



Glossary

amend: To change the wording of a motion by inserting, adding, striking out, and inserting, or by substitution.

bylaws: Specific rules of operation adopted by vote of the members for the orderly conduct of business. All PTA bylaws have certain specified sections in common. Any change in bylaws requires thirty (30) days notice and a two-thirds (2/3) vote of the membership after approval by the California State PTA parliamentarian.

carried: Adopted. Used in the written minutes and when announcing the affirmative result of a vote or action on a motion presented.

chairman: The person (often an officer) presiding at a committee is always referred to as the “chairman.”

committee: A group of persons elected by the membership or appointed by the president to take action on assigned responsibilities.

ex officio: Means “by virtue of the office,” with all privileges, but is not a voting member of the board or committee.

executive board: Officers, chairmen, and school representative who are authorized to act for the organization between its meetings with specific limitations.

general consent: Used when no objection is expected. If one objection is registered, a formal vote must be taken.

majority vote: One more than half of the votes cast.

minutes: The official record of the business transacted at meetings.

motion: A formal proposal made to bring a subject before an assembly for its consideration and action.

previous question: The term given to the motion to close debate and take a vote at once on the question.

pro tem: Refers to any person temporarily acting in place of the presiding or other officer.

question: The business before the assembly.

quorum: The number of members required to be present at a meeting, as set forth in the bylaws, in order that business may be transacted.

recommendation: A suggestion or proposal for action following a report or discussion on some definite project.

special committee: A short-term committee designated to serve for a specific purpose. When the assignment is completed and the report given, the committee ceases to exist.

standing rules: Rules outlining procedures of an organization which are not included in the bylaws, and which do not conflict with the bylaws. Standing rules may be amended or rescinded at any time by a two-thirds (2/3) vote or, if notice has been given, by majority vote.

two-thirds vote: Two-thirds of the eligible votes cast.

viva voce: By voice. Those in favor will say “Aye.” Those opposed will say “No.”