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| ***Absolute majority*** | The number of votes required to achieve a majority if everyone who could be present was actually present, whether they are there or not. For instance, if a committee has 11 members, the absolute majority would be 6 regardless of how many members were actually present. |
| ***Casting Vote*** | The extra (or second) vote given to the Chair of a meeting in some rules when the vote is tied. A wise chairperson will always exercise the casting vote to preserve the status quo. |
| ***Chair*** | The person who chairs the meeting. May be called Chairperson, Chairman, Convenor. ECU uses “Chair”. |
| ***Chair pro tem*** | A person is in the chair temporarily or for the time being. |
| ***Conflict of Interest / Pecuniary Interest*** | ***Conflict of Interest:***If an individual has an interest, but not necessarily financial, then that person is generally determined to have a conflict of interest.***Pecuniary Interest:***If an individual has an interest in a decision which will have a financial impact on that individual (or those close to him/her) then the individual can be determined to have a pecuniary interest. |
| ***Constitution*** | The set of rules about how the organisation runs. The constitution may also have sets of by-laws or Standing Orders which detail the way certain aspects of the organisation are run, such as the meetings. |
| ***Deputy Chair*** | A Deputy Chair is chosen to assist the Chair and to serve as Chair in the absence of the Chair, or when a motion involving the Chair is being discussed.   |
| ***Dilatory Motion*** | A motion moved to delay resolution on a motion or to prevent a decision being made. |
| ***Ex officio*** | Means “by virtue of his or her office” and that a person is present at a meeting or a member of a committee or board because they hold a particular office in the organisation. For example, Chair of Academic Board; Chair of the Resources Committee, etc. |
| ***In Camera*** | Means “privately, not in public”. Used to refer to discussions where people who are not members of the group (committee or board) are excluded from the room. |
| ***Motion*** | Any proposal submitted for discussion and subsequent decision by voting. Motions should be worded in the affirmative. |
| ***Nominate*** | Propose for election. |
| ***Other Business*** | A term often used for “General Business” or business for which notice has not been received. |
| ***Point of Order*** | Drawing a meeting’s attention to a breach or irregularity in the proceedings. |
| ***Procedural Motion*** | A motion which is used to decide on a particular procedure within a meeting. Sometimes called a formal motion. |
| ***Proxy*** | Acting by a deputy or other representative. |
| ***Quorum*** | The quorum of a meeting is the minimum number of people which is required for the meeting to transact business. The actual figure will be in the organisation’s constitution or rules. In the case of ECU committees and boards, it is 50% of the membership, ie. if there are 10 committee members, 5 are required to form a quorum; if a committee has 7 members, 4 will be required to form a quorum. |
| ***Resolution*** | A term used to refer to a decision. A motion once carried becomes a resolution. The term, however, is often used in informal meetings or committee meetings where a decision is made without taking a formal vote. |
| ***Returning Officer*** | The person during the course of a ballot or poll, charged with the responsibility to announce the voting method, ensure eligibility of persons voting, collect votes, count or supervise counting of votes, and advise the result to the chair or make an announcement. |
| ***Sine Die*** | Latin meaning “without a day being named” and is used when not detailing time and date and time of an adjournment. |
| ***Standing orders*** | The set of rules which detail how the meetings will run and often also how the organisation will administer itself. |
| ***Status Quo*** | Means “previous position” or “nothing changed”. Often used in a tied vote so the status quo is maintained. In other words, the previous position remains unchanged. |
| ***Sub Judice*** | A matter that is still under judicial consideration and is not yet decided. |