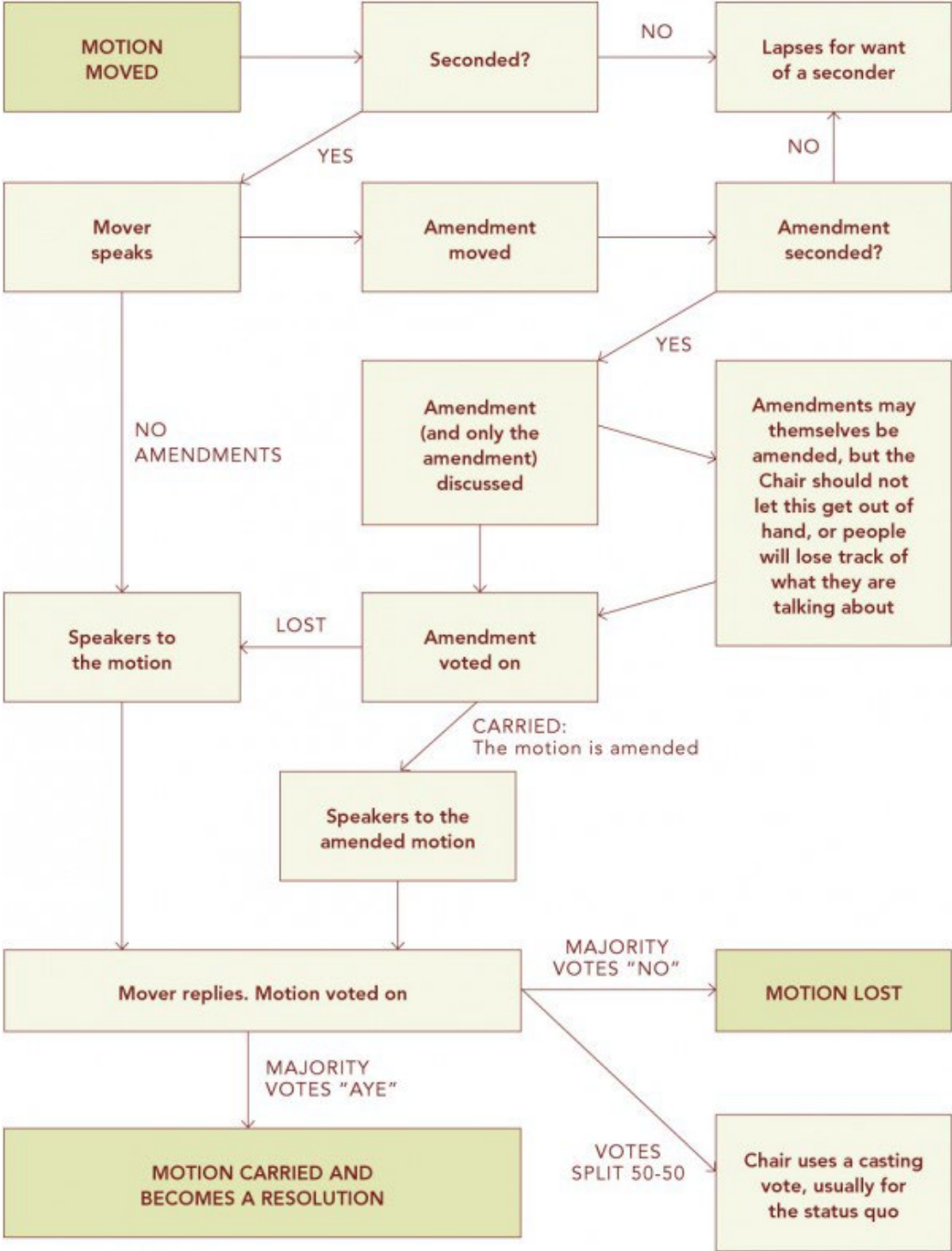


Moving a motion & Fancy meeting words

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! Still not sure? Come and chat with your CDO!



Agenda: A meeting plan that's shared with everyone attending the meeting. When you share it before the meeting, it helps people get ready. In the meeting, the agenda is like a guide to keep things on track and on schedule.

Agendas can be simple with just a list of topics. Or they can be more detailed, including what you want to achieve with each topic and extra materials like reports to review before the meeting.

AGM: Annual General Meeting – an annual meeting that all members can attend. This is a requirement for club's yearly re-affiliation.

Apologies: Members who have given notice in advance for inability to attend meeting

Casting Vote: The meeting chair may use a casting vote to reach a final decision

Chair: The person in charge, typically the president, responsible for running the meeting.

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

Consensus: A way of making decisions that aims to get everyone on board with the choice being made. It's not the same as unanimous agreement, where everyone says 'yes.' Instead, consensus means that no one is saying 'no' – it's a decision without any strong objections.

Constitution: A set of rules governing activities of the club

Convene: To call a meeting

Meeting Minutes: These are like the official notes of a meeting. They capture who was there, what happened, decisions made, and important discussions. Think of them as the meeting's memory, helping people remember what went down.

Motion: A motion is like a formal suggestion brought up in a meeting for everyone to vote on. These decisions are then written down in the meeting minutes. When a motion is introduced, people usually vote by saying 'Yes,' 'No,' or 'Abstain' (not voting either way).

Mover: The person 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 minimum number of people required to start an official meeting.

Second: The person who supports the proposer of a motion or proposal by 'seconding it' eg. Kate seconds Robbie's motion above.

Secretary: A committee member in charge of the behind-the-scenes work, both inside and outside the committee. This often includes the important task of taking meeting minutes.

Treasurer: The committee official responsible for its financial records and transactions

Unanimous: All being in favour of the decision