

AMERICAN LEGION AUXILIARY DEPARTMENT OF NEW YORK

Parliamentary Procedure and Protocol Test

Match each definition below with the correct term on the left:

- | | |
|-----------------------|---|
| 1. ____ majority vote | a. a formal proposal of a person as a candidate |
| 2. ____ adjourn | b. without a dissenting vote |
| 3. ____ agenda | c. the chairman or presiding officer |
| 4. ____ quorum | d. end of a meeting officially |
| 5. ____ tellers | e. one more than half |
| 6. ____ unanimous | f. official record of motions made and actions taken by an organization |
| 7. ____ chair | g. members selected to count and tally votes in a secret ballot |
| 8. ____ amendment | h. the number of members who must be present to conduct a meeting |
| 9. ____ nomination | i. a list of business to be considered at a meeting |
| 10. ____ minutes | j. any proposal presented to a group |
| 11. ____ motion | k. a mallet used by the presiding officer to keep order |
| 12. ____ floor | l. a proposal to change a motion |
| 13. ____ ballot | m. recognition by the presiding officer for the purpose of speaking |
| 14. ____ second | n. a written vote |
| 15. ____ gavel | o. support or endorsement of a motion |

QUIZ ANSWERS

1) e

2) d

3) i

4) h

5) g

6) b

7) c

8) l

9) a

10) f

11) j

12) m

13) n

14) o

15) k