## 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 How can the mover of a motion have it withdrawn?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.
