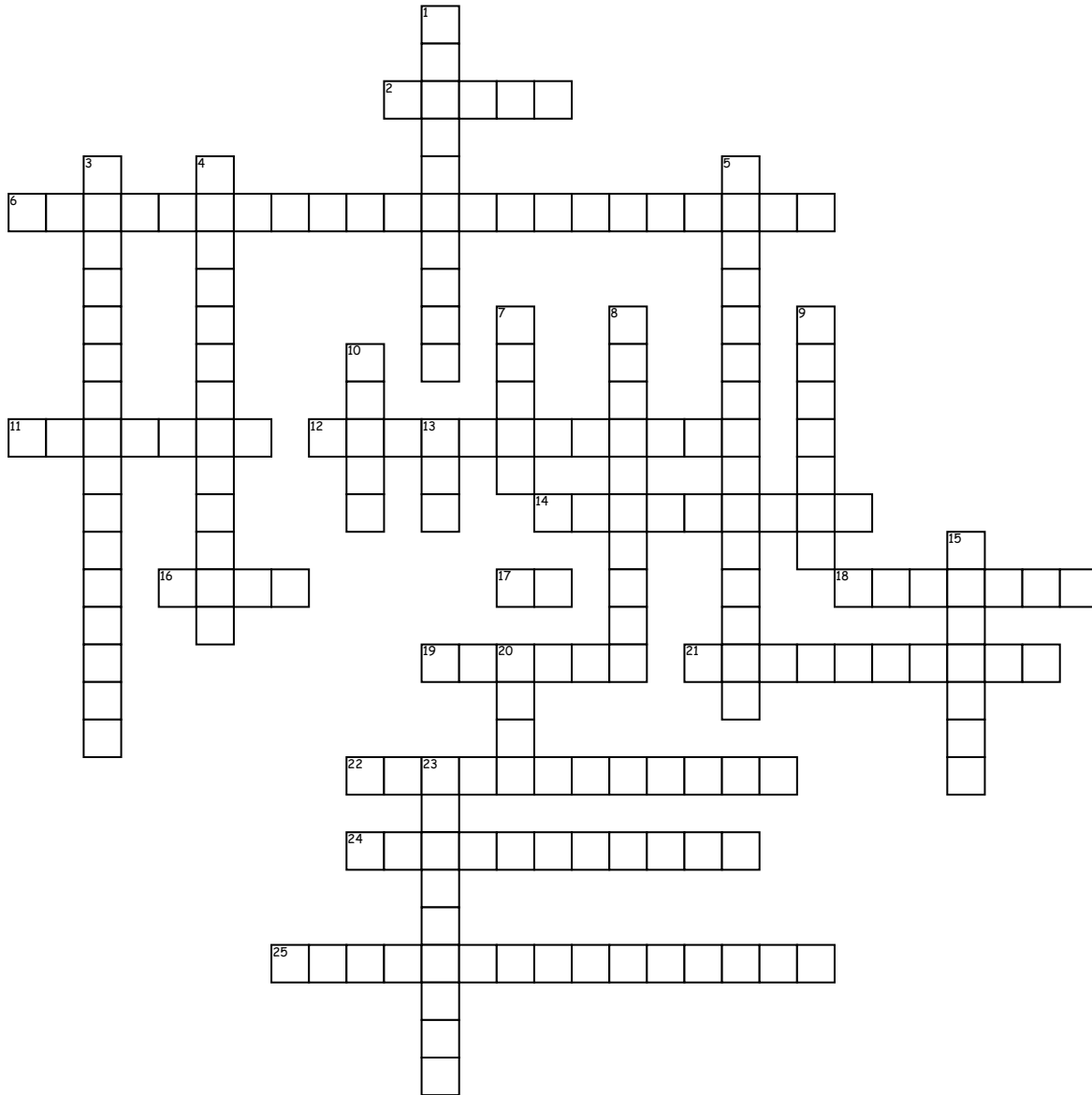


Name: _____

Date: _____

Leadership Vocab. Quiz



Across

2. wooden mallet used by the presiding officer to direct a meeting; used to call the meeting to order, announce results, and adjourn the meeting
6. system of guidelines or rules for conducting meetings; used to guide meetings conducted by city councils, school boards, professional organizations, etc.
11. name of the official written record of a business meeting; includes dates, time, place, presiding officer, attendance, and motions discussed at the meeting
12. placing the desire and welfare of others above yourself.
14. Familiarity, awareness, and understanding
16. Think through, determine procedure, assemble materials, and train staff to do a job; can be used to direct individuals, resources, and processes to reach a goal.
17. network of clubs is directed by Cooperative Extension System personnel to enhance personal development and provide skill development in many areas, including agriscience
18. a motion used to close a meeting

19. proposal, presented in a meeting, that is to be acted upon the group; members raises a hand and is recognized by the presiding officer

21. energy to do a job and do it well, as well as be an inspiration and encourage others; its useful

22. a procedure used to object to some item in or about the meeting that is not being presented properly; used to stand up and say, "Madam/Mr. President, I rise to a _____"

24. effective using of leadership to promote the common good in society; functioning in society in a positive way.

25. items and sequence of agenda items for a meeting; usually made by the secretary

Down

1. capacity or ability to solve problems and to set a direction; shows the way by going in advance or guiding the actions or opinions of others.

3. a president, vice president, or chairperson who is designated to lead a business meeting

4. a motion used to stop discussion on a motion until the next meeting; made by saying, "I move to table the motion..."

5. gathering of people working together to make wise decisions

7. motion used to reference a committee or person for finding more information and/or taking action on the motion; stated by saying "I move to refer this motion to..."

8. basic motion used to present a proposal for the first time; made by being recognized from chairman and saying "I move..."

9. willingness to proceed under difficult conditions; and initiative to carry out personal and group decisions.

10. type of motion used to add to, subtract from, or strike out words in a main motion; presented an amendment is to say "I move to _____ the motion by

13. youth-oriented organization that was developed specifically to expand the opportunities in leadership and agriscience skill development for students in public schools

15. results in reliable support for an individual, group, or cause.

20. skill of encouraging others in positive ways; it's useful

23. honesty; without it one can not trust individuals in control