

Parliamentary Procedure Terms Activity

Match the definition with the parliamentary procedure term. Write the letter of the correct answer on the line beside the term that matches the answer.

- | | |
|-----------------------------|--|
| ___ 1. To adjourn | a. To receive from the president the right to speak. No one speaks unless recognized by the chair |
| ___ 2. The chair | b. To suggest that certain things be done by the chair. |
| ___ 3. To address the chair | c. To put aside a motion for further discussion at another meeting. |
| ___ 4. The house | d. The number of members necessary to carry on business. The percent of enrollment comprising a quorum is provided by the club constitution. |
| ___ 5. To lay on the table | e. The record of reports of each meeting's work |
| ___ 6. A quorum | f. The presiding officer. |
| ___ 7. To make a motion | g. "For the time being." Secretary "Pro-Tem" means that she is acting in place of the secretary who is absent. |
| ___ 8. To amend | h. Not following the approved rules of procedure |
| ___ 9. Minutes | i. To change or modify: e.g. a motion |
| ___ 10. To ballot | j. To vote by casting ballots |
| ___ 11. Majority vote | k. The organization or club |
| ___ 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 of the members. |

Parliamentary Procedure Terms Activity (Answers)

Match the definition with the parliamentary procedure term. Write the letter of the correct definition on the line beside the term of the matching answer.

- | | |
|-----------------------------------|--|
| <u>l.</u> 1. To adjourn | a. To receive from the president the right to speak. No one speaks unless recognized by the chair |
| <u>f.</u> 2. The chair | b. To suggest that certain things be done by the chair. |
| <u>m.</u> 3. To address the chair | c. To put aside a motion for further discussion at another meeting. |
| <u>k.</u> 4. The house | d. The number of members necessary to carry on business. The percent of enrollment comprising a quorum is provided by the club constitution. |
| <u>c.</u> 5. To lay on the table | e. The record of reports of each meeting's work |
| <u>d.</u> 6. A quorum | f. The presiding officer. |
| <u>b.</u> 7. To make a motion | g. "For the time being." Secretary "Pro-Tem" means that she is acting in place of the secretary who is absent. |
| <u>i.</u> 8. To amend | h. Not following the approved rules of procedure |
| <u>c.</u> 9. Minutes | i. To change or modify: e.g. a motion |
| <u>j.</u> 10. To ballot | j. To vote by casting ballots |
| <u>n.</u> 11. Majority vote | k. The organization or club |
| <u>a.</u> 12. To obtain the floor | l. To end the meeting |
| <u>g.</u> 13. Pro-Tem | m. To rise and say, "Mr. President" |
| <u>h.</u> 14. Out-of-Order | n. The vote of more than half of the members. |

Written by Ken Lafontaine, OSU Extension, 4-H Educator, Hardin County.