

Parliamentary Procedure Trivia

Activity Guide

This activity is designed to refresh or reinforce key aspects of parliamentary procedure. The activity may be used independently, as an opener before reviewing basic principles of parliamentary procedure, or as a closing activity following a parliamentary procedure presentation. It has been developed to compliment IP-15, *Simple Parliamentary Procedure: Guidelines for Better Business Meetings*.

Teaching Resources:

- PowerPoint presentation with trivia questions (Two file options available: team contest or individual quiz)
- Response sheet templates
 - Individual quiz option: Template is set-up with two quiz answer forms per page. Print on 8 ½" x 11" paper, then cut in half.
 - Team contest option: The answer cards are set-up to print on 3" x 4" name badge inserts. If name badge inserts are used, tear apart as perforated and provide each team with a full set (six rounds). Alternatively, print on 8 ½" x 11" paper then cut to yield one team set per page.
- Answer key

Pre-Program Preparation:

- Choose your preferred method for the trivia activity – team contest or individual quiz.
- Copy the response sheets for your chosen option (team or individual).
- Select the PowerPoint file for your chosen option and review to ensure slides are in order and working properly. For the individual quiz option, the PowerPoint is set for the questions to auto-advance after 20 seconds. For the team contest option, the question slides within each round are set to auto-advance after 45 seconds and title slides mark the beginning and end of each round. Timings for either the individual or team option can be adjusted as best fits for your group.
- If the team option is chosen, adapt the scoring spreadsheet as needed for your group.
- With either option, copy the answer key for distribution at the conclusion of the activity.
- Determine if you will offer any type of prizes for the top team or individuals and organize the prizes.



Leading the Activity – Individual Quiz Option

- Share with the group that you have a trivia activity to review key aspects of parliamentary procedure.
- Provide each attendee with a copy of the individual quiz answer sheet.
- Note that you will now show a series of questions on screen. Each question will display for 20 seconds, and participants should write their answer on the provided sheet.
- Once all questions have displayed, provide each attendee with a copy of the answer key. Ask them to compare their answers to the key and note how many questions they answered correctly.
- If you are awarding prizes, ask participants to stand based on score (max score is 24) until you have identified the needed number of prize recipients.
- Wrap-up the activity by providing an opportunity for participants to ask questions or discuss the correct answers.
- Provide each participant with a copy of IP-15, *Simple Parliamentary Procedure: Guidelines for Better Business Meetings*.

Leading the Activity – Team Contest Option

- If possible, have a second person with a second computer in the room to assist with scoring.
- Share with the group that you have a trivia activity to review key aspects of parliamentary procedure.
- Divide the group into teams of 4-6 people. Ask each team to choose a team name.
- Provide teams with answer sheets for each round (up to six rounds available).
- Review the instructions:
 - Each round includes four questions.
 - Once the question shows on the screen, teams will have 45 seconds to record their answer and to select a point value for the answer (1 to 4 points).
 - Each point value can only be used once per round. Example: If you feel confident in the answer to the first question and select 4 points, then only 1, 2 or 3 points can be selected for the next question.
 - At the end of each round, teams will turn in their answer sheet for scoring.
- Note that you will now show the questions for the first round on screen.
- At the end of the round, instruct teams to write their team name on the answer sheet and bring it to the score keeper.
- Proceed through the rounds of questions in the same manner, with up to six rounds available.
- At the conclusion of each round, ask the score keeper to share the team standings through the previous round (i.e., At the end of round two, score keeper shares standing based on round one; at the end of round three, score keeper shares standings as of the end of round two; etc.)
- Once the answer sheets from the final round have been submitted for scoring, share the answer key with the teams. Facilitate a review of answers while the score keeper enters the results from the final round and calculates the final scores for each team.
- Announce the team scores, lowest to highest, awarding prizes if/when applicable.
- Provide each participant with a copy of IP-15, *Simple Parliamentary Procedure: Guidelines for Better Business Meetings*.

Trivia questions (with answers):

Questions are divided into six rounds, four questions per round for the team contest option. For the individual quiz option, questions are numbered 1 to 24 in the presentation slides, appearing in the same order as included below and on the following page. The answer key is set-up with questions numbered 1 to 24 and listed in the same order as below and on the following page.

