

Albuquerque Model City Council Curriculum

PARLIAMENTARY PROCEDURE

Useful Terms

Addressing the Chair: Getting the chair's attention by saying, for example, "Mr. President," or "Madame President."

Agenda: Order of business; program of a business meeting.

Adjourn: To end a meeting.

Amend: To change the wording of a motion that has been made.

Aye: The formal term for *yes*.

Carried: Passed or adopted; used in referring to an affirmative vote on a motion.

Chair: As a noun, the chairman, chairwoman, chairperson or presiding officer; as a verb, to preside over. In Albuquerque, the president is the chair of the council.

Convene: To open a session; to open the hearing.

Debate: To speak for or against a motion.

Expunge: To eliminate part of a motion by crossing out or drawing a line around words; one never erases, since the original text may be needed for the minutes.

Having the Floor: Having been recognized by the chair to speak.

In Order: Correct according to the rules of parliamentary procedure.

Majority: More than half of the votes cast by persons legally entitled to vote (in this case, the council members) constitutes a simple majority. Some actions require a super majority, which is defined by the body.

Minutes: A written record of the business covered at a meeting

Motion: A proposal by a member in a meeting, that the body take a particular action.

Obtaining the Floor: Getting permission to speak.

Pending Question: A motion awaiting decision.

Point of Information: Request for information concerning a motion. A council member can request more information any time he or she is confused or if something does not make sense.

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Recess: A short break or intermission.

Recognize: To allow someone to have the floor in order to speak.

Rescind: To repeal, annul, cancel, or revoke formally.

Roll Call Vote: A procedure by which the vote of each member is formally recorded in the minutes.

Second: To indicate support for a motion by saying: “I second the motion.”

Unanimous (or General) Consent: A means of taking action on a motion without a formal vote. When a presiding officer (in this case, President Cadigan) perceives that there is a little or no opposition to a motion, he or she can simply call for objections by saying, “If I hear no objections, the motion will carry.” If no objection is heard, the motion is adopted; if even one member objects, the motion is brought to a formal vote by the usual procedure.

Yield: To give the floor to the chair, to another speaker, or to a motion taking precedence over that being considered.