

Chapter 5
Office Administration
Key Terms

1. Ad hoc committee	H
2. Agenda	T
3. Audio conference	A
4. Committee	R
5. Computer conference	BB
6. Conference	L
7. Conferencing	Y
8. Convenience motions	O
9. Convention	DD
10. Data conference	C
11. Diversity	J
12. Document camera	Z
13. Electronic blackboard	S
14. Formal meeting	I
15. Glass ceiling	Q
16. Incidental motions	K
17. Informal meeting	E
18. Jargon	N
19. Main motion	F
20. Minutes	M
21. Parliamentary procedures	V
22. Petition	AA
23. Privileged motions	W
24. Quorum	CC
25. Resolution	P
26. Standing committee	B
27. Subsidiary motion	G
28. Teleconference	D
29. Transparency	U
30. Videoconference	X

Chapter 5
Office Administration

- A. Formal meeting set up so that several business executives from different geographic locations can “meet” through telephone communications; another term for teleconferencing. **(3) Audio conference**
- B. Group of people appointed for a definite term and assigned specific objectives to accomplish within that period of time. **(26) Standing committee**
- C. Formal meeting using computers arranged so that two or more participants simultaneously have access to a document for review and editing. **(10) Data conference**
- D. Formal meeting set up so that several business executives from different geographic locations can “meet” through telephone communications. **(28) Teleconference**
- E. Discussion by a small number of people (two to five) about a particular business issue or concern. **(17) Informal meeting**
- F. An item of business presented to a group in the form of a motion that has the lowest precedence in rank among all types of motions. **(19) Main motion**
- G. Motion that assists, modifies, or disposes of the main motion and that must be acted on before the group returns to the main motion. **(27) Subsidiary motion**
- H. Group of people assigned on a temporary basis to investigate a particular event or problem that has occurred within the organization. **(1) Ad hoc committee**
- I. Meeting planned and scheduled in advance so that participants know ahead of time the agenda items to be presented and discussed. **(14) Formal meeting**
- J. Characteristic of members of a workforce that consists of people with different personal characteristics, physical abilities, and employment opportunities. **(11) Diversity**
- K. Motions arising from pending questions that must be decided before the question to which the incidental motion pertains is decided. **(16) Incidental motions**
- L. Formal meeting of a group of people with a common purpose. **(6) Conference**

Chapter 5
Office Administration

- M. Official report of a meeting that summarizes the business that has been transacted, reports that have been presented and discussed, and any other significant events occurring during the meeting. **(20) Minutes**
- N. Technical language pertinent to a specific profession or group. **(18) Jargon**
- O. Motions that affect the comfort of the members of the group that is meeting. **(8) Convenience motions**
- P. Formal expression of an entire group's appreciation, congratulations, or sympathy directed toward a particular individual or group. **(25) Resolution**
- Q. Invisible barrier to advancement to higher-level corporate positions, usually experienced by women and members of minority groups. **(15) Glass ceiling**
- R. Group of people who are meeting to accomplish a specific task. **(4) Committee**
- S. Device used with teleconferences to transmit visuals to other locations that consists of a pressure-sensitive blackboard, microphone, and speaker at one location and a television monitor, microphone, and speaker at additional locations as well. **(13) Electronic blackboard**
- T. List of items of business to be presented and/or discussed during a formal meeting. **(2) Agenda**
- U. Acetate sheet containing an image burned or drawn on it that can be projected on a screen or wall. **(29) Transparency**
- V. Application of a set of rules and principles for conducting formal meetings efficiently and orderly; appropriate conduct of business meetings as specified in specific references. **(21) Parliamentary procedures**
- W. Motions that take precedence over all other motions, such as a motion to take a recess or a motion to adjourn. **(23) Privileged motions**
- X. Formal meeting set up for a scheduled date and time in which participants are able to communicate with each other by viewing and listening to one another on closed-circuit television. **(30) Videoconference**
- Y. Use of telephone and computer systems to create networks necessary in order to meet with others without having to leave the office. **(7) Conferencing**

Chapter 5
Office Administration

- Z. Smart podium equipment that projects hard copy or transparencies as visuals on a projection screen in front of the room. **(12) Document camera**
- AA. Formal statement signed by those who are eligible to sign such a petition asking for a specific action to be taken. **(22) Petition**
- BB. Formal meeting set up so participants can use computer terminals to transmit information to other members of the group for either simultaneous or delayed response. **(5) Computer conference**
- CC. Required number of voting members who must be present to transact business. **(24) Quorum**
- DD. Type of conference that is typically sponsored by a professional association. **(9) Convention**