

Name: _____

Homework:

Choose the correct answer from the list below:

committee / addendum / secretary / proposer / affiliate / point of order/ ad hoc / constitution / guillotine / minutes / chairperson / verbatim / adjournment / casting vote / status quo / consensus / attendance register / ballot / agenda / motion / co-opt / second / amendment / resolution / quorum / proxy / treasurer

1. A proposal or suggestion at a meeting.
2. Someone who offers a motion.
3. One in support of a motion.
4. An accepted motion.
5. An accurate record of things discussed.
6. Postponement of a meeting.
7. The rules governing an organisation.
8. To reach an agreement.
9. The minimum number of members who must be present at a meeting.
10. In addition.
11. The person responsible for administrative duties.
12. The person who leads the proceedings.
13. The member in charge of the finances.
14. The list of topics to be discussed.
15. A secret vote on paper.
16. If a person is authorised to vote on behalf of someone else.
17. A committee which is elected for specific purpose.
18. The position as is – no change.
19. The second vote of the chairperson to avoid a deadlock.
20. Word for word.
21. A list of members present at a meeting.
22. A group of persons with a specific task.
23. When limited time is allowed for discussion.
24. Informing the chairperson that the discussion is outside the parameter of the topic.