

CHAPTER 9 – CONDUCTING MEETINGS

ANSWER KEY

DEFINITIONS

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|-------------------------|-----------------------|-----------------------------|
| 1. departmental meeting | 7. conference | 13. parliamentary procedure |
| 2. ad hoc committee | 8. formal meeting | 14. informal meeting |
| 3. sabotage | 9. chair | 15. minutes |
| 4. adjournment | 10. committee meeting | 16. general meeting |
| 5. public meeting | 11. agenda | 17. standing committee |
| 6. breach of order | 12. office meeting | |

MULTIPLE CHOICE

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| 1. d (C-2-b-(1)) | 4. d (B-5-a) | 7. b (A-2-a) |
| 2. a (B-4) | 5. b (A-1-a-(3)-(b)) | 8. c (C-2-c-(1)) |
| 3. c (A-3-b-(1)) | 6. c (C-3-b-(4)-(a)) | 9. a (B-2-2) |