

## Terminology used in parliamentary procedure

**Executive Committee:** The Executive Committee (EC) consists of the elected officers of the organization and the Parliamentarian, who serves without a vote. The EC is usually empowered to act in the interim between meetings of the general assembly.

**Board of Directors:** The Board of Directors consists of the Executive Committee and all Standing Chairs. They each have a vote.

**General Business Session:** A general business session consists of the Executive Committee, Board of Directors, and all members in attendance. A quorum (see bylaws) and a majority of the EC must attend to hold a valid vote.

### Parliamentary Terms

<b>Adjourn:</b>	To dissolve the meeting until the next regular or special meeting.
<b>Amend:</b>	To modify or change a motion.
<b>Announcing the Vote:</b>	Action taken by the Chairperson after a vote is concluded. Must state if the motion is carried or if it is lost.
<b>Chair:</b>	Any person presiding over an assembly. To chair a meeting means to preside over it.
<b>Carried:</b>	The same as the terms "passed" or "adopted" when referring to action taken on a motion.
<b>Ex-Officio:</b>	A member of a committee by virtue of the office held; does not assume the chair;
<b>General Consent:</b>	Obtaining unanimous consent from the assembly on any matter without requiring a motion and vote. Note: If there is even ONE objection, the matter must be put to a vote and a majority decide.
<b>Germane:</b>	A matter is considered germane if it relates to the subject that is under consideration.
<b>Main Motion:</b>	One that introduces a subject to the assembly.
<b>Majority:</b>	More than half the votes cast.
<b>Move:</b>	To propose a motion. NOTE: The proposer says, "I move...;" not "I make a motion..."
<b>Postpone to a Definite Time:</b>	A motion used to provide time for further consideration and for obtaining more information before action is taken.
<b>Previous Question:</b>	To cut off discussion and bring the immediate vote upon the pending question. Not debatable. Not amendable. Requires a two-thirds vote to carry.
<b>Quorum:</b>	Number of persons required to be present at a business meeting before business can be legally conducted.
<b>Reconsider:</b>	To bring to the assembly a motion which has already been disposed of. Must be made the same day of the meeting or the meeting immediately following, by the one who voted with the prevailing side.
<b>Rescind:</b>	To annul a motion when the time limit for reconsideration is past. To annul action.
<b>Second:</b>	To agree that a motion should be considered. Without a second, a motion dies. This action simply allows a motion to be considered.
<b>Table:</b>	To set aside for the time being the motion under discussion, with the privilege of taking it up again at some future time. NOTE: It requires a motion to "Take from the table" before it can be considered again after being tabled.
<b>Unanimous:</b>	Means <u>every</u> voting member present at a meeting favored or opposed the motion.
<b>Withdraw:</b>	To remove a motion that has been made, seconded, and stated by the Chair, without prejudice and without a vote.