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