

# Introduction to Parliamentary Procedure

*Directions:*

Fill in the blanks.

1. \_\_\_\_\_ is a coordinated system used to conduct business when working in a \_\_\_\_\_.
2. There are \_\_\_\_\_ basic parliamentary procedure rules.
3. \_\_\_\_\_ are the building blocks of any parliamentary procedure system.
4. A motion is a \_\_\_\_\_ or item of business on which the group is to make a decision.
5. A motion can sometimes be referred to as the \_\_\_\_\_.
6. \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ motions can sometimes be referred to as secondary motions.
7. \_\_\_\_\_ steps are involved in presenting a motion.
8. Privileged motions are important issues allowing them to \_\_\_\_\_ other motions.
9. Fix the time to adjourn does not \_\_\_\_\_ the meeting but makes the next meeting a \_\_\_\_\_ of the present meeting.
10. A \_\_\_\_\_ vote is needed to pass the motion to adjourn.
11. \_\_\_\_\_ of \_\_\_\_\_ can be made regarding privileges affecting the assembly or matters of personal privilege.
12. \_\_\_\_\_ motions help the chapter in dealing with and deciding what to do with a main motion.
13. When a motion is \_\_\_\_\_ on the \_\_\_\_\_, all motions currently pending and related to the motion are \_\_\_\_\_ as well.

# Introduction to Parliamentary Procedure

14. \_\_\_\_\_ terminates debate and \_\_\_\_\_ the making of all subsidiary motions except lay on the table on the immediately pending motion.
15. Limit or \_\_\_\_\_ limits of debate puts a \_\_\_\_\_ limit on how many speeches or how long debate can continue on a certain motion.
16. Refer to the \_\_\_\_\_ sends the motion to a \_\_\_\_\_, more concentrated group for closer inspection and examination.
17. \_\_\_\_\_ allows members to modify a motion already before the group.
18. There are \_\_\_\_\_ correct ways to amend a motion.
19. \_\_\_\_\_ indefinitely kills a main motion without actually having to \_\_\_\_\_ it down.
20. \_\_\_\_\_ motions are usually \_\_\_\_\_ motions and made while another motion is pending.
21. The \_\_\_\_\_ officer must rule on the \_\_\_\_\_ of \_\_\_\_\_.
22. Object to the \_\_\_\_\_ of a question can only be used on original \_\_\_\_\_ motions.
23. \_\_\_\_\_ the rules cannot be used to violate a chapter's \_\_\_\_\_, bylaws or parliamentary procedure principles.
24. \_\_\_\_\_ of assembly can only be called on a \_\_\_\_\_ vote or a show of hands.
25. A \_\_\_\_\_ vote is needed to withdraw, but is usually done through general consent.
26. \_\_\_\_\_ is used to cancel an item of business the voting body approved at a previous meeting.

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27. \_\_\_\_\_ allows a group to reconsider the vote on a motion and brings the motion back again before the chapter for consideration.
28. \_\_\_\_\_ from the \_\_\_\_\_ is used to bring a motion previously laid on the table back before the chapter for consideration.