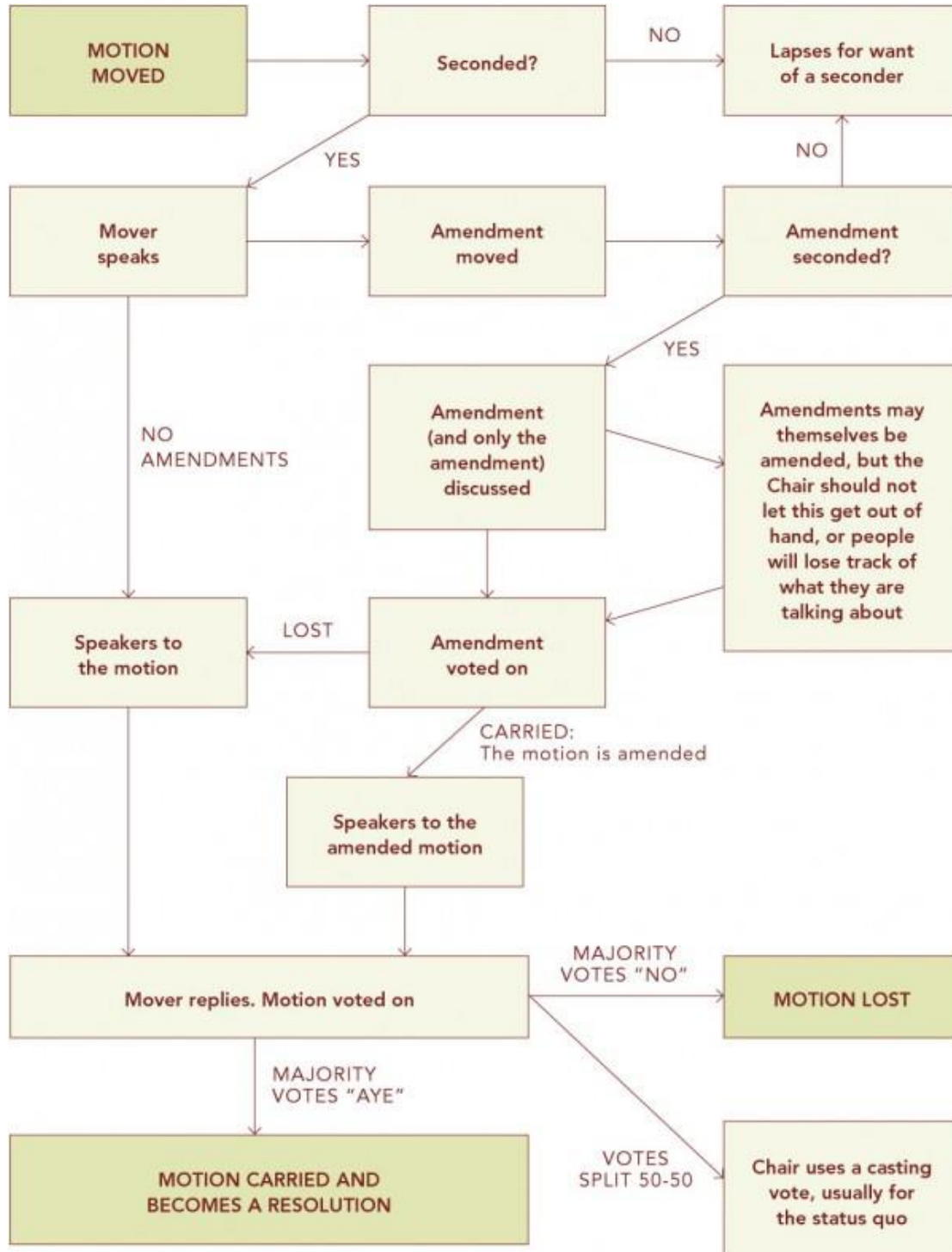


# Moving a Motion

## Fancy Meeting Words

Ever wondered 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!



**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 e.g. '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

**Secunder:** one who supports the proposer of a motion or proposal by 'seconding it' e.g. 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

**Committee as whole:** means that anything discussed regarding agenda item is strictly kept within the meeting parameters and not discussed elsewhere