

President

Vice

President

Agenda

Secretary

Treasurer Minutes

Roll Call Recess

Business Motion

Second Discussion

Nay

Aye

Amend

Orders of
the Day

The person who leads the meeting

The person who takes over the meeting in the absences of the president

The order of events for the meeting

The person who takes notes during the meeting and reports a summary at the next meeting

The person who keeps the financial records for the club

Notes taken during the meeting

When the secretary calls the names of the members to determine which are present

To take a break from the meeting to discuss something informally

An important piece to talk about
during the meeting

This action introduces business for
the group to act on

This is the word that one says
immediately after another member
has made a motion

To voice your personal opinion
about a motion on the agenda

To be in opposition of an item of business during a vote when asked

To be in support of an item of business during a vote when asked

The change that is made to a motion that is brought up during the meeting

The order of which business will be taken up during a meeting