

Recognition... continued from page 7

- The *Ontario Medal for Good Citizenship* recognizes individuals who, through long-term efforts, have made outstanding contributions to their communities.
- The most prestigious awards available are the *Order of Ontario* and the *Order of Canada*. The Order of Ontario recognizes people who have demonstrated excellence and achievement of the highest degree in any field of endeavour and whose contributions have enriched the lives of their fellow man and contributed to the betterment of their communities. The Order of Canada is a "fraternity of merit" which recognizes significant lifetime achievement and service in fields of human endeavour and who work to achieve a better country.

How to Write a Good Nomination

Whenever an application is being prepared for an award, it must be remembered that the selection committee will base their decision on the impression made by the application and the letters of support that accompany it, since the committee does not know the nominee personally. Clarity of expression, good spelling and grammar, accuracy and neatness play an important part in this first impression.

The following guidelines apply to applications at any level of achievement. Use plain language to explain what the nominee has done and how it has affected others. Include an up-to-date biographical sketch of the nominee, with dates of active participation in organizations and recognitions previously received.

Letters of support written by people who are familiar with the candidate's contributions are normally required. Sometimes it is sufficient to supply only the names and addresses of references instead of letters.

FWIO Board Directors and Executive are not always aware of the contributions all WI members make to their community and their country. Help identify deserving WI volunteers in the fields of service, agriculture or citizenship. Contact the FWIO PRO or the Provincial Office with your suggestions for nominees.

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Kerr and King Scavenger Hunt

In 1997, FWIO voted to replace Bourinot's Rules of Order, with *Concise Procedures for Meetings: A Reference Guide to the 3rd Edition of Procedures for Meetings and Organizations* by Hubert W. King and M. Kaye Kerr. Test your parliamentary procedures knowledge; answer true or false to the following statements and then see how you did. The answers are on page 16.

True False

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. An amendment to a motion must not change the intent of the motion. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. A motion to adjourn cannot be debated. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. A motion to "receive a report" means that the organization intends to follow the recommendations made in the report. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Procedural motions provide mechanisms for controlling debate or decision on a substantive motion. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. If quorum is lost during the course of a meeting, no further business can be transacted, except for a motion to set the date and time of the next meeting. |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. A moderator is an impartial person appointed to chair a formal meeting. |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. An elected officer in the chair of a general meeting can participate in written votes on motions or in elections, but can only vote openly at meetings to break a tie. |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. During a formal debate on a motion, members will normally be allowed to speak twice. |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. A motion to table or postpone temporarily requires a two-thirds majority vote. |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. A motion to reconsider a decision refers to a motion made earlier in the same meeting, while a motion to rescind refers to a decision made at an earlier meeting. |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. An election by plurality means that the candidate who receives the most votes wins. |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. The report of a nominating committee is confidential until the time of the election. |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. In order to rescind a motion, notice should be provided to the membership in advance of the meeting where the motion to rescind will be considered. |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. A motion to postpone indefinitely allows a motion to be debated without proceeding to a decision. |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. There are at least five possible methods of voting that could be used when holding multiple elections. |