Treasurer

Minutes

Roll Call

Recess
Business Motion

Second Discussion
Nay

Aye

Amend

Orders of the Day
<table>
<thead>
<tr>
<th>The person who leads the meeting</th>
<th>The person who takes over the meeting in the absence of the president</th>
</tr>
</thead>
<tbody>
<tr>
<td>The order of events for the meeting</td>
<td>The person who takes notes during the meeting and reports a summary at the next meeting</td>
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</tbody>
</table>
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