

A GLOSSARY OF PARLIAMENTARY TERMS

The following is a glossary of words used in meetings (definitions are based on how these words may be used):

ABSTAIN	To refrain from voting one way or the other on a motion
ADJOURN	To end the meeting
ADOPT	To approve or accept
AMEND	To change a motion
APPOINT	To assign a person to a job or position
CAUCUS	A meeting of organization leaders in order to decide policy, candidates and or plans; or a meeting of special interest groups or power groups
CHAIR	Position held by Chair or leader of group
COMMITTEE	A small group that studies, reports on, and recommends part of the organization's program
DEBATE	Argument of discussion of something that is open to question
GENERAL CONSENT	A silent, unanimous vote; if even one member objects, the motion must be voted on
MAJORITY OPINION	The decision of most of the voting members of a group or committee
MINORITY OPINION	The decision of less than half of the voting members of a group or Committee
MINUTES	Official record of a meeting
NOMINATE	To recommend a person for election. (Nominations do not require a second.)
PENDING	Undecided, still before the group
PETITION	A formally drawn request often bearing the names of a number of people, which is addressed to a person or a body of persons in power soliciting some sort of right or other benefit

GLOSSARY (continued)

POINT OF INFORMATION	A way of asking for factual information relevant to the business at hand
POINT OF ORDER	A motion that asks the Chair whether the meeting, or part of it, is being conducted properly
PRO TEM	Latin for “temporary”
PROXY	The authority to vote or act for another member. Not allowed in CAA Boards
QUESTION	To subject to analysis
QUESTION OF PRIVILEGE	A way of addressing personal concerns during the meeting, such as room temperature.
QUORUM	The minimum number of members who must be present for a legal official meeting
RESCIND	To take back, withdraw
RESOLUTION	The act of determination; a policy statement
SECOND	A sign from at least one other voting member of the Board that he thinks the motion should be considered and is willing to second it
STANDING COMMITTEE	A committee that continues from year to year; a permanent committee
SPECIAL (OR AD HOC) COMMITTEE	A committee created to perform a special task and is dissolved when the task is completed and a final report given
SUB-COMMITTEE	A small committee formed within a committee
TABLE	To put off discussion or vote on a motion to a later time, or to another meeting
UNANIMOUS VOTE	When everyone votes the same way
VETO	To disapprove

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