

Parliamentary Procedure Matching Game Answers

Term or Idea	Definition
President	The person who leads the meeting
Vice President	The person who takes over the meeting in the absences of the president
Agenda	The order of events for the meeting
Secretary	The person who takes notes during the meeting and reports a summary at the next meeting
Treasurer	The person who keeps the financial records for the club
Minutes	Notes taken during the meeting
Roll Call	When the secretary calls the names of the members to determine which are present
Recess	To take a break from the meeting to discuss something informally
Business	An important piece to talk about during the meeting
Motion	This action introduces business for the group to act on
Second	This is the word that one says immediately after another member had made a motion
Discussion	To voice your personal opinion about a motion on the agenda
Nay	To be in opposition of an item of business during a vote when asked
Aye	To be in support of an item of business during a vote when asked
Amend	The change that is made to a motion that is brought up during the meeting
Orders of the Day	The order of which business will be taken up during a meeting