

## GLOSSARY OF TERMS

Ad hoc	An ad hoc meeting is one convened to deal with one specific item
Agenda	This word comes from Latin, and means literally “things requiring to be done”. It is a list of business that the meeting needs to process. It should be detailed enough to indicate to committee members what is required of them
Apologies	Are received from courteous non-attendees
Carried	A motion that is voted in the affirmative
Constituted	A meeting is constituted once it has commenced
Ex Officio	A member of the committee by virtue of his/her office. Unless the rules provide otherwise, ex officio members have full voting rights, and are counted for purpose of quorum
Meeting	The formal convening of a group of people
Minutes	The formal record of a meeting
Motion	A formal proposal for consideration by a meeting. A motion can be “moved”, “put to the meeting”, or “proposed” – they all mean the same thing
Mover/Proposer	The originator of the motion
Notes	An informal record of a meeting
Notice	Forewarning that a meeting will happen
Point of Order	A question directed at the Chairperson requiring an answer or ruling – hence it would not normally be listed for discussion at a meeting
Quorum	The numbers of members present required for a meeting to be validly convened. The Senate Standing Orders define a quorum as one-half of the membership then in office.
Resolution	The decision to which the Committee agreed (the outcome of a motion that has been passed)
Seconder	The co-sponsor of a motion (prima facie support)
Starred items	An asterisk is placed beside the agenda item number, indicating that it warrants discussion.
Table (a document)	To present a document to a meeting during the course of the meeting
Terms of Reference	The constitution of the committee – usually defines the responsibilities and the reporting line for the committee
The matter lie on the table	A procedural motion to truncate consideration of a motion at this meeting
The question now be put	A procedural motion to cut short any further discussion and force a vote on the motion being discussed
Time Limit	Prescribed time limit for the meeting, or for speakers during the meeting
Ultra vires	Outside the terms of reference of the committee
Unanimous	Without dissent (ie all votes were affirmative)