctly, a team can nominate which number square their o or X is to be placed in. If a team misses an answer, the other side is given the opportunity to answer the question.

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 How can the mover of a motion have it withdrawn?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. Who can speak twice to a motion? **Mover**
6. What is an amendment? **Alteration to a motion**
7. Can an amendment be amended? **No**
8. Name someone who cannot move an amendment? **Chairman, mover or seconder of motion**
9. Name someone else 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. Apologies should be .....? **Accepted**
13. Minutes should be .....? **Confirmed**
14. Inwards correspondence should be .....? **Received**
15. Outwards correspondence should be .....? **Endorsed**
16. Reports should be .....? **Received or adopted**
17. Does the "Closure" Motion require a seconder? **No**
18. Can the Chairman decline to accept the motion "That the meeting proceed to the next business"? **Yes**
19. Name are the two types of motions? **Procedural and substantive**
20. What is the definition of a procedural motion? **One dealing with the conduct of the meeting**
21. What is the definition of a substantive motion? **One ordering some action or expressing an opinion**
22. How can a motion be amended? **By leaving out some words, leaving out and inserting, or adding new words**