

Example of how to be Recognized by President/Chair

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

A quorum

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

What adjourn means

To end a meeting..

Correct way to state a motion

I move that we

Agenda

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

Committee

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

Parliamentary Procedure

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

Standing Committee

A committee that functions throughout the year.

Vote

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

To table something, means

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

**After a motion has been made
And seconded what would
the Chair say**



“Is there any discussion?”



**What every motion
requires to be discussed**



A second.



**What a member can say
to ask for a vote**



I call the question.



**Only way you can make
a new motion is to have
current motion**



- Voted on
- Withdrawn
- Amended
- Tabled



A motion



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



Point of Order

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

Amend

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

Appeal

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

Order of making motion

Motion made, seconded, discussed and voted on.

Things that can happen to a motion

Ratified, reconsidered or amended, rescinded, tabled, adopted or rejected

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.