

Albuquerque Model City Council Curriculum

Parliamentary Procedure Terms Used at Meetings

The following terms are often used in meetings. Match each terms with its description by writing the correct letter in the blank.

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| ___1. A motion waiting a decision | A. point of information |
| ___2. A short break or intermission | B. majority |
| ___3. To eliminate part of a motion by crossing it out. | C. recess |
| ___4. Ask for this if you are confused | D. aye |
| ___5. To speak for or against a motion | E. expunge |
| ___6. The right to speak in a meeting without interruption from others. | F. parliamentary procedure |
| ___7. To allow someone to have the floor. | G. motion |
| ___9. To give the floor to another speaker | H. debate |
| ___10. A suggestion by a member that certain action be taken by the group | I. pending question |
| ___11. The approval or support of a motion by another member | J. recognize |
| ___12. To delay making a decision on a motion until another day | K. second the motion |
| ___14. The formal term for <i>yes</i> | L. having the floor |
| ___15. At least more than half of the members present at the meeting. | M. yield |
| ___16. A set of rules for conducting a meeting that allows everyone to be heard | N. postpone the question |