

CHAPTER 9 - CONDUCTING MEETINGS

DEFINITIONS

1. Meeting that involves departments, divisions, or other work groups, scheduled on a regular basis. _____
2. Committee that is usually charged with a single task. _____
3. Actions that lead to obstruction of work or other normal operations. _____
4. An action of the chair or motion made by a member that stops the meeting activity for a specified period of time. _____
5. Meeting that may include public shareholders or stockholders; a news conference or public portion of a board meeting; or a public hearing of a local, state, or federal commission, committee, or legislative session. _____
6. The situation that occurs when rules are ignored or not followed, someone speaks out of turn, or the decorum of the meeting is lost. _____
7. A formal meeting of people with a common purpose; typically they are professionals assembled to share information and research. _____
8. A gathering of a group that proceeds under the control of a chair, following an agenda, and typically utilizing rules of conduct that specify how action will be taken.

9. Individual charged with leading a meeting, keeping it on track, on time, and efficient. The chair diffuses tensions and encourages collaboration and supportive efforts.

10. When a group of people meet to discuss problems, task, or responsibilities.

11. A plan for a meeting, with the items to be discussed during the meeting listed in order of presentation. _____
12. A group gathering that can be by appointment or unscheduled and involves two or more people in an office conferring on a particular task, often between a supervisor and subordinate.

13. A formal set of rules that guide the conduct of a meeting. The most common is *Robert's Rules of Order*. _____

14. Meeting that can occur anywhere and at any time. These meetings are crucial to individual and team creativity and innovation. _____

15. A written record of the main points of a meeting and how members voted on motions and other actions, as well as a verbatim record of each motion statement, usually recorded by the secretary of the group. _____

16. Meeting scheduled for all people within the organization, including managers and supervisors. _____

17. Committee in which members are appointed for a definite term such as one or two years. The committee has definite objectives assigned for which it is responsible during the term.

ad hoc committee
adjournment
agenda
breach of order
chair
committee meeting

conference
departmental meeting
formal meeting
general meeting
informal meeting
minutes

office meeting
parliamentary procedure
public meeting
sabotage
standing committee

MULTIPLE CHOICE

1. Which one of the following items should be available prior to the meeting?
 - a. Motions to be presented
 - b. Parliamentary procedure
 - c. Summary
 - d. Agenda

2. Regular meetings that look and feel like high school pep rallies are called
 - a. Inspirational meetings
 - b. Office meetings
 - c. Performance review meetings
 - d. Informal meetings

3. Without an agenda or a regular meeting schedule, informal meetings
 - a. Tend not to be successful
 - b. Rarely get tasks finished
 - c. Allow the sharing of ideas freely
 - d. Have inconsistent follow-up

4. Topics like mergers, the dissolving of a unit, or the reorganization of a unit are discussed in what is called a/an
 - a. Brainstorming meeting

- b. Educational meeting
 - c. Inspirational meeting
 - d. Reorganization meeting
5. Which one of the following involves a formal meeting where a group is formed to investigate a particular event or problem within an organization?
- a. Standing committee
 - b. Ad hoc committee
 - c. Public forum
 - d. Conference
6. Jones is chairing a meeting in which two members begin arguing angrily with each other. To regain control, Jones should
- a. use humor
 - b. adjourn the meeting
 - c. call for order
 - d. table the motion
7. Martinez wants to get professionals from a number of companies and agencies together to share ideas about a new innovation. The appropriate meeting format would be a/an
- a. Informal meeting
 - b. Conference
 - c. General meeting
 - d. Public hearing
8. Meeting chairs use parliamentary procedure to control a meeting so that
- a. motions will be passed
 - b. minutes will be read
 - c. one item will be discussed at a time
 - d. majority speakers will be heard first
9. Evaluation or performance reviews are regularly conducted in
- a. office meetings
 - b. inspirational meetings
 - c. unit rearrangement meetings
 - d. general meetings