

Individual Minutes Practicum

1. The meeting observed was the September meeting of the Maple City High School National Honor Society. What type of meeting was it?

- A. Special meeting
- B. Regular meeting
- C. Adjourned meeting
- D. Adjourned regular meeting.

Answer: B. (RONR (11th ed.), p. 468)

2. The first item of business was the reading of the August 2017 minutes. How could a member propose to forgo with the reading of the minutes?

- A. Not possible. Minutes are mandated to be read at the beginning of each meeting.
- B. Move to *Suspend the Rules* with a two-thirds vote to not read the minutes.
- C. The president can rule that the minutes will not be read.
- D. Move to dispense with the reading of the minutes with a majority vote.

Answer: D. (RONR (11th ed.), p. 474)

3. If the assembly chooses to not listen to and approve the reading of the August 2017 meeting minutes at the September meeting, when are those minutes approved?

- A. At the year end banquet.
- B. They are not required to be approved.
- C. The reading and approval of the May 2017 minutes would be on the agenda at the next regularly scheduled meeting.
- D. At the annual meeting.

Answer: C. (RONR (11th ed.), p. 474)

4. In the meeting presented, were the minutes approved in accordance with the parliamentary authority *Robert's Rules of Order Newly Revised*?

- A. Yes. The minutes can be approved without a formal motion or vote.
- B. No. A motion to approve the minutes must be passed with a majority vote.
- C. No. A motion to approve the minutes must be passed with a two-thirds vote.
- D. No. A motion to approve the minutes must be passed with unanimous consent.

Answer: A. (RONR (11th ed.), p. 354-355)

5. Please refer to Figure 1 to select the most correct response:

- A. The first paragraph is correctly presented.
- B. The first paragraph is missing the first name of the president.
- C. The first paragraph should not have included the time of the meeting.
- D. The first paragraph should have identified and noted that the secretary was present.

Answer: D (RONR (11th ed.), p. 468)

6. Using Figure 1 of the Minutes of the August 2017 Meeting and according to the parliamentary authority of Robert's Rules of Order Newly Revised, which motion was included that should not have been:

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- A. The Main Motion to “Hold a Welcome Back to School Social Event”.
- B. The Primary Amendment adding “at the city park.”
- C. The Secondary Amendment deleting “city park” and inserting “high school cafeteria.”
- D. The motion to adjourn.

Answer: C. (RONR (11th ed). p. 470)

National Honor Society August Meeting Minutes

The August 30, 2017 regular meeting of the Maple City High School NHS was called to order by President Smith at 3:15 pm in the Maple City High School commons.

The minutes of the May 2017 meeting were read and approved.

Treasurer Baker reported that the current account balance was \$1,256.25.
There were no outstanding bills.

John Jones moved to hold a *Welcome Back to School* social event on September 6, 2017.

Jill Peterson moved to amend the main motion by adding “at the city park.”

Jack White moved to amend the primary amendment by deleting “city park” and inserting “high school cafeteria.”

The secondary amendment was lost. The primary amendment was carried.
The main motion as amended was carried.

Bobby Groseclose moved to adjourn the meeting. The motion carried.

The meeting adjourned at 3:45 pm.

Brooke Adams

Brooke Adams, Secretary

Figure 1. Minutes of the August 2017 Maple City High School NHS

7. In the meeting, the chair responded to a parliamentary inquiry regarding an error found in the April 2017 minutes. The chair:

- A. Provided a correct opinion to make a motion to “Amend something previously adopted”
- B. Provided an incorrect opinion, minutes can not be changed after they are approved.
- C. Provided a somewhat correct option, but should have included the fact that the only vote appropriate for the motion is a two-thirds vote.
- D. Provided an incorrect opinion, the minutes could have been corrected with a motion to amend the minutes requiring a majority vote.

Answer: A. (RONR (11th ed.), p. 475)

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8. During the meeting, the treasurer reported the club's financial status:

- A. The chair appropriately handled the report, as no action by the assembly was required.
- B. A motion should have been made to approve the treasurer's report.
- C. The president should have referred the report back to the fundraising committee for approval.
- D. The report was an incomplete financial report as required by RONR.

