# Common Parliamentary Law Terms

**Adjourn**—close the meeting

**Adopt**—accept/agree

**Agenda**-order of business

**Amend**—modify wording or meaning

**Appeal**—member’s question the chair’s ruling

**Board**—administrative body

**Bylaws**—basic rule of a society

**Commit or Refer**—send to a committee

**Convention**—assembly of delegates

**Debate**—discussion of the merits of pending question

**Executive session**—proceedings are secret

**Germane**—relevant, pertinent

**Incidental motion**—deal with questions of procedure

**Lay on the Table**—set main motion aside temporarily

**Main Motion**—introduces business to the assembly

**Majority Vote**—more than half the votes cast

**Mass Meeting**—unorganized group

**Meeting**—single official gathering

**Minutes**—written record of proceedings

**Motion**—formal proposal for action

**Point of Information**—inquiry as to facts

**Point of Order**—call for enforcement of rules

**Postpone Indefinitely**—dispose of the question without a direct vote

**Precedence**—rank

**Previous Question—**close debate

**Pro tem**—temporary

**Quorum**—members required to transact business

**Ratify**—make valid action already taken

**Recess**—short intermission

**Regular Meeting**—periodic business meeting

**Rescind**—repeal

**Second**—agreement that motion be considered

**Secretary**—recording officer of the assembly

**State the Question**—place the motion before the assembly

**Standing Committee**—constituted to perform a continuing function

**Take from the Table**—resume consideration of a main motion

**The Chair**—person presiding (pastor)

**Unanimous Consent**—no opposition

**Viva Voce**—voice vote