

MEETING PROCEDURE RELAY

Objective

To help in understanding meeting procedure and the use of Renton's Guide for Meetings; to show that learning meeting procedure can be fun; to involve everyone in the activity irrespective of knowledge level.

Procedure

Members are divided into teams of from 3 to 5. Each team includes a runner, a researcher with a copy of Renton and a recorder. The questions are on separate slips of paper on a table. The runner collects a question which the team researches. When their answer is recorded they return the question slip and collect another. Allow a point for each correct answer and an additional point for recording the appropriate section in Renton as given in the answers below. Thus question 1 has a possible 6 points in these sample questions.

1. Who cannot move an amendment to a motion?
Mover of the motion (5.12)
Secunder of the motion (5.12)
Chairman (3.11)
2. Can an amendment be amended?
No (5.40)
3. How many sentences should a motion be in?
One (4.6)
4. What does "By Leave" mean?
Unanimous consent of those present (4.31 or 10.11)
5. Is discussion permitted on the motion "That the debate be adjourned"?
Yes (6.22c)
6. When the closure motion (That the question be now put) is carried, does the mover of the original motion lose his right of reply?
No. He is called on immediately the closure is carried (6.17b)
7. Does the mover of an amendment have a right of reply?
No (5.17)
8. Can a motion be in the negative?
Yes (4.12)
9. What is the correct motion to move after the minutes have been read?
"That the minutes be confirmed" (2.14)