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# Alpha Kappa Psi Study Guide

Parliamentary Procedure - answer a set of rules for conduct at meetings, it allows everyone to be heard and to make decisions without confusion

Majority - answer more than half of the votes cast

Quorum - answer the number of members that must be present for business to be legally conducted (50% of membership + 1)

Robert's Rules of Order - answer Created in 1876, it is the basic handbook of operation for most organizations. It is used because it is a time-tested method of conducting meetings.

Agenda - answer1.) Call to Order - The chairperson calls the meetings to order.

2.) Roll Call - Members say present as their names are called.

3.) Minutes - The secretary reads a record of the last meeting.

4.) Office Reports - Reports given by executive officers pertaining to activities of the past week or plans for the future.

5.) Team Reports - Reports given by team chairs.

6.) Special Orders - Important business previously designated for consideration at this meeting.

7.) Unfinished Business - Business left over from previous meeting.

8.) New Business - Introduction of new topics.

9.) Announcements - Informing the assembly of other subjects and events.

10.) Adjournment - Meeting ends by vote, general consent, or presiding officer.

Making a Motion - answer1.) Obtain the floor

2.) Make the motion

3.) Wait for someone to "second" the motion

4.) Chair states the motion

5.) Expand the motion

6.) Call to previous question

Methods of Voting - answer1.) Voice

2.) Roll Call

3.) Show of Hands

4.) Secret Ballot

5.) General Consent

AKPsi Core Values - answer- Brotherhood

- Integrity

- Unity

# Kappa Alpha Psi Study Guide Answers

**AW Rasmussen**



## **Kappa Alpha Psi Study Guide Answers:**

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**Congressional Record** United States. Congress,1992 The Congressional Record is the official record of the proceedings and debates of the United States Congress It is published daily when Congress is in session The Congressional Record began publication in 1873 Debates for sessions prior to 1873 are recorded in The Debates and Proceedings in the Congress of the United States 1789 1824 the Register of Debates in Congress 1824 1837 and the Congressional Globe 1833 1873

**Opportunity** Charles Spurgeon Johnson,1923      Books and Pamphlets, Including Serials and Contributions to Periodicals Library of Congress. Copyright Office,1967-07      *Sigma Kappa Triangle* ,1911      **Phi Gamma Delta**

**Quarterly** ,1922      The Survey ,1928      *Minnesota Medicine* ,1929 Includes the Association s membership rosters

**Kappa Alpha Theta** ,1912      **Who's who in Commerce and Industry** ,1965      **Faculty Personnel** American Assembly of Collegiate Schools of Business,1976

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