



## Motion

A motion is a formal way to propose something on which the group should vote. They are used to propose changes to the agenda, to discuss a topic, or to make a decision. They are usually made by a member of the group and are often made during a meeting. They are usually made in a formal way and are often made during a meeting. They are usually made in a formal way and are often made during a meeting.

## Quorum

A quorum is the minimum number of members required to conduct business. It is usually defined in the group's bylaws or rules of order. It is usually defined in the group's bylaws or rules of order. It is usually defined in the group's bylaws or rules of order.

## Minutes

The minutes are the permanent record of the business conducted during a meeting, typically prepared by the secretary. They include details such as the date, time, and location of the meeting, whether a quorum was present, and the presiding officer. Specific motions and their outcomes (but not exact vote counts) are also included in the minutes. Discussion is not documented in the minutes. The minutes are usually prepared by the secretary and are usually prepared by the secretary.

## Adjournment

Adjournment is simply a formal way to close a meeting so everyone knows the session has come to an end. The time of adjournment is recorded in the meeting minutes. It is usually done by the presiding officer and is usually done by the presiding officer.

## Tabling a Motion

Tabling a motion is a way to delay discussion of a motion until the next meeting. Technically there should be a new motion to table the current motion, but most groups can agree to delay discussion without layers of parliamentary procedure. Often, it helps to appoint a committee or a member to study the issue and report back to other members. It is usually done by the presiding officer and is usually done by the presiding officer.

## Resources

Resources for learning more about parliamentary procedure include the *Robert's Rules of Order*, *Rules of Order, Simplified and Applied*. Sticking to a few simple rules can make meetings more pleasant for everyone, from the president to first-timers. It is usually done by the presiding officer and is usually done by the presiding officer.