

SPEECH

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

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PART II Define the following abbreviations.

1. AOF
2. Undeb.
3. P S
4. $\frac{1}{2}$
5. (C)
6. Deb.
7. N V
8. 2/3
9. N S
10. OHSSL

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

A

B

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