



# Continuing Education Self-Assessment

Participants enrolled in the Township Governance Academy (TGA), MTA's credentialing program, may obtain 2 elective credits for successful completion of this quiz. To obtain credit, participants must answer the following 10 multiple-choice questions by circling the correct answer and receive a minimum passing score of 70 percent. The questions are based on content from the article, "Making the most of your meetings". There is no charge for MTA members to take the quiz or to obtain TGA credit.

Completed quizzes should be faxed to (517) 321-8908 or mailed to: MTA, 512 Westshire Dr., Lansing, MI 48917. MTA will notify you of your results within two weeks after receiving your quiz. **IMPORTANT:** Please keep a copy of your completed quiz in your TGA binder. For information about TGA, call (517) 321-6467, email [tga@michigantownships.org](mailto:tga@michigantownships.org), or visit [www.michigantownships.org/learning/tga/](http://www.michigantownships.org/learning/tga/).

## TGA Continuing Education Making the most of your meetings

NAME: \_\_\_\_\_ TOWNSHIP & COUNTY: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

1. **What is a common mistake boards make that causes their meetings to fail?**
  - a. Following *Roberts Rules of Order*
  - b. Showing emotions at meetings
  - c. Letting the conversation wander off agenda items
  - d. Finishing in under an hour
2. **How can boards become more cohesive?**
  - a. Take the time to discuss larger issues
  - b. Vote on agenda items unanimously
  - c. Avoid disagreements during debates
  - d. Reach a consensus outside of board meetings
3. **What must your board do in order to plan and set up your meeting?**
  - a. Approve a five-year strategic plan
  - b. Determine the purpose of the meeting
  - c. Publish a meeting notice in your local newspaper
  - d. Check the Open Meetings Act for compliance
4. **Board member packets should NOT:**
  - a. Include proposed resolutions
  - b. Be used to answer questions in advance
  - c. Be available to the public
  - d. Be distributed at the meeting
5. **What can boards do to shorten long agendas?**
  - a. Discuss fewer issues at meetings
  - b. Take fewer breaks
  - c. Use a consent agenda
  - d. Limit public comments
6. **Your board's rules of engagement:**
  - a. Must be in a written document
  - b. Should be agreed upon by the entire board
  - c. Can only be enforced by the supervisor
  - d. Apply in all circumstances at board meetings
7. **State law requires township boards to give the public an opportunity to comment:**
  - a. At every meeting
  - b. At the beginning of the meeting
  - c. At the end of the meeting
  - d. Throughout the meeting
8. **Your township board may limit:**
  - a. The total time allowed for public comment
  - b. Comments from members of the public who oppose the board
  - c. The time allowed for each person who wants to comment
  - d. Comments from attendees who don't live in the township
9. **How should boards handle an agenda item that divides members?**
  - a. Accept that decisions have winners and losers
  - b. Make compromises to build a consensus
  - c. Table the decision and gather more information
  - d. Ask the public for more input
10. **How do township boards lead their communities?**
  - a. Recognize challenges and steer the township through change
  - b. Make sure board meetings follow state statutes
  - c. Avoid controversies to ensure more positive board meetings
  - d. Limit board meetings to finances and township business