

Advanced Organizational Management – Chapter 9 Key Words

- | | | | |
|---------------------|-------------------------|-----------------------------|------------------------|
| 1. Ad hoc committee | 6. Committee meeting | 11. Informal meeting | 16. Sabotage |
| 2. Adjournment | 7. Conference | 12. Minutes | 17. Standing committee |
| 3. Agenda | 8. Departmental meeting | 13. Office meeting | |
| 4. Breach of order | 9. Formal meeting | 14. Parliamentary procedure | |
| 5. Chair | 10. General meeting | 15. Public meeting | |

- _____ Actions that lead to obstruction of work or other normal operations.
- _____ An action of the chair or motion made by a member that stops the meeting activity for a specified period of time.
- _____ Committee that is usually charged with a single task.
- _____ Formal meeting of people with a common purpose, typically they are professionals assembled to share information and research.
- _____ Formal set of rules that guide the conduct of a meeting.
- _____ Gathering of a group that proceeds under the control of a chair, following an agenda, and typically utilizing rules of conduct that specify how action will be taken.
- _____ Group gathering that can be by appointment or unscheduled and involves two or more people in an office conferring on a particular task, often between a supervisor and subordinate.
- _____ Individual charged with leading a meeting, keeping it on track, on time and efficient.
- _____ Involves departments, divisions or other work groups scheduled on a more regular basis.
- _____ Meeting that can occur anywhere and at any time
- _____ Meeting that may include public shareholders or stockholders; news conference or public portion of a board meeting; public hearing of a local, state or federal commission, committee or legislative session.
- _____ Members are appointed for a definite term. Committee has definite objectives assigned for which it is responsible during the term.
- _____ Occurs when rules are ignored or not followed, someone speaks out of turn or when the decorum of the meeting is lost.
- _____ Plan for a meeting, with the items to be discussed during the meeting listed in order of presentation
- _____ Scheduled for all people within the organization, including managers and supervisors.
- _____ When a group of people meet to discuss problems, tasks or responsibilities.
- _____ Written record of the main points of a meeting and how members voted on motions and other actions as well as a verbatim record of each motion statement, usually recorded by the secretary of the group.