

Chapter 5
Office Administration
Key Terms

1. Ad hoc committee
2. Agenda
3. Audio conference
4. Committee
5. Computer conference
6. Conference
7. Conferencing
8. Convenience motions
9. Convention
10. Data conference
11. Diversity
12. Document camera
13. Electronic blackboard
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15. Glass ceiling
16. Incidental motions
17. Informal meeting
18. Jargon
19. Main motion
20. Minutes
21. Parliamentary procedures
22. Petition
23. Privileged motions
24. Quorum
25. Resolution
26. Standing committee
27. Subsidiary motion
28. Teleconference
29. Transparency
30. Videoconference

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- A. Formal meeting set up so that several business executives from different geographic locations can “meet” through telephone communications; another term for teleconferencing.
- B. Group of people appointed for a definite term and assigned specific objectives to accomplish within that period of time.
- C. Formal meeting using computers arranged so that two or more participants simultaneously have access to a document for review and editing.
- D. Formal meeting set up so that several business executives from different geographic locations can “meet” through telephone communications.
- E. Discussion by a small number of people (two to five) about a particular business issue or concern.
- 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.
- 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.
- H. Group of people assigned on a temporary basis to investigate a particular event or problem that has occurred within the organization.
- I. Meeting planned and scheduled in advance so that participants know ahead of time the agenda items to be presented and discussed.
- J. Characteristic of members of a workforce that consists of people with different personal characteristics, physical abilities, and employment opportunities.
- K. Motions arising from pending questions that must be decided before the question to which the incidental motion pertains is decided.
- L. Formal meeting of a group of people with a common purpose.
- 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.
- N. Technical language pertinent to a specific profession or group.
- O. Motions that affect the comfort of the members of the group that is meeting.

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- P. Formal expression of an entire group's appreciation, congratulations, or sympathy directed toward a particular individual or group.
- Q. Invisible barrier to advancement to higher-level corporate positions, usually experienced by women and members of minority groups.
- R. Group of people who are meeting to accomplish a specific task.
- 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.
- T. List of items of business to be presented and/or discussed during a formal meeting.
- U. Acetate sheet containing an image burned or drawn on it that can be projected on a screen or wall.
- 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.
- W. Motions that take precedence over all other motions, such as a motion to take a recess or a motion to adjourn.
- 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.
- Y. Use of telephone and computer systems to create networks necessary in order to meet with others without having to leave the office.
- Z. Smart podium equipment that projects hard copy or transparencies as visuals on a projection screen in front of the room.
- AA. Formal statement signed by those who are eligible to sign such a petition asking for a specific action to be taken.
- 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.
- CC. Required number of voting members who must be present to transact business.
- DD. Type of conference that is typically sponsored by a professional association.

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