

Motion

A motion is a formal way to propose something on which the group should vote. They are used to propose changes to the agenda, to discuss a topic, or to make a decision. They are used to propose changes to the agenda, to discuss a topic, or to make a decision. They are used to propose changes to the agenda, to discuss a topic, or to make a decision.

Quorum

A quorum is the minimum number of members required to conduct business. It is usually defined in the group's bylaws. It is usually defined in the group's bylaws. It is usually defined in the group's bylaws.

Minutes

The minutes are the permanent record of the business conducted during a meeting, typically prepared by the secretary. They include details such as the date, time, and location of the meeting, whether a quorum was present, and the presiding officer. Specific motions and their outcomes (but not exact vote counts) are also included in the minutes. Discussion is not documented in the minutes. The minutes are the permanent record of the business conducted during a meeting, typically prepared by the secretary.

Adjournment

Adjournment is simply a formal way to close a meeting so everyone knows the session has come to an end. The time of adjournment is recorded in the meeting minutes. The time of adjournment is recorded in the meeting minutes.

Tabling a Motion

Tabling a motion is a way to delay discussion until the next meeting. Technically there should be a new motion to table the current motion, but most groups can agree to delay discussion without layers of parliamentary procedure. Often, it helps to appoint a committee or a member to study the issue and report back to other members. Often, it helps to appoint a committee or a member to study the issue and report back to other members.

Resources

Resources include books, articles, and websites that provide information on parliamentary procedure. Sticking to a few simple rules can make meetings more pleasant for everyone, from the president to first-timers. Sticking to a few simple rules can make meetings more pleasant for everyone, from the president to first-timers.