

COMM 2400- Communication in Organizations

TERMS USED AT MEETINGS

The following terms are often used in meetings. Match each terms with its description by writing the correct letter in the blank.

- | | |
|--------------------------------------------------------------------------------------------------------------------------|----------------------------|
| ___1. To end a meeting | A. parliamentary procedure |
| ___2. A list of things to be done and discussed at a meeting | B. bylaws |
| ___3. To change the wording of a motion that has been made | C. minutes |
| ___4. The presiding officer at a meeting, such as the president, or chairperson. | D. aye |
| ___5. To speak for or against a motion | E. quorum |
| ___6. At least one more than half of the members present at the meeting. | F. adjourn |
| ___7. A written record of the business covered at a meeting | G. chair |
| ___8. The rules of an organization | H. debate |
| ___9. An orderly way of conducting a business meeting that helps groups conduct meetings in an efficient and fair manner | I. amend the motion |
| ___10. A suggestion by a member that certain action be taken by the group | J. table the motion |
| ___11. The number of members who must be present to legally conduct business at a meeting | K. second the motion |
| ___12. The approval of a motion by another member | L. the floor |
| ___13. To delay making a decision on a motion | M. majority |
| ___14. The right to speak in a meeting without interruption from others | N. standing committee |
| ___15. The formal term for <i>yes</i> | O. agenda |
| ___16. Permanent committees of the group | P. motion |

*School to Work textbook, Chapter 11, Parliamentary Procedure, Goodheart-Wilcox