

MEETING PROCEDURE WHAT AM I?

Objective

To review knowledge of meeting procedure terms in a competitive environment.

Procedure

Teams are organised and a "noise maker" supplied to each team. As each "What am I?" is read, pause after each clue to allow an opportunity for an answer. A team can only have one attempt at each question. Award 3 points if correct answer after Clue 1, 2 points if correct after Clue 2, 1 point if correct after Clue 3. The team with the highest points is the winner.

1. I can change during the meeting.
I need to be present for decisions to be made.
I refer to a majority of the active members. **Quorum**

2. Some members don't like to use me.
I am usually made of wood.
I am the symbol of authority. **Gavel**

3. I am in writing.
The Secretary usually writes me.
I am a formal brief record of proceedings. **Minutes**

4. I am a Latin expression.
I am often the President.
I mean "by virtue of his office." **Ex-officio**

5. I am a type of motion.
I deal with the conduct of the meeting.
"That the meeting do now adjourn" is one of me. **Procedural Motion**

6. I am used to withdraw a motion.
I am used to withdraw an amendment.
I need unanimous consent to be used. **Leave of the meeting**

7. I am a list.
I am part of every meeting.
I am the order that things are done at a Business Meeting. **Agenda**

8. I am a person.
I guide the meeting but do not dictate to it.
I ensure that the minority has the right to be heard. **Chairman**

9. I am a motion.
I do not need to be seconded.
I close discussion without a vote.
"That the meeting proceed to the next business"

10. I am referred to the Chairman.
I have priority.
I draw attention to an irregularity. **Point of Order**