

Name _____

SPEECH COMMUNICATION

Score _____

Worksheet Chapter 19

Parliamentary Procedure

Directions: Answer the following items using complete sentences, proper punctuation and grammar.

1. List five principles upon which parliamentary procedure is built.

2. Explain the procedures for running a meeting.

3. List privileged motions in order of precedence.

4. List subsidiary motions in order of precedence.

5. Explain the purpose of incidental motions.

6. Explain the form for getting a motion on the floor.

7. Explain how to follow and how to amend and vote upon a motion.

8. Explain how to amend and vote upon a motion.

9. Explain ways of delaying discussion of motions?

10. List the major officers of a parliamentary group.

11. Parliamentary procedure serves several purposes; what are they?

12. Privileged motions have to do with the conduct of meetings. With what are subsidiary motions concerned?

13. Incidental motions relate to questions of procedure that arise from debate. What is the purpose of renewal motions?

14. Precedence refers to the ordering or ranking of motions. First, list privilege motions in order of precedence. Then, list subsidiary motions in order of precedence.

15. The procedure for getting a motion on the floor involves five steps. What are they?

16. After a main motion has been discussed, the chair calls for a vote. How may a motion be voted on?

17. One way of changing the wording of a motion is by amendment. In what five ways may an amendment be put before a group?

18. What are the ways of delaying a discussion or a vote on a motion?

19. What are the duties of the chair, the vice-chair, and the secretary?

20. Discuss the circumstances under which it is best to postpone a motion to a definite time rather than to lay it on the table.

21. Discuss the reasons why some motions take two-thirds vote to pass, while others take only a simple majority.

Directions: Define each of the following terms.

1. abstain - _____
2. adjourn - _____
3. agenda - _____
4. amend - _____
5. appeal - _____
6. call for the orders of the day - _____
7. chairperson - _____
8. close nominations - _____
9. division of assembly - _____
10. division of question - _____
11. germane - _____
12. incidental motions - _____
13. lay on the table - _____
14. limit or extend debate - _____
15. main motions - _____
16. motions - _____
17. object to consideration - _____
18. parliamentary inquiry - _____
19. parliamentary procedure - _____

20. point of order - _____
21. postpone indefinitely - _____
22. postpone to a definite time - _____
23. precedence - _____
24. previous question - _____
25. primary amendment - _____
26. privilege motions - _____
27. question of privilege - _____
28. quorum - _____
29. recess - _____
30. reconsider - _____
31. refer to a committee - _____
32. renewal motions - _____
33. reopen nominations - _____
34. rescind - _____
35. roll call vote - _____
36. second - _____
37. secondary amendment - _____
38. secretary - _____
39. simply majority - _____
40. subsidiary motions - _____
41. suspend the rules - _____
42. take from the table - _____
43. vice-chairperson - _____
44. withdraw a motion - _____