

An outline or plan of things to discuss during a meeting

The person who runs the meeting

The person who takes notes during the meeting and compiles them into a written report

The written record of what happened during a meeting

Number of members that need to be present to conduct business

Bringing an item of business before the group.

This is done after a motion is made and seconded; it allows the group to discuss the idea before voting

This is required after a motion is made; it means that someone else in the group agrees with the motion that has been made

Allows the group to add and/or strike something in a motion

Decides to accept or fail the motion

This is what is added to a motion that has already been made

The motion received enough votes to be accepted

Ends the discussion of a motion immediately and requires the group to vote on whether or not they are ready to vote

Items that were discussed at the last meeting and need to be discussed again

Ends the meeting

Allows the matter to be sent to a smaller group to consider and report back

New ideas that were discussed at the meeting

Take a short break

Allows the group to stop discussion on a motion and wait until later to vote

Allows a member to ask a question relevant to business but not procedure

Revisit a motion already voted on at the same meeting

Allows a member to ask a procedural question

Temporarily delays a matter when something of urgency arises

Strikes or changes a motion that was adopted at the last meeting

Calls attention to an error in procedure

More than half of the group votes in agreement

Kills a motion

$\frac{2}{3}$ of the group votes in agreement

Demands that you raise your hand to vote after a vote has already been taken