Chapter 8

Activity SS8-2 Parliamentary Procedure

Directions: Parliamentary procedure is a process for holding orderly and democratic meetings. Explain each term or phrase related to parliamentary procedure. When finished, compare your answers with the solutions provided at the end of the activity.

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| Term | Description |
| 1. abstain |  |
| 2. ad hoc committee |  |
| 3. adjourn |  |
| 4. adopt |  |
| 5. agenda |  |
| 6. amend |  |
| 7. aye |  |
| 8. bylaws |  |
| 9. caucus |  |
| 10. chair |  |
| 11. committee |  |
| 12. convene |  |
| 13. debate |  |
| Term | Description |
| 14. has the floor |  |
| 15. majority |  |
| 16. minutes |  |
| 17. motion |  |
| 18. nay |  |
| 19. order of the day |  |
| 20. out of order |  |
| 21. plurality |  |
| 22. point of information |  |
| 23. point of order |  |
| 24. precedence |  |
| 25. proxy |  |
| 26. quorum |  |
| 27. recess |  |
| 28. rescind |  |
| 29. table the topic |  |
| 30. yield |  |

Answer Key:

1. abstain refrain from voting or speaking

2. ad hoc committee committee formed for a specific task; also called a special committee

3. adjourn close or end the meeting

4. adopt vote on or accept something

5. agenda overview of new and old business that will be brought before the assembly

6. amend make a change to a motion

7. aye yes

8. bylaws rules that govern an organization or association as written by its members

9. caucus meeting of members of a legislative body to make decisions

10. chair chairman, presiding officer

11. committee group of members who meet

12. convene formal assembling of a committee

13. debate discuss a motion or topic

14. has the floor references the right to speak

15. majority more than 50% of the votes cast by voters

16. minutes written record of a meeting

17. motion formal proposal

18. nay no

19. order of the day business to be discussed at that meeting

20. out of order speak out of turn

21. plurality number of votes cast in which a person or item has the most votes, but does not have a majority

22. point of information motion made when a committee member needs to ask a question or gather more information

23. point of order motion made to point out a procedural error

24. precedence priority

25. proxy person authorized to vote on someone else’s behalf

26. quorum minimum number of committee members needed for a vote to count

27. recess short break in the meeting; does not bring meeting to a close

28. rescind take back

29. table the topic put the current motion or discussion on hold

30. yield give up possession of