Answer: A. (RONR (11th ed.), p. 477)

9. Using Figure 1, which statement below is correct regarding the August Meeting Minutes:

- A. The President should have signed the minutes.
- B. The minutes were appropriately signed by the necessary individual(s).
- C. The words respectfully submitted should have preceded Brooke Adams signature
- D. The email address of the secretary should have been included.

Answer: B. (RONR (11th ed.), p.)

10. According to Robert's Rules of Order Newly Revised, which of the following should be included in the minutes?

- A. Name of the seconder
- B. Secretary's summary of a member's debate
- C. Summary of a guest speaker's comment
- D. Nature that the assembly went into the Committee of the Whole

Answer: D. (RONR (11th ed.), p. 468-471)

11. According to Robert's Rules of Order Newly Revised, which of the following items should NOT be included in the minutes?

- A. Count of all two-thirds votes taken.
- B. A count ordered on a main motion
- C. The results of a ballot vote
- D. The names of the members voting on each side during a roll call vote.

Answer: A. (RONR (11th ed.), p. 470)

12. If the minutes of the August meeting were sent out to all members electronically with the agenda for the September meeting, which of the following statements is true?

- A. The minutes of the August meeting must be read at the September meeting.
- B. A formal motion is required to eliminate the reading of the August minutes at the September meeting.
- C. The August meeting minutes do not have to be read at the September meeting before they are approved.
- D. The minutes of the August meeting must be shared as an electronic file document at the meeting on flash disks

Answer: C. (RONR (11th ed.), p.)

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13. Assume your State FFA Association holds a delegate business meeting during the annual State FFA Convention. How are the minutes of the delegate business meeting approved?

- A. The newly elected State FFA Officers approve the minutes.
- B. The State FFA Advisor approves the minutes.
- C. The delegate body should appoint a minutes approval committee to approve the minutes.
- D. The minutes are approved at the next delegate business meeting of the next year's State FFA convention.

Answer: C. (RONR (11th ed.), p. 474-475)

14. During the meeting a member rose to a *Request for Information*, which of the following is true?

- A. The *Request for Information* is included in the minutes.
- B. The *Request for Information* and the response is included in the minutes.
- C. The *Request for Information* is not included in the minutes.
- D. The *Request for Information* is included if it has an effect on the vote on the motion.

Answer: C. (RONR (11th ed.), p. 469)

15. During the meeting, a member rose to a *Point of Order*. Which of the following is true?

- A. The chair's opinion on the Point of Order should be included in the minutes.
- B. The Point of Order is NOT included in the minutes of the meeting.
- C. The Chair's ruling with his rationale should be included in the minutes.
- D. The Point of Order should not be included in the minutes because it was lost.

Answer: C. (RONR (11th ed.), p. 470)

16. During the meeting, a motion was adopted ordering a counted vote on the main motion. What was the result of the vote?

- A. In the Affirmative = 4; In the Negative = 5
- B. In the Affirmative = 3, In the Negative = 6
- C. In the Affirmative = 7, In the Negative = 2
- D. In the Affirmative = 6, In the Negative = 3

Answer: D. (RONR (11th ed.), p. 470)

17. According to Robert's Rules of Order Newly Revised, it is recommended that the approved minutes of organization meetings should be kept in the following manner:

- A. Electronic file stored on the organization computer system.
- B. As an electronic file available on the cloud (i.e. Google Drive, Dropbox, etc.)
- C. As a hard copy in a substantial book or binder.
- D. As a hard copy in separate file folder for each meeting.

Answer: C. (RONR (11th ed.), p. 468)

18. During the meeting, Member C gave notice of his intent to make a motion at the November meeting. What motions did the member give notice for?

- A. Take From The Table
- B. Rescind
- C. Reconsider
- D. Discharge a Committee

Answer: B. (RONR (11th ed.), p. 470)

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19. After the minutes have been read and approved, which of the following should occur

- A. The president should sign and date the minutes.
- B. The word approved should be added followed by the Secretary's initials and date.
- C. The minutes must be sent out electronically to all members.
- D. The Secretary should tweet them out with the appropriate organizational hashtag.

Answer: B. (RONR (11th ed.), p. 471)

20. When do the minutes of a meeting become the official record of the proceedings of the organization?

- A. When the Secretary sends the draft minutes out to all members with the Agenda for the next meeting.
- B. When the minutes are approved by the members at the next regular meeting.
- C. At the close of the meeting at which the Secretary recorded the minutes.
- D. When the corrected and approved minutes are printed and sent to all members.

