**RUNNING AN EFFECTIVE MEETING**

1)  Which of the following is **not** a type of motion?

 A) direct

 B) privileged

 C) subsidiary

 D) incidental

2)  After discussion of the motion, the \_\_\_\_\_ is voted on.

 A) motion

 B) procedure

 C) amendment

 D) privilege

3)  Robert's Rules of Order combine majority rule and respect for minority opinion as a means of facilitating inclusive and efficient deliberative processes. In order to do so, the tool’s rules \_\_\_\_\_.

 A) require lengthy deliberation of motions

 B) ensure equal speaking opportunities from all sides

 C) dictate who speaks and is allowed to participate

 D) restricts member involvement in meeting processes

4)  Defines how groups of people, no matter how formal or informal, can most effectively meet and make decisions in a fair, consistent manner.

 A) authoritarian rule

 B) liberal deliberation

 C) meeting decorum

 D) parliamentary procedure

5)  The \_\_\_\_\_ agenda is for grouping decisions according to the goals of the board.

 A) presiding

 B) strategic

 C) consent

 D) priority

6)  The agenda should include all of the following **except** a \_\_\_\_\_.

 A) brief description of the meeting’s objectives

 B) constructive or negative feedback

 C) list of topics to be covered

 D) list of people attending the meeting

7)  The record of the proceedings of a deliberative assembly.

 A) Debate

 B) Minutes

 C) Floor

 D) Order of Business

8)  The motion amendment requires a second, is debatable, can be amended, requires a \_\_\_\_\_, and can be reconsidered.

 A) two-thirds

 B) unanimous

 C) simple

 D) majority

9)  A rule adopted by an organization chiefly for the government of its members and the regulation of its affairs.

 A) rules

 B) bylaws

 C) constitution

 D) directions

10)  Bylaws also govern the way the group must function as well as the roles and responsibilities of its officers.

 A) directions

 B) rules

 C) constitution

 D) bylaws

11)  Which of the following should **not** be included in the writing of an organization’s bylaws?

 A) election, roles, and terms of board members and officers

 B) name and location of organization

 C) statement of purpose

 D) conference planning

12)  It can be extremely useful to find a virtual meeting tool that allows you to edit documents with your team and collaborate in \_\_\_\_\_.

 A) real-time

 B) outer space

 C) dialogue mode

 D) asynchronously

13)  Which of the following is **not** an advantage of virtual meetings?

 A) more accessibility for all employees to engage with clients and colleagues in other locations

 B) more inclusive workplaces for those who are unable to travel

 C) environmentally friendly

 D) difficult to organize

14)  The abilities that let you stay focused on different tasks, and use your time, energy, strength, mental capacity, physical space, etc. effectively and efficiently in order to achieve the desired outcome.

 A) developmental

 B) organizational skills

 C) inspirational

 D) managerial

15)  The process of managing the stages and components of the entire meeting process.

 A) authoritative leadership

 B) roll play

 C) meeting management

 D) aggressive tactics

1) A

2) A

3) B

4) D

5) B

6) B

7) B

8) D

9) B

10) D

11) D

12) A

13) D

14) B

15) C