

Matching Parliamentary Procedure Terms/Definitions

Match the letter of the definition in the right column with the correct term in the left column.

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|---------------------------------------|--|
| _____ 1. To adjourn | a. To receive from the president the right to speak |
| _____ 2. The chair | b. To suggest that a certain thing be done by the club |
| _____ 3. To address the chair | c. To put aside a motion for discussion at another meeting |
| _____ 4. The house | d. The number of members necessary to carry on business |
| _____ 5. To table | e. The record or report of each meeting's work |
| _____ 6. A quorum | f. The presiding officer |
| _____ 7. To make a motion | g. "For the time being." For example, to act in the place of an officer who is absent |
| _____ 8. To amend | h. Not following the approved rules of order |
| _____ 9. Minutes | i. To change or modify |
| _____ 10. To ballot | j. To vote by casting ballots |
| _____ 11. Majority vote | k. The club or organization |
| _____ 12. To obtain the floor | l. To end the meeting |
| _____ 13. Pro tem | m. To rise and say "Mr. President" |
| _____ 14. Out of order | n. The vote of more than half the members |
| _____ 15. The agenda | o. A committee appointed to do one job or complete a specific task |
| _____ 16. Special or Ad Hoc Committee | p. A methodical way of taking attendance |
| _____ 17. Parliamentary Procedure | q. A method for conducting a business meeting in an efficient, fair and friendly manner |
| _____ 18. Roll call | r. A listing of things to be done at a meeting and the order in which they will be discussed |
| _____ 19. Vote | s. Committee that functions throughout the year |
| _____ 20. Standing committee | t. A democratic method of allowing every member to have input into the final decision |

Matching Parliamentary Procedure Terms/Definitions Answer Key

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