

## 2021 Endorsement Rules Glossary:

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**Abstain:** To deliberately refrain from voting.

**Ad-hoc:** For a particular purpose, for a limited time.

**Adopt:** Formal acceptance of what a motion proposes. Usually established by a vote, or by a call for unanimous consent with no objections offered from members.

**Agenda:** A list or outline of business to be accomplished at a meeting which also establishes the order in which items of business are considered.

**Amendment:** A change or addition that changes the meaning or scope of an original document, can be to strike and replace an entire document, but usually to replace a single section or other portion.

**Call to order:** The opening action of a presiding officer or chair that officially starts a meeting.

**Call for the question (Call for the Previous Question):** A motion to vote on whether debate will immediately cease on a motion before the body. A single member cannot cause debate to cease simply by “calling for the question”, the motion is non-debatable and must pass by a two-thirds majority.

**Carried:** The same meaning as *adopted*. As in, after a vote, the chair announces, “The motion carries.”

**Chair:** The person presiding over the meeting. This person may be the district chair, who is also the elected chair of the organization, the district vice chair, in their stead when the chair is unavailable for any reason, or the formal designee of either the chair or the vice chair serving as chair.

**Con:** On the negative side; against; in opposition to (as in pro and con).

**Consensus:** General agreement; unanimity; a group decision-making process where substantial agreement is reached by all concerned parties.

**Consent agenda:** A policy of the body to approve, in one consolidated motion, routine and/or non-controversial items, as determined prior to the meeting; a member may request that any item be removed for a separate discussion.

**Debate:** Discussion on the merits of a motion; the formal discussion on the reasons for or against a proposed action.

**Decorum:** Customs of formality that are followed by the presiding officer and members of a body; propriety and good taste in conduct or appearance. Robert’s Rules of Order specify some elements of decorum.

**District:** In this context, shorthand for the formal organization of the 46<sup>th</sup> Legislative District Democrats.

**Endorsement:** A formal statement of support for a candidate or a position on a ballot measure, and a voting recommendation

**In order:** Appropriate in the current meeting and debate or item of business, according to parliamentary or other rules of an organization.

**Main motion:** A formal proposal by a member, in a meeting, that the body take certain action; the lowest ranking of the thirteen ranking motions.

**Majority:** More than half; a number greater than half of the total.

**Majority vote:** The basic requirement for approval of an action or choice by a deliberative body; without qualification it means more than half of the votes cast by members legally entitled to vote who are present and voting.

**Meeting:** A single official gathering of the members of a body in one area to transact business for a length of time during which there is no cessation of proceedings, and the members do not separate, unless for a short recess.

**Meeting notice:** A written or digital notice of the time and place for a meeting; to invite or direct to meet.

**Member:** A person who has the right to participate in a meeting and whose opinion has equal weight as other members, as expressed by a vote. A member has the right to make motions, to speak in debate and to vote.

**Minority:** The smaller in number of two groups constituting a whole; specifically: a group having less than the number of votes necessary for to prevail in voting on a motion.

**Minutes:** The official record of the proceedings of a deliberative body which contain a record of what was done at the meeting, not what was said by the members.

**Malfeasance:** Intentional conduct that is wrongful or unlawful, especially by public officials or public employees. May also apply to party officers.

**Misfeasance:** Conduct that is lawful but inappropriate, Intentional conduct that is wrongful or unlawful, especially by officials or public employees. May also apply to party officers.

**Nonfeasance:** Failure to act where there was a duty to act, especially by officials or public employees. May also apply to party officers.

**Motion:** A formal proposal for action made to a body; a question

**Nay:** A vote against; a negative reply or vote.

**Objection (object):** A formal expression of opposition to a proposed or pending action or motion.

**Obtain the floor:** Secure recognition in order to speak or to make a motion.

**Officer:** One who holds an office of trust and/or authority in an organization.

**Opposed:** To be hostile or adverse to; to be against the adoption of the pending motion.

**Parliamentarian:** An officer with excellent knowledge of parliamentary procedure who advises the chair on matters of parliamentary procedure during and in preparation for a meeting.

**Parliamentary procedure:** A set of rules for the orderly conduct of business at meetings that allows everyone to be heard within the rules of the meeting and to make decisions without confusion.

**Pass/passed:** (with reference to a motion) The same as *adopted* or *carried*.

**Pending motion / pending question:** A motion which has been stated by the chair but has not yet been disposed of permanently or temporarily.

**Personal privilege:** A right or immunity granted as a peculiar benefit, advantage, or favor of an individual in a society. A question of personal privilege, may relate to an incorrect record of a member's participation or to charges circulated against a member's character.

**Podium:** A dais especially for a presiding officer; lectern. To "have the podium" means to chair the meeting, either temporarily or permanently.

**Policy:** A high-level overall plan embracing the general goals and acceptable procedures in and for a society.

**Preamble:** Usually refers to the statement(s) of the reasons for the action being proposed in a resolution. The preamble begins with the word "Whereas".

**Precedence:** Priority or rank of motions; the rules whereby secondary motions take precedence.

**Precedent:** Something done or said that may serve as an example or rule to authorize or justify a subsequent act of the same or an analogous kind.

