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Minutes Quiz

First, let's review the approval process:

Approving the Minutes:

At the beginning of the meeting, the chair says, "The first item of business is the Reading and Approval of the Minutes. The Secretary will read the minutes."

After the secretary reads the minutes, the chair says, "Are there any corrections to the minutes?" Members offer corrections, and when there are no further corrections, the chair simply declares the minutes approved.

Making Corrections

When the chair asks for corrections, any member may offer a correction. Formally, a member would say, "I move to strike out 'February' and insert in its place 'March.'"

Informally, a member might say, "The minutes say the meeting was held on 'February 14,' but that should be 'March 14.'"

Deciding Corrections

Corrections are normally handled by unanimous consent, with the chair saying, "If there is no objection, 'February' will be changed to 'March.'"

If there is an objection, the correction is handled as any other subsidiary amendment and is put to a vote, requiring a majority vote for adoption.



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Quiz

(Answers on Last Page)

1. What are the minutes?

- A. The Secretary's official report of a meeting
- B. The official record of what was done in a meeting
- C. An official summary of what was said in the meeting
- D. All of the Above

2. What should the Minutes contain?

- A. Everything that was said in the meeting
- B. A summary of the topics discussed
- C. Mainly what was done at the meeting, not what was said by the members
- D. The names of all speakers and the subjects they discussed.

3. What is the purpose of a meeting?

- A. To discuss issues
- B. To exchange ideas
- C. To transact business
- D. To bore its members

4. How should Reports be handled in the minutes?

- A. The secretary should summarize the content of the report
- B. The secretary should include every word of the report in the minutes
- C. Nothing should be said in the minutes of reports; they are the duty of the reporting individual
- D. The minutes should only say that the report was received and placed on file



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5. What are the three steps to bringing a motion before the assembly?

6. What are the three steps to considering a motion?

7. Should the name of the seconder be in the minutes?

- A. Yes
- B. No

8. If a main motion doesn't get a second, should the motion be in the minutes?

- A. Yes
- B. No

9. What is the official wording of a motion?

- A. Whatever the chair happens to say right before putting the motion to a vote
- B. The exact language used by the maker, including any adopted amendments
- C. What the secretary writes down in the meeting
- D. What the assembly decides at the next meeting, when approving the minutes



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10. What should the secretary do if he's unclear of the exact wording of the motion?

- A. Wait until the end of the meeting to ask the maker for the wording
- B. Bring the whole meeting to a halt right then and there to ask the chair for the wording
- C. Make a note to get the wording from the chair (or recording device, if available)
- D. Let the assembly decide the wording at the next meeting when the minutes are approved

11. True or False: Motions do NOT officially go into effect until approved in the minutes?

- A. True
- B. False

12. Who is in charge of the content of the minutes?

- A. The President
- B. The Secretary
- C. The Vice-President
- D. None of the Above

13. Why are minutes approved?

14. When are minutes approved?

- A. At the end of the current meeting
- B. At the next meeting, as the first item of business
- C. At the next meeting, under Secretary's Report
- D. At the next meeting, under New Business



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15. Who can vote on approving the minutes?

- A. Any current member
- B. Any member who attended the meeting where the minutes were taken
- C. Anyone who is mentioned in the minutes
- D. Nobody

16. Can we save time by approving the minutes without having them read in the meeting?

- A. Yes, but a majority vote of the members can force the minutes to be read
- B. Yes, but the demand of a single member can force the minutes to be read
- C. Yes, but a two-thirds vote is required to skip the reading of the minutes
- D. No, the minutes must be read before they are approved

17. If we voted in January to buy 20 cases of apples for the picnic, can we change that to 25 when we approve the minutes in February?

- A. Yes
- B. No

18. Can a member offer a correction to the minutes if he wasn't at the last meeting?

- A. Yes
- B. No

19. May the president adjust the minutes before or after they are approved?

- A. The president may adjust the minutes either before or after they are approved
- B. The president may adjust the minutes *before* they are approved but not after
- C. The president may only adjust the minutes *after* they are approved
- D. The president may not adjust the minutes



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Answers

1 B

2 C

3 C

4 D

5 a member makes the motion, another member seconds the motion, the chair states the question on the motion by saying "It is moved and seconded [repeats motion] . . ."

6 members debate the motion, chair puts the motion to a vote, chair announces the result of the vote

7 B

8 A

9 A

10 B

11 B

12 D

13 minutes are approved so that they become the official statement of the assembly;

14 B

15 D

16 B

17 B

18 A

19 D