

Albuquerque Model City Council Curriculum

TERMS USED AT MEETINGS (answers)

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

- __F__1. To end a meeting procedure
A. parliamentary
- __N__2. A list of things to do or discuss at a meeting
C. minutes
B. majority
- __I__3. To change the wording of a motion that has been made
E. motion
D. aye
- __G__4. The presiding officer at a meeting, such as the president, or chairperson
H. debate
F. adjourn
G. chair
- __H__5. To speak for or against a motion
J. table the motion
I. amend the motion
- __L__6. The right to speak in a meeting without interruption from others.
M. yield
K. second the motion
L. having the floor
- __C__7. A written record of the business covered at a meeting
N. agenda
- __M__9. To give the floor to another speaker
- __E__10. A suggestion by a member that certain action be taken by the group
- __K__11. The approval or support of a motion by another member
- __J__12. To delay making a decision on a motion until later in the meeting
- __D__13. The formal term for *yes*
- __B__15. At least more than half of the members present at the meeting.