

PARLIAMENTARY GLOSSARY

ACTION - The process of discussion and voting for or against a motion.

ALTERNATE VOTING MEMBER - The substitute for a primary voting member of a congregation.

BAR OF THE ASSEMBLY - The section of the auditorium in which the voting members of the Assembly sit.

BYLAWS - A subsidiary set of rules to the constitution adopted by the Assembly of Synod for governing its own meetings and functions.

CAUCUS - A private meeting of the individual conferences to decide on policy before a general meeting of the Assembly. A caucus may be called by a conference at any free time during the Assembly.

CHAIR - The title given to the leader of a formal meeting.

COMMITTEE OF THE WHOLE – A parliamentary device by which the assembly is considered to be one large committee. All voting members of the assembly become members of such a committee. This is usually done for the purposes of discussing and debating all resolutions/memorials related to a single issue rather than having to discuss each resolution/memorial separately. It also can provide opportunities to assess the mood of the assembly regarding the entire matter before returning to its plenary session where each resolution is considered separately.

CONSTITUTION - A group of written fundamental laws and principles adopted by an organization or corporation (church, synod, congregation).

CONTINUING RESOLUTIONS - This synod may adopt continuing resolutions not in conflict with the constitution or bylaws of this synod or the Evangelical Lutheran Church in America. Such continuing resolutions may be adopted or amended by a majority vote of the Synod Assembly or by a two-thirds vote of the Synod Council.

DEBATE - The pro and con discussion of an issue.

GENERAL CONSENT - When a question is placed by the chair, the Assembly denotes its agreement by remaining silent.

GERMANE - Pertaining to the issue under discussion on the floor of the Assembly.

MAIN MOTION - The primary presentation of a new subject or issue to the Assembly.

PARLIAMENTARIAN - A person skilled in the use of parliamentary rules who is available to interpret rules for the chair or voting member.

PENDING QUESTION - A motion that has been presented and seconded, is under discussion, but has not been voted upon.

PREVAILING SIDE - The winning side or group when a vote is taken on an issue.

PRIVILEGED MOTION - A motion of such great importance it takes precedence over all other motions, is undebatable and requires immediate action.

QUORUM - The minimum number of members required to be present at a meeting of the Assembly to transact business (vote on issues).

RECESS - Time allocated by the Assembly between or during meetings for other than business.

RECOMMENDATION - A proposal for action.

RESOLUTION - A formal statement of opinion adopted by an assembly or group.

ROBERT'S RULES - An approved set of rules which provides for greater expediency in the disposition of business of an assembly.

SIMPLE MAJORITY - Having more than half the votes cast.

UNFINISHED BUSINESS - The items of business which have not been disposed of within the time limits of the agenda and must be held over to be acted upon after all the agenda items have been disposed of.

VOTING MEMBER - a layperson who represents a congregation at the Synod Assembly, or a pastor or deacons on the rosters of this synod.