

## Parliamentary Expressions

Special terms and expressions used in most meetings

- To call for a meeting
- To call a meeting to order
- To chair a meeting
- A quorum
- A simple majority
- To take minutes
- To hold the floor
- To move
- To floor a motion
- To second a motion
- To call for a vote
- To take a vote
- To vote “aye”
- To vote “Nay”
- The motion is carried
- The motion is defeated
- A point of order
- To be ruled out of order
- To adjourn
- The meeting is adjourned
- A meeting is adjourned
- A meeting’s agenda
- Points/items on an agenda
- The minutes are approved as read/as amended
- To take a roll-call vote

Examples of expressions used in sentences

1. I move that NDU offer courses in the evenings
2. I second that motion
3. I have the floor
4. I wish to raise a point of order
5. How do you vote?
6. All in favor, raise your right hand
7. The motion has been defeated unanimously
8. Would the secretary please read the minutes?
9. Are there any amendments to the minutes?
10. Discussion is closed on this item

## Handout 4.3

Letterhead  
Who is meeting  
Where when what time

### AGENDA

1. Call to order by chair
2. Approval of the minutes of the previous meeting
3. Approval of the agenda
4. Announcements
5. Old Business
6. New Business
7. Adjournment

**Reference:**

Ober, S. (2006). *Contemporary Business Communication*. (6<sup>th</sup> Ed). Boston: Houghton Mifflin.

*Prepared by Dr. Amal Malek, Assistant Professor, DETE. Fall 2007.*