Answer: B. (RONR (11th ed.), p. 355)

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Minutes Practicum

Meeting Script

Maple City High School
National Honor Society

President The September meeting of the Maple City High School National Honor Society will come to order.

The first item on our agenda is the reading of the minutes from the August meeting. Madam Secretary would you please read the minutes.

Secretary:

National Honor Society August Meeting Minutes Report

The August 30, 2017 meeting of the Maple City High School NHS was called to order by President Smith at 3:15 pm in the Maple City High School commons.

The minutes of the May 2017 meeting were read and approved.

Treasurer Baker reported that the current account balance was \$1,256.25.
There were no outstanding bills.

John Jones moved to hold a *Welcome Back to School* social event on September 6, 2017.

Jill Peterson moved to amend the main motion by adding "at the city park."

Jack White moved to amend the primary amendment by deleting "city park" and inserting "high school cafeteria."

The secondary amendment was lost. The primary amendment was carried.
The main motion as amended was carried.

Bobby Groseclose moved to adjourn the meeting. The motion carried.

The meeting adjourned at 3:45 pm.

Brooke Adams, Secretary

President: Are there any corrections to the minutes? Being no corrections to the minutes, the minutes stand approved as read.

Member A: Parliamentary Inquiry?

President Member A, State your question.

Member A In reviewing our website, I found an error in the April 2017 minutes, How would I go about correcting it?

President: Member A, it would be appropriate to use the motion to Amend Something Previously Adopted to correct minutes. Member A, do you wish to make this motion?

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- Member A: Not at this time, Thank you.
- President: Bill Baker will present the Financial Report.
- Treasurer: The current account balance is \$1,206.25. One bill was paid to ABC Market for \$50 for refreshments for the *Welcome Back to School* Social. Mr. President
- President: The financial report is received and filed for audit.
- Member A: Mr. President
- President: Member A
- Member A: I move that the NHS staff the refreshment stand for the high school football game on Friday, October 13, 2017.
- Member B: Second
- President: It is moved and seconded that the NHS staff the refreshment stand for the high school football game on Friday, October 13, 2017. Member A would you like to speak to your motion?
- Member A: Yes. Fellow members, please vote yes. We need recognition by the school community and the opportunity to raise financial resources. This motion presents an opportunity to do both. Vote Yes.
- Member B: Request for Information.
- President: Member B, state your request.
- Member B: Who is the opponent of Maple High School on October 13th?
- President: The football schedule indicates that the Happy Valley Lions are the Friday, October 13th opponent. Is there further discussion?
- Member B: Mr. President. (after recognition). I am strongly against this motion. Member A has made this motion because of his/her desire to avoid a community service obligation/detention they have been assigned on Friday, October 13th and they just want to use this as an excuse to get out of it.
- Member C: POINT OF ORDER.
- President: State Your Point.
- Member C: Member B's debate violates the standards of decorum as they call into question the intentions of the motion maker.
- President: Member C, your point of order is sustained. Member B, please keep in mind the standards for decorum of debate as identified by our parliamentary authority *Robert's Rules of Order Newly Revised*.
- President: Is there further discussion? Are you ready for the question?
- Member A: I move that the vote on this motion be a counted voted.
- Member D: Second

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- President: It has been moved and seconded to take a counted vote on the motion to staff the refreshment stand. Are there any objections? Seeing none, by unanimous consent we shall take a counted vote.
- President: Is there any further discussion on the main motion to staff a refreshment stand? Seeing none we shall proceed to vote. All those in favor of the motion to staff a refreshment stand please rise. Would the secretary please record 6 in the affirmative? All those opposed, please rise. Would the secretary please record 3 are in the negative. With a vote of 6 in favor and 3 opposed, the motion passes and the Maple City High School NHS will staff a refreshment stand for the high school football game on Friday, October 13, 2017.
- Member C: I would like to give notice that at the October meeting I will introduce the motion to *Rescind* the previous motion to take a field trip to the State Capital in November.
- President: Thank you. We will record the previous notice. Is there any further business? Seeing none, I declare this meeting adjourned.