Secretary Quiz

True or False
1. Minutes should contain all discussion that takes place. T F
2. The name of the person seconding a motion should be recorded. T F
3. Withdrawn motions should be recorded. T F
4. Minutes should be as brief as possible. T F
5. The secretary should be familiar with parliamentary procedure. T F
6. The secretary acts as custodian of all records except those specifically assigned to others. T F
7. A copy of the minutes should be given to the president as soon as possible but not later than ten days after a meeting. T F
8. The secretary may not call the meeting to order even in the absence of the president and vice president. T F
9. When a motion is long or involved, the secretary may ask the maker of the motion to put it in writing. T F
10. The president and/or the secretary prepare an agenda for every meeting. T F

Circle the correct answer(s)
1. Parliamentary procedures assures:
   a. Justice and courtesy
   b. Rule of the minority
   c. An orderly meeting
2. Motions maybe amended by:
   a. Adding words
   b. Striking out words
   c. Striking out words and inserting others in their place
   d. Substitution
3. Amendments must be voted on:
   a. Before the main motion
   b. After the motion
4. If the presiding officer moves on to the next topic without a vote, a good secretary will:
   a. Ignore the fact
   b. Quietly point out there is a motion on the floor
5. The secretary should bring to every meeting copies of:
   a. Bylaws
   b. Procedures
   c. Agenda
   d. Minutes
   e. Roster
   f. Robert’s Rules
Secretary Quiz Answer Key

True or False
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2. The name of the person seconding a motion should be recorded.   F
3. Withdrawn motions should be recorded.  F
4. Minutes should be as brief as possible.  T
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9. When a motion is long or involved, the secretary may ask the maker of the motion to put it in writing.  T
10. The president and/or the secretary prepare an agenda for every meeting.  T

Circle the correct answer(s) - The correct answer(s) are in bold and underlined.
1. Parliamentary procedures assures:
   a. Justice and courtesy
   b. Rule of the minority
   c. **An orderly meeting**

2. Motions may be amended by:
   a. **Adding words**
   b. **Striking out words**
   c. **Striking out words and inserting others in their place**
   d. **Substitution**

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   a. **Before the main motion**
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5. The secretary should bring to every meeting copies of:
   a. **Bylaws**
   b. **Procedures**
   c. **Agenda**
   d. **Minutes**
   e. **Roster**
   f. **Robert’s Rules of Order**