**Preside:** To exercise guidance, direction or control of a meeting; to occupy the place of authority; act as president, chair, or moderator.

**Presiding officer-**The person conducting a meeting; the individual who has the responsibility of exercising guidance, direction and control of a meeting of a deliberative body.

**Prevailing side:** The winning side of a vote, whether affirmative or negative.

**Previous notice:** An announcement of intent to introduce a proposal -indicating its exact content -given at the preceding meeting or in the call of the meeting at which the proposal is to be brought up.

**Pro:** On the affirmative side; in favor of (as in pro and con).

**Pro tem:** (pro tempore) For the time being; temporarily.

**Quorum:** The minimum number of voting members who must be present at a meeting of a deliberative body for business to be transacted.

**Rank:** The same as *precedence*.

**Ratify:** To approve and sanction formally. In a parliamentary sense, it means to confirm or make.

**Recognition:** The chair's formal acknowledgment that a member is assigned the floor.

**Recognize:** The process by which the presiding officer assigns the floor to a member for the purpose of making a motion, to speak in debate or to make a proper inquiry permitted under the rules.

**Regular meeting:** The periodic business meeting of a permanent society or board, held at weekly, monthly, quarterly or similar intervals, for which the day should be prescribed by the bylaws and the hour should be fixed by a standing rule of the society.

**Resignation:** The formal act of giving up one's office or position.

**Robert's Rules of Order:** The most widely used manual on parliamentary procedure. Written by General Henry M. Robert; originally published in 1876. The current edition is the 12<sup>th</sup>.

**Roll call:** The procedure of calling off a list of the names of members for attendance, credentialing, or voting purposes.

**Roll call vote:** The process of voting by each member responding "yea" or "nay" (or other indication of their vote, as appropriate) as their names are called by the meeting secretary. It has the opposite effect of a written ballot vote, in that the entire room knows each member's vote .

**Rules of order:** Refers to the written rules of parliamentary procedure; such rules relate to the orderly transaction of business in meetings and to the duties of officers in that connection. Our organization uses Robert's Rules of Order.

**Ruling:** A decision of the chair on questions of parliamentary procedure usually rendered in response to a point of order. The Parliamentarian may advise the chair on parliamentary rulings.

**Second:** A verbal, sometimes written, indication made by any member of an organization that the member agrees that a motion made should come before the meeting (not that they necessarily favor the motion).

**Secretary pro tem:** The person elected or appointed to serve as secretary on a temporary basis, as in the case where the secretary may not be present at a meeting.

**Special meeting:** A separate session of an organization held at a time different from that of any regular meeting and convened only to consider one or more items of business specified in the call of the meeting.

**Special rules of order:** Parliamentary rules adopted by an organization which it finds are needed at that moment in order to address a situation that arises and there is no existing rule to address it, or where the body wishes to deviate from their adopted parliamentary authority.

**Standing rules (except in the case of conventions):** Rules which are related to the details of the administration of a society rather than to parliamentary procedure.

**Stating the question:** After a motion is made and seconded, the presiding officer repeats the motion so there will be no doubt what is to be considered.

**Statute:** A law enacted by the legislative branch of the state or federal government.

**Sub-committee:** A subdivision of a committee usually organized for a specific purpose. A sub-committee is responsible to and reports to the board which organized it, or the organization's chair, if they have appointing authority.

**Substitute motion:** The motion proposed to be substituted for the pending motion.

**Supermajority:** A majority that must represent some percentage more than a simple majority (more than half), e.g., a sixty percent, two-thirds, or a three-fifths vote. This is a fairly recent term.

**Sustain:** To uphold or support as true, legal or just. When a point of order or any ruling of the chair is appealed, a presiding officer may ask the assembly to decide if the decision of the chair should stand as the judgment of the assembly. If the board/committee votes "yes," they are said to sustain the decision of the chair.

**Table:** A colloquial term for disposing of a motion by putting it aside temporarily. Shorthand passing a motion to lay a particular matter on the table.

**Tie vote:** An equal number of affirmative and negative votes; since a tie vote is not a majority, a motion requiring a majority vote for adoption which results in a tie is not passed.

**Timekeeper:** Appointed by the presiding officer to monitor the time each speaker is allotted for debate or presentation.

**Two-thirds vote:** At least two-thirds of the votes cast by persons legally entitled to vote, excluding blanks and abstentions, when the term is unqualified. If the term is qualified, it requires a two-thirds vote of the whole or portion of the members identified specifically (such as, two-thirds vote of the full membership).

**Unanimous consent:** A time-saving procedure whereby routine business or questions of no or little controversy are decided/approved without taking a formal vote, but by simply calling for objections. Frequently used in online meetings to expedite matters of unanimity due to the amount of time the administration of online voting entails.

**Voice vote:** The process of voting by voice where an "Aye" vote indicates for or in favor, and a "No" vote means against or not in favor.

**Vote:** A formal expression of the will, or opinion, or preference of the members of an assembly in regard to a matter submitted for the consideration of the body.