

## **PARLIAMENTARY TERMS**

ADOPT - accept, agree to

ADOPTION OF ANNUAL MEETING RULES - rules of operating procedure for the business sessions - debatable and amendable - 2/3 vote taken on adoption

ADJOURN - ending a meeting

AMEND - modify the wording

APPOINTMENT OF READING COMMITTEE - always done early in the meeting - done by general consent - this committee reads, corrects and approves minutes of annual meeting

BALLOT – a process of voting in writing - used when secrecy of members' vote is desired -e.g., election of officers

BLANKS - device by which more than 3 (three) choices can be pending at the same time. When filling a blank, all suggestions are voted on. The one receiving the highest vote, provided it is a majority, fills the blank.

BUSINESS – making decisions or discussing objectives and operations - introduced by means of motions

BUSINESS MEETING - when business of the organization is conducted - delegates required to be present - quorum needed - more than one may be held during an annual meeting

BYLAWS - rules governing the internal affairs of organization

CALL TO ORDER - opening of the meeting

CAUCUS - meeting of members of a delegation or group outside the regular meeting to decide how they will act on a certain matter

CHAIR - presiding officer

COMMITTEE OF THE WHOLE - suited to large assemblies; results of votes taken are not final decisions, but recommendations; enables the full assembly to give detailed consideration to a matter under conditions of freedom approximating those of a regular committee meeting

DECORUM - confine remarks to merits of pending questions; refrain from attacking member's motives; address all remarks through the chair; avoid use of member's names; refrain from speaking adversely on a prior action not pending; refrain from speaking against one's own motion; reading from reports, quotations, etc. only without objection or with permission; refrain from disturbing the assembly.

DELEGATES – individuals selected according to the bylaws to represent the members of the organization.

DIVISION OF A QUESTION - consider separate parts of a single motion

ELECTION OF UNCONTESTED OFFICERS - only one person nominated - vote may be by voice - majority elects

GENERAL CONSENT – approval by the group when there is no opposition in routine business or on questions of little importance

GERMANE - closely related to or have bearing on the subject of the motion to be amended

LIMIT OR EXTEND LIMITS OF DEBATE - means by which the assembly can exercise special control over debate – invoked by motion and approved by vote

MAJORITY VOTE - more than half the members present and voting

MOTION – a member’s proposal for action - the means used to bring business before the assembly

    Main Motion - foundation upon which all other motions rest - lowest in rank

    Subsidiary Motion - secondary to main motion and affecting it in some way - can be made while main motion is pending

    Incidental Motions - necessary temporary interruptions

    Privileged Motions - take precedence over other motions only if made while other business is pending

NOMINATE – to recommend a person for election to office

PARLIAMENTARY INQUIRY - a request for the chair's opinion on a matter of parliamentary procedure as it relates to the business at hand - not involving a ruling

PENDING – a matter or issue that is undecided

POINT OF INFORMATION - request for information relevant to the business at hand, but not related to parliamentary procedure

POINT OF ORDER - a member thinks rules of the assembly are being violated and calls upon the Chair for a ruling and an enforcement of the rules

PREVIOUS QUESTION - motion used to bring assembly to an immediate vote on the pending question - its adoption closes debate - proper use is "I move the previous question"

PRO TEM - temporary

QUORUM - minimum number of delegates needed to conduct business

RECESS - short intermission within a meeting after which proceedings are immediately resumed where they were interrupted

RECONSIDER - enables a majority in an assembly, with a limited time and without notice, to bring back for further consideration a motion already voted on

REFER - send a pending question to a small group (committee) to be carefully investigated.

RESCIND - motion by which a previous action or order can be revoked

REPORT OF THE COMMITTEE ON BYLAWS - 2/3 vote to adopt, provided the amendment is presented at a previous business meeting.

RESOLUTION – usually a policy statement suggested to the group for approval. Resolutions can be submitted to the Governance Committee ([aaungovernance@aauw.org](mailto:aaungovernance@aauw.org)) at any time. Since the membership generally votes in the spring, resolutions to the Governance Committee are encouraged in the fall to allow for ample review/comment period time.

COURTESY RESOLUTION - a non-controversial resolution of congratulations for an outstanding achievement or a similar event. Example: resolution at the end of the annual meeting thanking the host committee for their work.

RULING – an official or authoritative decision, statement or interpretation by the chair of the meeting

SECOND – support for a motion

SERIATIM - consider a motion or other proposal by paragraph, article or section

SUSPENDING THE RULES – discussing something without adhering to the rules of the meeting

TABLE – see DELAY CONSIDERATION

TELLERS - count the ballots or votes

VETO – to reject a motion or idea

VIVA VOCE a voice vote, distinguished from a written vote or counted vote.

DELAY CONSIDERATION – There are three options:

POSTPONE DEFINITELY - agreement to postpone a pending item to a specific time means that the body wants the item to be taken up at that time. The specified time could be later in the same meeting, a future meeting, or even to a time after an event has occurred. When a body agrees to postpone an item to a particular time, it has created an “order of the day,” i.e., the body has ordered that the item appear on the agenda at that time.

POSTPONE INDEFINITELY - Like tabling, it sets a motion aside with no provision for getting back to it at any time. Its main use is when a body realizes that, for some reason, it should not take any action on the matter.

TABLE – A motion to place a main motion and all pending amendments aside temporarily (to Lay on the Table), with the intention of bringing them back at a later time for action. The motion requires a second, is not debatable, cannot be amended, and requires a majority vote. Tabled items not taken up in the current meeting can, by agreement of the body, be taken from the table at the first subsequent meeting. Items not removed from the table during the first meeting subsequent to their tabling would have to be renewed through the regular agenda-setting process. Tabling a motion cannot be used to defeat a main motion by disposing of it permanently.