

SPEECH

Name Dan UE Period 1 Date 11/19/80

PART I Please place the letter of the word in column "B" by its meaning.

- | | |
|--|--|
| 1. <u>J</u> You must have more than half of the votes. | A. Convene |
| 2. <u>Z</u> To speak to the presiding officer. | B. Old or Unfinished Business |
| 3. <u>S</u> Stationery for voting. | C. Minutes |
| 4. <u>A</u> To Open a business meeting. | D. Robert's Rules of Order |
| 5. <u>N</u> Rules and regulations that govern a meeting. | E. Plurality |
| 6. <u>W</u> From office, by reason of office. | F. Nomination |
| 7. <u>C</u> The record of business transacted. | G. Sine Die |
| 8. <u>Q</u> A rising vote to verify a voice vote. | H. Expunge |
| 9. <u>BB</u> A formal inspection of the records. | I. Caucus |
| 10. <u>D</u> A simple form of Parliamentary Procedure. | J. Majority |
| 11. <u>U</u> A list of things that must come up at this meeting. | K. Germane |
| 12. <u>F</u> A proposal of a person's name for an office. | L. Quorum |
| 13. <u>B</u> Business that was not completed. | M. Carried |
| 14. <u>H</u> To remove from the records. | N. Parliamentary Procedure |
| 15. <u>Y</u> The members of an organization at the meeting. | O. In Order |
| 16. <u>G</u> To adjourn without giving the date of the next meeting. | P. Amendment |
| 17. <u>M</u> Passed or adopted. | Q. Division of the House |
| 18. <u>I</u> To meet privately in a small group to plan how to vote. | R. Yield |
| 19. <u>AAA</u> A proposal that something be done. | S. Ballot |
| 20. <u>P</u> May add, change or delete a motion. | T. Viva Voce |
| 21. <u>X</u> To adjourn with giving the date of the next meeting. | U. Chairman's Agenda |
| 22. <u>K</u> Closely related. | V. Precedence |
| 23. <u>O</u> Correct from a Parliamentary point of view. | W. Ex Officio |
| 24. <u>R</u> To allow another person to have the floor. | X. Cum Die |
| 25. <u>E</u> The person with the most votes wins this type of election. | Y. House or Assembly |
| 26. <u>L</u> The number of members required to legally conduct business. | Z. Address the Chair |
| 27. <u>T</u> To vote by voice. | AA. Motion |
| 28. <u>V</u> The rank of motions; which is better or first. | BB. Audit |

SPEECH

PART II Define the following abbreviations.

1. AOF In order when another is on the floor
2. Undeb. Undebatable, discussion is not permitted
3. P S Prevailing side
4. $\frac{1}{2}$ Majority
5. (C) Conditions attached
6. Deb. Debatable, discussion is permitted
7. N V No Vote
8. $\frac{2}{3}$ Two-thirds
9. N S No Second
10. OHSSL Ohio High School Speech League

PART III Place the letter in column "B" by its definition in column "A"

A

B

- | | |
|--|-------------------------------------|
| 1. <u>D</u> Is in charge of a meeting. | A. Point of Information |
| 2. <u>I</u> Minutes written in paragraph style. | B. Secretary |
| 3. <u>F</u> One authorized to vote for another. | C. Enumerated |
| 4. <u>E</u> In charge of the organization's funds. | D. Chairman |
| 5. <u>H</u> The authority on Parliamentary Procedure. | E. Treasurer |
| 6. <u>A</u> To request information on a particular motion. | F. Proxy |
| 7. <u>G</u> Acts in the absence of the chairman. | G. Chairman Pro Tem |
| 8. <u>B</u> Keeps the written record of business transacted. | H. Parliamentarian |
| 9. <u>C</u> Minutes written in numbered fashion. | I. Narrative |
| 10. <u>J</u> Requests information about Parliamentary Procedure. | J. Parliamentary Inquiry |

PART IV Write the Order of Business in order on the back. All 9 steps.

PART V Write the 9 steps in making a motion in order on the back.

- 1 Meeting called to order
- 2 Roll call
- 3 Secretary reads minutes
- 4 Officer's Reports
- 5 Committee Reports
- 6 Old or unfinished business
- 7 New business
- 8 Chairman's Agenda / Order of the day
- 9 Adjournment

- 1 You arise and address the chair
- 2 You are recognized by the chair
- 3 You state your motion
- 4 The motion is seconded
- 5 The chair repeats the motion for all to hear
- 6 Debate on it begins
- 7 Question is called
- 8 Vote is taken
- 9 Results are announced