**Agenda**

Definition: The sequence of items for a meeting based on the organizations Order of Business.

**Amendment**

Definition: A change proposed in a motion by altering it.

**Carried**

Definition: To be adopted or accepted.

**Chairman**

Definition: A generic title that refers to the presiding officer, male or female, who conducts the meeting.

**Committee**

Definition: One or more members appointed or elected to complete a specific task

**Discussion**

Definition: The debate that follows after the chair has stated a motion.

**Dispense with the Minutes**

Definition: To read the minutes at a later time than indicated in the agenda.

**Executive Session**

Definition: A meeting at which the proceedings are secret. Usually only designated members and guest are allowed to attend.

**Gavel**

Definition: Presiding officer’s mallet. Used to signal breach of order, adjournment, recess, attention, permission, call to order, and others.

**Main Motion**

Definition: A statement of proposed action or desired opinion presented for consideration and decision.

**Minutes**

Definition: The official record of what is done at a meeting.

**Motion**

Definition: A proposal at a meeting that certain action be taken or certain views about a subject be expressed by the assembly.

**Out of Order**

Definition: A motion or procedure that violates the rules of an organization

**Pending**

Definition: The term used to refer to a motion under consideration.

**Point of Information**

Definition: A request made to the chair to obtain information about the business at hand, not to parliamentary procedure.

**Point of Order**

Definition: An incidental motion drawing attention to an infraction of parliamentary rules.

**Seconding a Motion**

Definition: A “second” indicates that a member, in addition to the one proposing the motion, is interested in having the motion considered.

**Secretary**

Definition: The clerk or recorder of the minutes.

**Stating the Question**

Definition: Restatement of a motion by the chair after it is proposed by a member.

**Tie Vote**

Definition: Same number of votes on both sides of a motion.

**Treasurer’s Report**

Definition: The financial report of an organization.

**Unfinished Business**

Definition: Business that is carried over from a previous meeting.

**Vacating the Chair**

Definition: Temporarily relinquishing the chair.

**Vote**

Definition: A formal expression of the will, opinion, or preference of the members of an assembly in regard to a matter submitted to it.