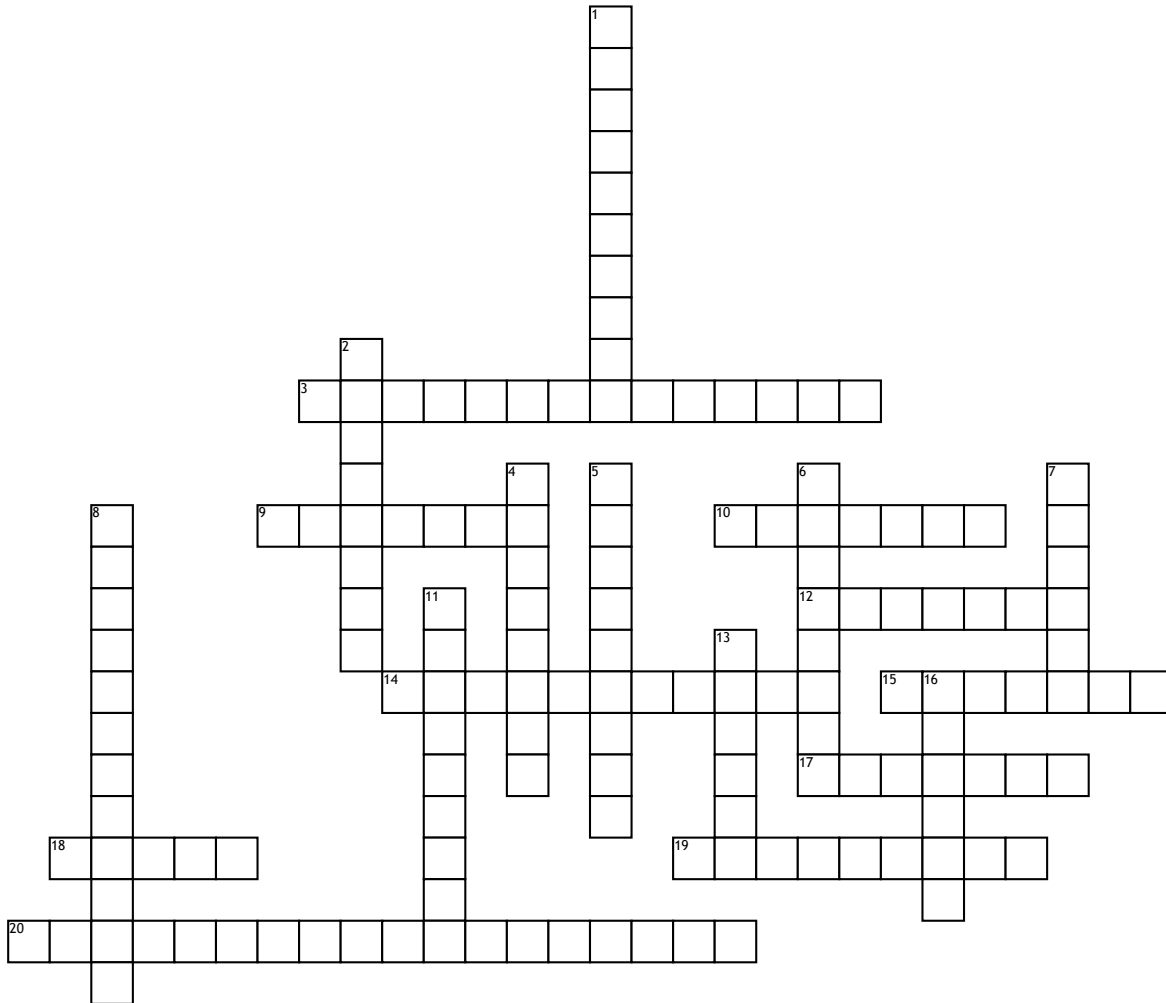


# MEETING VOCABULARY



**Across**

- 3. A committee formed for a specific purpose. It will be dissolved on completion of the task
- 9. To inform or give notice that a meeting is arranged
- 10. An unbiased or impartial record of the proceedings of a meeting, including decisions taken. They are compiled by the secretary after a meeting has taken place
- 12. Declare that a meeting is closed before all the topic on the agenda have been covered, with the intention of resuming discussion within a short period of time
- 14. A deciding vote given to the chairperson when there is a deadlock
- 15. Make a deliberate decision not to vote

- 17. Formal request not to attend the meeting
- 18. Permission or authorisation given to a person to vote on behalf of another member who will be absent
- 19. All members vote in favour of a motion
- 20. A group of people appointed to attend to certain duties of the organisation

**Down**

- 1. A sum of money or gift to a person in recognition of a service rendered
- 2. Something to be added at the end of, e.g. minutes (an addition)
- 4. Word for word. Exact words of speaker
- 5. To reach an agreement

- 6. Proceedings of a meeting take place behind closed doors, because the information is confidential or very sensitive
- 7. A list of all the business topics to be discussed at the meeting
- 8. A request to the chairperson to decide whether the contribution of another member is relevant to the topic/discussion or correct according to the constitution
- 11. The situation as is, i.e. the present situation
- 13. A proposal put before a meeting. It would normally change the constitution
- 16. A system used to indicate a choice by voting in secret or voting anonymously