

CMC Practice Test Questions and Answers

1. What are meeting minutes used for?

- A) To advertise local businesses.
- B) To summarize discussions and record actions taken.
- C) To replace ordinances.
- D) To assign job duties.

2. What does it mean to 'second' a motion?

- A) To revise a motion immediately.
- B) To object to the motion.
- C) To approve a motion.
- D) To express support to discuss a motion.

3. What is the meaning of a 'quorum' in meetings?

- A) The list of guests attending.
- B) The maximum number of votes allowed.
- C) The minimum attendance required to proceed.
- D) A summary of financial records.

4. Which motion is considered a privileged motion?

- A) Motion to amend the minutes.
- B) Motion to adjourn.
- C) Motion to refer to a committee.
- D) Motion to take from the table.

Answers: 1-B 2-D 3-C 4-B

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