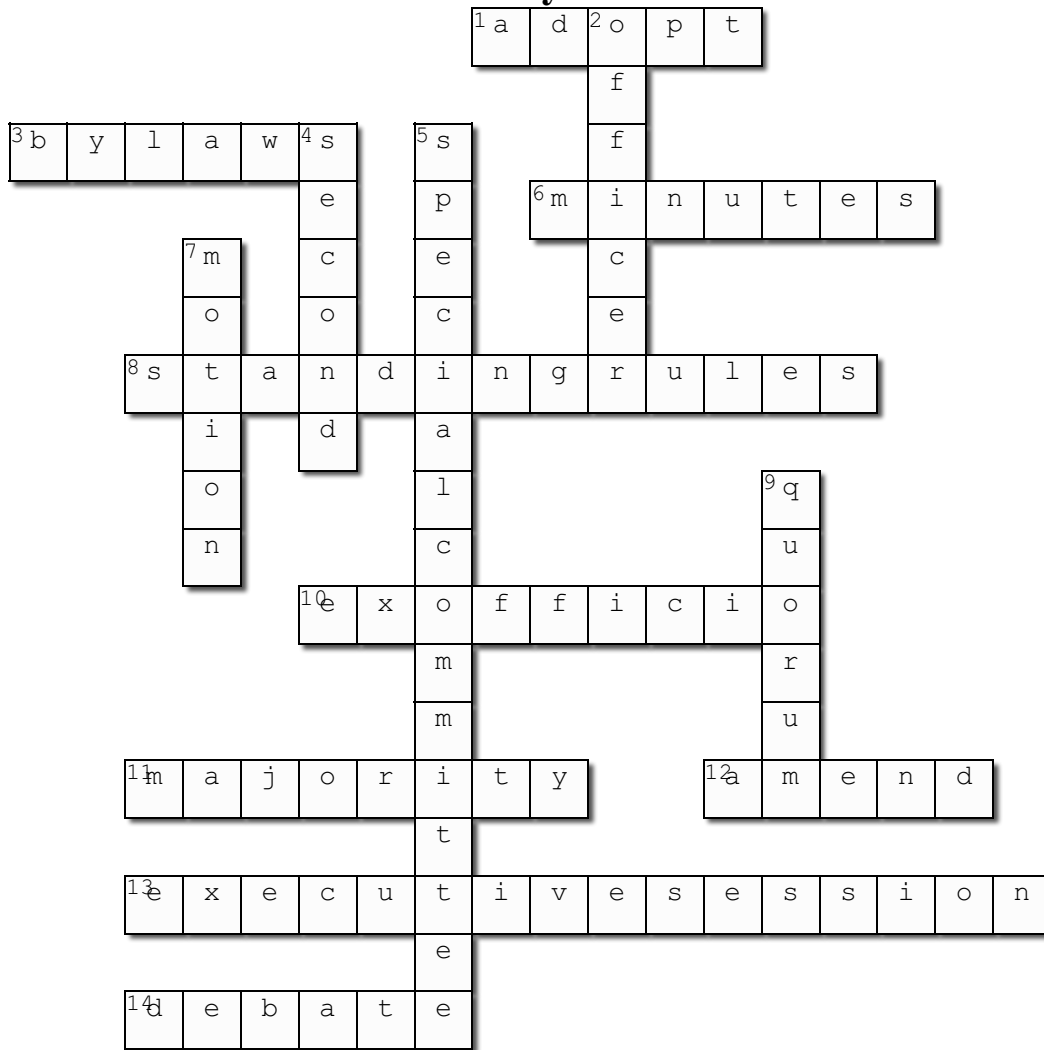


Parliamentary Procedure



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Across

- To accept or agree to (**adopt**)
- A document that defines how an organization functions (**bylaws**)
- An official record of meetings that the secretary keeps (**minutes**)
- Policies relating to administration rather than to parliamentary procedure (two words) (**standingrules**)
- A Latin phrase that means 'by virtue of office' (two words) (**exofficio**)
- More than half (**majority**)
- A motion to alter or modify the wording of a main motion (**amend**)
- Any meeting or portion of a meeting in which proceedings are secret (two words) (**executivesession**)
- Formal discussion of the pros and cons of a motion (**debate**)

Down

- Member elected or appointed to a leadership position in an organization (**officer**)
- An acknowledgement by a second member that a motion should come before the assembly (**second**)
- Established as need arises for a specific task and that ceases to exist after the task is complete (two words) (**specialcommittee**)
- A proposal formally offered by a member in a meeting, requesting that the assembly take specific action (**motion**)
- The minimum number of members who must be present at a properly called meeting for business to be legally conducted (**quorum**)