Questions

1. What does every motion require to be discussed?
   Answer: a second

2. Every motion should start with what two words?
   Answer: “I move…”

3. Can you ask to vote on a motion at any time?
   If so, what would you use?
   Answer: Yes; “I call for the question.”

4. What is changing the main motion called?
   Answer: amending a motion

5. Name two of the ways to vote on a motion.
   Answer: Ex: hand vote, voice vote, standing vote, secret ballot and roll call

6. After a motion is seconded, what will the chairperson call for?
   Answer: discussion

7. What is the person who runs the meeting called?
   Answer: chairperson or president

8. Can you speak without being recognized?
   Answer: no

9. Can you make another main motion if a motion is on the table?
   Answer: no

10. This is the number of people who typically must vote for a main motion for it to pass.
    Answer: majority

11. What is the proper way to address the chairperson?
    Answer: Madam or Mr. President.

12. What should you say when voting no in a voice vote?
    Answer: nay or no

13. What would you say if you wanted to second a motion?
    Answer: “I second the motion.”

14. What would the chairperson say if he/she wanted to start the process of electing a new secretary?
    Answer: “Nominations for the office of secretary are open.”

15. What would you say if you wanted to nominate Sally Black for secretary?
    Answer: “I nominate Sally Black for (the office of) secretary.”

16. This is the number of people who must vote for a motion to call the question.
    Answer: two-thirds

17. This is what you would say if you wanted to close nominations for the office of treasurer.
    Answer: “I move that we close nominations for the office of treasurer.”

18. This is what the chairperson would say if a member made a motion while another main motion was being considered.
    Answer: “(I rule that) your motion is out of order at this time.”

19. This is the motion that is made if a member wishes to approve the minutes of a previous meeting.
    Answer: “I move that we approve the meeting minutes (as presented).”

20. These are the words the chairperson would say if he/she wanted to begin the meeting.
    Answer: “I call this meeting to order.”

21. What does two taps of a gavel mean?
    Answer: The meeting has been called to order.

22. What does three taps of the gavel signal?
    Answer: All members must stand.

23. What does one tap of the gavel signal?
    Answer: All members are to be seated; follows the announcement of a vote; meeting is adjourned

24. This is the person who keeps the financial records of an organization.
    Answer: treasurer

25. What is the primary role of the secretary?
    Answer: to maintain accurate records of each meeting.

Source: Adapted from Beach Ball Review created by Susan Busler and Nellie Oehler, Oregon State University Extension