Round 1:

1. When a meeting is following parliamentary procedure, the _____ rules.
Majority
2. During a business meeting, the minority has the right to be _____.
Heard [Speak is also an acceptable answer.]
3. True or False: A group can consider more than one item of business at the same time.
False
4. Do this when you want to be recognized by the presiding officer.
Stand [Raise your hand is also an acceptable answer.]

Round 2:

1. This is typically the first item on an agenda.
Call to Order
2. True or False: A motion is required to approve minutes.
False – Once the presiding officer requests corrections, he or she can state that the minutes are approved as read or as corrected. A motion is only required if there is a dispute or debate about wording or a proposed correction.
3. Which reports should be first on the agenda --- officer reports, standing committee reports or special/ad-hoc committee reports?
Officer Reports
4. The minimum number of members needed to conduct business is called a _____.
Quorum

Round 3:

1. To make a motion, a member should start with these three words.
I move that
2. Motions coming from these groups do not require a second.
Committees
3. Once a motion is open for discussion, who has the right to speak first?
The person who made the motion
4. True or False: The presiding officer does not have to ask for the negative vote.
False – The presiding officer should always ask for the affirmative and negative votes.

Round 4:

1. An amendment to a motion can add wording, remove wording or _____ wording.
Replace or substitute wording
2. A motion to 'lay an item on the table' does this.
Delays action/Temporarily delays the pending question (without setting a time to resume consideration)
3. If you think an item of business should be considered by a smaller group before action is taken, you can make a subsidiary motion to _____.
Refer the question to a committee
4. True or False: Once a group votes on an amendment to a motion, then no further action is needed on the main motion.
False – The group must vote on the amendment first, but also must then vote on the full motion.

Round 5:

1. The minutes of a meeting are a record of _____, not opinions.
Facts
2. True or False: All treasurer's reports require a motion to be accepted.
False – Only the final financial report at the end of the fiscal year requires a motion and vote.
3. This group is charged with identifying and recommending eligible candidates for elected leadership positions.
Nominating Committee
4. True or False: Voting during elections must always be done with a paper ballot.
False – Voice votes can be used, especially when a candidate is unopposed. If bylaws provide specific guidelines for taking votes, those should always be followed.

Round 6:

1. Term meaning to end a meeting.
Adjourn
2. Discussion of a motion is also known as this.
Debate
3. To request a vote be taken by standing and counting, a member should move for division of the _____.
Division of the House or Division of the Assembly
4. The item of business before the assembly for vote is referred to as the _____.
Question

Parliamentary Procedure Trivia

The questions will display on-screen. Write your answers below by the corresponding number.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____

Number of correct answers: _____ of 24

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1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____

Number of correct answers: _____ of 24

Team: _____ Round 1

Answer: _____ Points: _____

Q1: _____ 1 2 3 4

Q2: _____ 1 2 3 4

Q3: _____ 1 2 3 4

Q4: _____ 1 2 3 4

Team: _____ Round 3

Answer: _____ Points: _____

Q1: _____ 1 2 3 4

Q2: _____ 1 2 3 4

Q3: _____ 1 2 3 4

Q4: _____ 1 2 3 4

Team: _____ Round 5

Answer: _____ Points: _____

Q1: _____ 1 2 3 4

Q2: _____ 1 2 3 4

Q3: _____ 1 2 3 4

Q4: _____ 1 2 3 4

Team: _____ Round 2

Answer: _____ Points: _____

Q1: _____ 1 2 3 4

Q2: _____ 1 2 3 4

Q3: _____ 1 2 3 4

Q4: _____ 1 2 3 4

Team: _____ Round 4

Answer: _____ Points: _____

Q1: _____ 1 2 3 4

Q2: _____ 1 2 3 4

Q3: _____ 1 2 3 4

Q4: _____ 1 2 3 4

Team: _____ Round 6

Answer: _____ Points: _____

Q1: _____ 1 2 3 4

Q2: _____ 1 2 3 4

Q3: _____ 1 2 3 4

Q4: _____ 1 2 3 4

Parliamentary Procedure Trivia *Answer Key*

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