**Example of how to be**



Raise your hand or stand to be acknowledged and say “Mr. or Madame President/Chair”

**Recognized by**

**President/Chair**

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The minimum number of individuals required to conduct business as stated in bylaws often more than half the members.

**A quorum**



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To end a meeting..

**What adjourn means**

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I move that we …..

**Correct way to state**

**a motion**

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A listing of things to be done at a meeting and the order in which they will be discussed

**Agenda**

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**Committee**

A group of individuals appointed to do one job or complete a specific task for the group.

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A way to ensure that business is conducted in a methodical way that is efficient, fair and friendly for all participating.

**Parliamentary Procedure**

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A committee that functions through- out the year.

**Standing Committee**

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Democratic way to allow every member to have input into the final decision of the group.

**Vote**

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Typically to postpone a decision until something can be researched or looked into by committee.

**To table something, means**

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**After a motion has been made**

“Is there any discussion?”



**And seconded what would**

**theChairsay**

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A second.

**What every motion requires to be discussed**

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I call the question.

**What a member can say**

**to ask for a vote**

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* + Voted on
  + Withdrawn
  + Amended
  + Tabled

**Only way you can make**

**a new motion is to have**

**current motion**

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A way to bring business before the group so it may be considered and voted upon.

**A motion**

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**Point of Order**

The purpose is to call attention to a violation of the rules, to an omission, or to a mistake in procedure.

.

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A way to change or modify a motion so that it will accurately express the will of a group.

**Amend**

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Used when someone believes that the presiding officer has made a decision which is wrong.

**Appeal**

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Motion made, seconded, discussed

and voted on.

**Order of making motion**

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Ratified, reconsidered or amended, rescinded, tabled, adopted or rejected

**Things that can happen**

**to a motion**

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This is setup for you to print and cut. The accurate description is beside each role card. This can be used as a matching game or as a quiz show type format.