Parli-Pro Cheat Sheet

**Key Terms:**

* **Abstain**
	+ To refrain from voting due to conflict of interest
* **Acclamation**
	+ Approval by voice vote
* **Adjourn**
	+ A motion to officially end a meeting. A second is required and a majority must vote in favor
* **Agenda**
	+ Sequence of topics for the meeting
* **Amending**
	+ The process of changing a legislative proposal by adding, striking, or substituting words and phrases
* **Aye**
	+ A vote in favor of a motion
* **Bylaws**
	+ Specific rules elaborating the constitution
* **Call to Order**
	+ Beginning of the meeting
* **Caucus**
	+ A motion to speak within one’s council - between discussion and voting
* **Chair**
	+ Presiding Officer of the meeting, the Executive Director
* **Consent**
	+ Agreement
* **Constitution**
	+ The governing documents of an organization
* **Council**
	+ Organization representing a certain residential hall(s).
* **Discussion**
	+ A 10 minute period of discussion between councils - extendable up to 45 minutes
* **Election**
	+ The process of selection of an individual for a certain position
* **In order**
	+ In compliance with the rules of order
* **Minutes**
	+ The official record of what was done at the meeting
* **Motion**
	+ A formal request for action on an item
* **Nay**
	+ A vote against a motion
* **Out of order**
	+ A motion or action which violates the rules of order
* **Parliamentarian**
	+ A consultant to all members on the rules of parliamentary procedure
* **Point**
	+ Of information
		- To obtain additional unsaid information about a topic
	+ Of clarification
		- To ask for clarification on an issue
	+ Of personal privilege
		- To draw attention to a personal discomfort
	+ Of order
		- To draw attention to a violation of the rules of order
* **Present**
	+ Those physically in attendance at a meeting
* **Q&A Period**
	+ A period following a presentation to ask questions - 5 minutes, extendable up to 10
* **Roll Call**
	+ Calling councils to check for attendance
* **Second**
	+ Additional interest in the consideration of a motion
* **Speaker**
	+ One who has begun addressing the floor
* **Suspending the Rules**
	+ A motion to suspend the rules of order to consider a non-traditional motion or to alter the sequence of events
* **Unanimous Vote**
	+ A vote where everyone is in agreement
* **Voting**
	+ By Acclamation
		- A vocal vote where there in unanimous consent
	+ By Roll Call
		- A vocal vote by council, following the format of Roll call (Ayes:Nays:Abstain)
	+ By Secret Ballot
		- The most common variety, voting as a council on paper (Ayes:Nays:Abstain)
* **Yield**
	+ Yielding the floor back to the chair
* **Yield to Redundancy**
	+ Yielding the floor back to the chair as your point has already been articulated

Sample Meeting Format:

* Call to order
* Roll Call
* Business
	+ Presentation
		- Speaker presents
	+ Q&A Period
		- 5 minutes, extendable up to 10 minutes
	+ Discussion
		- 10 minutes, extendable up to 45 minutes
	+ Voting
		- Secret Ballot, Roll Call, Acclamation
* Open Forum
* Updates and Announcements
	+ E-Board, Councils
* Adjourn