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Agenda and Order of Business Quiz

1. What is an Order of Business?
 - a. The immediately pending motion
 - b. The official report of business that was transacted in the meeting
 - c. All motions that are set to come before the assembly
 - d. An established sequence for business to be taken up

RONR (11th ed.), p. 351, ll. 22-24

2. Under *Robert's Rules of Order*, how is an Order of Business established in an organization with regular monthly meetings?
 - a. The Order of Business must be established in the bylaws
 - b. A meeting has no Order of Business until adopted at the start of each meeting
 - c. Adopting RONR automatically gives an organization an Order of Business
 - d. The chair sets the Order of Business

RONR (11th ed.), p. 353, ll. 17-22



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3. After any opening ceremonies, what is the first item of business in the Standard Order of Business?

- a. President's Report
- b. Membership Committee Report
- c. Bylaw Amendments
- d. Reading and Approval of the Minutes

RONR (11th ed.), p. 353, l. 10

4. Put the following Headings in the sequence in which they appear in the Standard Order of Business.

- 1. _____ a. Special Orders
- 2. _____ b. New Business
- 3. _____ c. Reading and Approval of the Minutes
- 4. _____ d. Reports of Officers, Boards, & Standing Committees
- 5. _____ e. Unfinished Business and General Orders
- 6. _____ f. Reports of Special Committees

RONR (11th ed.), p. 353, ll. 10-15

5. What is the difference between Standing Committees and Special Committees?

- a. Special Committees handle more complex matters
- b. Standing Committees are composed of the officers
- c. Special Committees go out of existence at the conclusion of their assigned task
- d. Standing Committees report only to the board

RONR (11th ed.), p. 492, ll. 3-6



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6. What is an Order of the Day?

- a. A subject, question, or item of business set to be taken up in a meeting.
- b. Any main motion that is adopted in a meeting.
- c. A Point of Order that is ruled well taken.
- d. The time at which the meeting is scheduled to adjourn.

RONR (11th ed.), p. 364, ll. 17-21

7. Orders of the Day are divided into which two classes?

- a. Unfinished Business and General Orders
- b. Special Orders and General Orders
- c. Main Motions and Secondary Motions
- d. Privileged Orders and General Orders

RONR (11th ed.), p.364, ll. 32-33

8. When a pending question is postponed to the next session without any additional stipulations, what does it become?

- a. A General Order
- b. Unfinished Business
- c. A Special Order
- d. Tabled

RONR (11th ed.), p. 365, ll. 20-23

9. So, if a motion had been postponed from the previous session, where would it come up in the Order of Business?

- a. Old Business
- b. Special Orders
- c. Unfinished Business and General Orders
- d. New Business

RONR (11th ed.), p. 359, ll. 1-3



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10. What is Old Business?

- a. A motion that was discussed at a previous meeting without being put to a vote
- b. Any motion that adopted was adopted at a previous meeting
- c. An expression that should be avoided, since it may add confusion
- d. Adopted motions that have expired

RONR (11th ed.), p. 358, footnote

11. What vote is required to postpone a pending question to the next session and make it a Special Order?

- a. Majority vote
- b. Two-thirds vote
- c. Majority of the entire membership
- d. Demand of a single member

RONR (11th ed.), p. 365, ll. 20-23

12. True or False: Matters that the bylaws require to be considered at a particular meeting may be regarded as Special Orders for that meeting.

- a. True
- b. False

RONR (11th ed.), p. 357, ll. 27-31

13. True or False: When notice of a bylaw amendment has been given, it becomes a General Order for the meeting at which it is to be considered.

- a. True
- b. False

RONR (11th ed.), p. 596, ll. 25-27



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14. What is Unfinished Business?

- a. A question that was pending when the previous session adjourned
- b. Any Unfinished Business from the previous session that was not reached
- c. Any General Orders from the previous session that were not reached
- d. All of the Above

RONR (11th ed.), p. 358, ll. 19-30

15. True or False: Under the heading of Unfinished Business and General Orders, or under the heading of New Business, a motion can be taken from the table at any time that no motion is pending.

- a. True
- b. False

RONR (11th ed.), p. 359, ll. 31-33 & p. 360, ll. 15-19

16. What is an Agenda?

- a. An order of business adopted for one session, assigning positions or times for items of business
- b. A series of special orders, general orders, or both, adopted by a single vote
- c. Both a and b
- d. None of the above

RONR (11th ed.), p. 351, l. 30 - p. 352, l. 1 & p. 371, ll. 17-19

17. True or False: A meeting should have an Agenda to ensure orderly transaction of business.

- a. True
- b. False



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18. True or False: If an Agenda is adopted, an item of business cannot be considered unless it is on the Agenda.

- a. True
- b. False

19. Which of the following statements is true of an Agenda at the time it is being considered?

- a. It is neither debatable nor amendable.
- b. It is debatable, but not amendable.
- c. It is not debatable, but it can be amended.
- d. It is both debatable and amendable.

RONR (11th ed.), tinted page 8-9, #10



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Answer Key

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4. Put the following Headings in the sequence in which they appear in the Standard Order of Business.

- | | |
|------------|---|
| 1. _____ c | a. Special Orders |
| 3. _____ d | b. New Business |
| 3. _____ f | c. Reading and Approval of the Minutes |
| 4. _____ a | d. Reports of Officers, Boards, & Standing Committees |
| 5. _____ e | e. Unfinished Business and General Orders |
| 6. _____ b | f. Reports of Special Committees |

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RONR (11th ed.), p. 351, l. 30 - p. 352, l. 1 & p. 371, ll. 17-19

17. True or False: A meeting should have an Agenda to ensure orderly transaction of business.

- a. True
- b. False - For most organizations, the Standard Order of Business is sufficient.



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18. True or False: If an Agenda is adopted, an item of business cannot be considered unless it is on the Agenda.

- a. True
- b. False - Adopting an agenda does not prevent the consideration of business that is not included on the agenda.

19. Which of the following statements is true of an Agenda at the time it is being considered?

- a. It is neither debatable nor amendable.
- b. It is debatable, but not amendable.
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- d. It is both debatable and amendable.

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