

Basic Meeting Terminology (2025 (c) G Schmittinger)	
additional members	members elected in addition to the chairperson, secretary etc.
ad hoc committee	a committee formed to perform a specific purpose and which is dissolved after performing its duty
agenda	the outline of the meeting structure
adjournment	When a meeting is closed before all topics have been covered to continue at a later stage.
amendment	Change or alternative to a proposal.
attendance register	Signed record of persons at a meeting / absent from a meeting.
ballot	System used to vote: in secret or by a raise of hands.
casting vote	A deciding vote - usually given to the chairperson when a meeting is deadlocked.
chairperson	Person in charge of a meeting - usually appointed or elected.
closure	Close the current discussion - usually vote on a matter.
committee	Group of persons appointed to perform specific duties in an organisation.
consensus	To reach an agreement.
constitution	A set of rules to control the activities of an organisation.
constitute	Start a meeting according to the rules.
convene	Inform or give notice that a meeting is arranged.
co-opt	Appoint a member onto a committee - usually elected during a meeting.
deadlock	Situation where there is an equal number of votes for and against a proposal during a meeting.
ex officio	Authority acquired by virtue of a position.
guillotine ruling	A time restriction placed: 1. on discussing a proposal 2. on the duration of the meeting 3. on the time given to a speaker during a meeting.
honorarium	A sum of money allocated to a person in recognition of a service rendered.
in camera	When the proceedings of a meeting take place behind closed doors because the information is confidential or very sensitive.
minutes	Impartial record of the proceedings of a meeting.
motion	Proposal put before a meeting.
notice	Information about the date, venue and time of a meeting
proposal	A suggestion to be considered by the meeting.
proxy	Permission or authorisation given to another member to speak and / or vote on behalf of someone else.
quorum	The minimum number of persons who have to be present to take a valid decision at a meeting.

precedent	A similar incident in the past used as basis for a future decision.
point of order	A request to the chairperson to decide whether the current contribution is relevant to the topic under discussion.
resolution	Decision taken at the meeting.
status quo	Situation as is - no change.
second	Support a proposal put to a meeting.
suspension	Expulsion of a member (temporarily or permanently) .
Unanimous	Everyone in favour or against a motion.
Verbatim	Exact words (word for word).
Vote	Express / support an opinion.
Chairperson	Person in charge of a meeting.
Treasurer	Person responsible for the finances.
Secretary	Person who keeps the minutes of a meeting.