Business Meeting Etiquette Quiz

The statements below are written to gauge your understanding of business meeting etiquette. Please answer each statement “True” if you agree or “False” if you disagree with the statement.

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| **Etiquette Statement** | **True or False** |
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| 1. I should deal with conflict by speaking about people to others not involved in board decision-making and leadership. |  |
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| 2. When building a consensus, everyone will not agree with one another. It is okay if this happens. |  |
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| 3.In my role as a decision-maker, I do not need to apologize to the group. |  |
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| 4. It is appropriate to make board decisions outside of a formal board meeting by individually contacting people via Facebook Message or individual text messages. |  |
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| 5. It is important to be patient and calm in meetings, especially, during confrontational topics. |  |
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| 6. As decision-makers, I am a role model for other board members as well as our guests and the public. |  |
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| 7. I can regularly leave the meeting early or arrive late. |  |
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| 8. I do not need to pay attention at the board and can play games on my cell phone. |  |
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| 9. Adult and youth adult board members should be asked for their opinions during a meeting if they have not spoken up in a while. |  |
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| 10. If I have an important topic that I know about a week prior to the meeting, I should save my information and only present it at the meeting. |  |