

## MEETING PROCEDURES

**DIRECTIONS:** Match the terms related to meetings and parliamentary procedure with their descriptions.

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|---|----------------------------|
| _____ 1. A fair and orderly way for leaders to conduct meetings.                | A. standing committees     |
| _____ 2. Standing, permanent committees such as membership or public relations. | B. agenda                  |
| _____ 3. 51% or more of the members.  | C. motion                  |
| _____ 4. The schedule of the meetings (topics and times).                       | D. minority                |
| _____ 5. A record of what takes place at a meeting.                             | E. adjournment             |
| _____ 6. Shows that a person agrees with the motion.                            | F. new business            |
| _____ 7. The smallest group of members who vote differently than the majority.  | G. second                  |
| _____ 8. It includes issues that were discussed at the last meeting.            | H. special committees      |
| _____ 9. Committees formed for one purpose only such as banquet committee.      | I. majority                |
| _____ 10. The end of the meeting.   | J. unfinished business     |
| _____ 11. Any new topics that have not been discussed at past meetings.         | K. parliamentary procedure |
| _____ 12. A suggestion for the group to take action.                            | L. minutes                 |