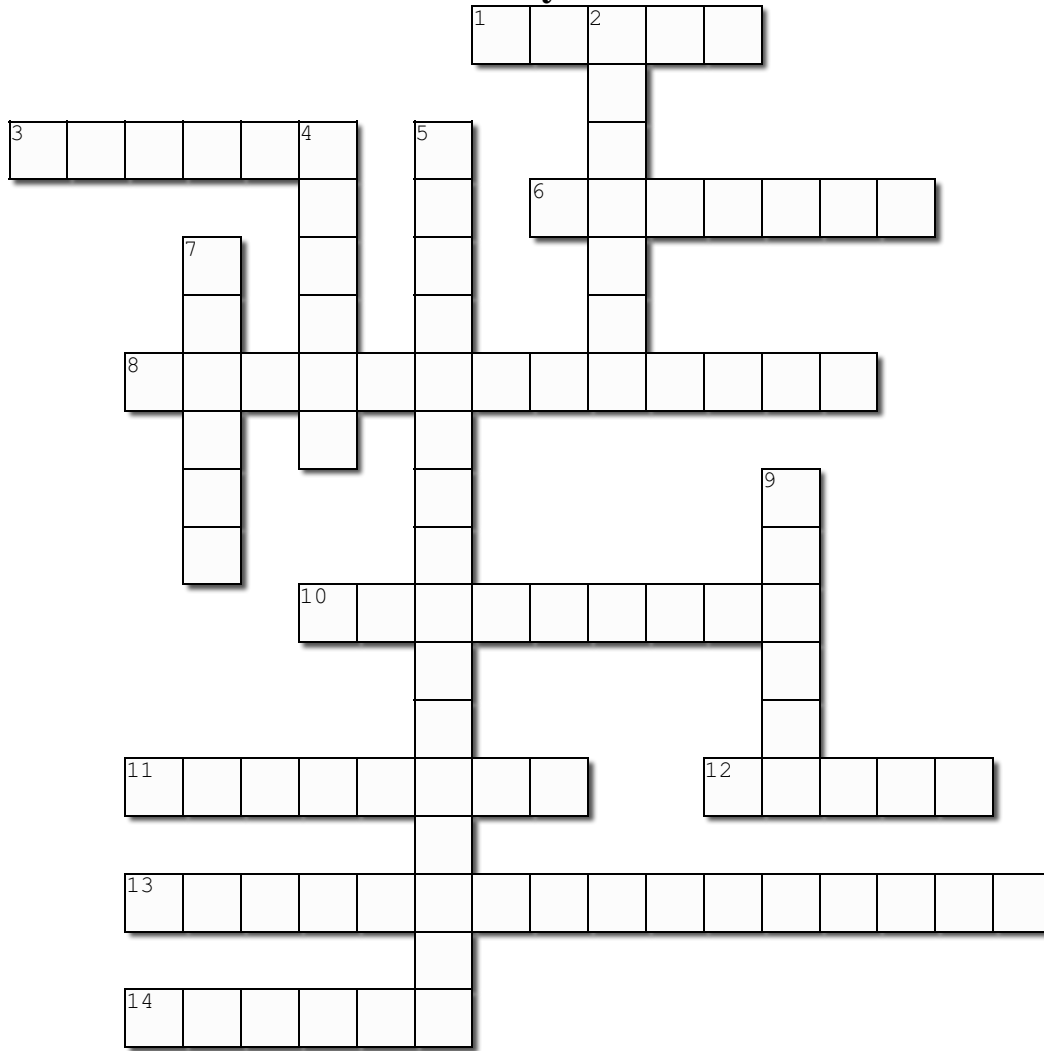


Parliamentary Procedure



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Across

1. To accept or agree to
3. A document that defines how an organization functions
6. An official record of meetings that the secretary keeps
8. Policies relating to administration rather than to parliamentary procedure (two words)
10. A Latin phrase that means 'by virtue of office' (two words)
11. More than half
12. A motion to alter or modify the wording of a main motion
13. Any meeting or portion of a meeting in which proceedings are secret (two words)
14. Formal discussion of the pros and cons of a motion

Down

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