**Moving a motion & Fancy meeting words**

Ever wandered what these words mean? It is a whole new language and can be very confusing if you’re not used to the meeting lingo when it comes to making decisions as a committee.

Check out the chart below to see how to use them! Still not sure? Come and chat with your CDO!



Agenda: A schedule of items drawn up for discussion at a meeting

AGM: Annual General Meeting – an annual meeting that all members can attend

Apologies: Excuses given in advance for inability to attend meeting

Casting Vote: a chairman may use a casting vote to reach a decision

Chairman: Leader (president) given authority to conduct a meeting

Committee: a group of people usually elected to conduct agreed business

Consensus: agreement by general consent of everyone at the meeting

Constitution: a set of rules governing activities of the club

Convene: to call a meeting

Motion: the name given to a proposal when it is being discussed at a meeting

Mover: one who speaks on behalf of a motion Eg. ‘Robbie moves that the club shall apply for an OUSA grant, and James is to apply on behalf of the club’

Quorum: the number of people needed to be in attendance for a meeting to be legitimate and so commence

Seconder: one who supports the proposer of a motion or proposal by ‘seconding it’ eg. Kate seconds Robbie’s motion above.

Secretary: committee official responsible for the internal and external administration of a committee (taking the minutes)

Treasurer: committee official responsible for its financial records and transactions

Unanimous: all being in favour of the decision