

## **Glossary of Meeting Terms**

- Adopt:** To choose or accept and put into effect (by vote or consensus)
- Agenda:** Items to be discussed or acted upon, often listed in an order that facilitates the work of a group or committee
- Approve:** To confirm or sanction formally; ratify
- Biennial Convention:** A convention held every two years
- Bylaw:** A standing rule governing the regulation of a corporation's or organization's internal affairs
- Churchwide:** Designated term for the whole organization; an inclusive term that replaces "national" to acknowledge the church extends beyond any nation's borders
- Cluster / Conference:** A group of congregations and inter-congregational units within the territory of a synodical organization.
- Consensus:** General agreement or unanimity; group solidarity in sentiment or belief; a non-formal approach to decision-making.
- Constitution:** A legal document that outlines the name, purpose, authority, relationships and financial structure of an organization
- Delegate:** A person designated to act for or represent others
- Ends:** A statement of organizational goals or purpose
- Parliamentary Procedure:** The manner in which legislative business is conducted
- Policy:** A statement of principles for action; a position which guides the decision-making and activities of the organization.
- Procedure:** A particular way or series of ways to accomplish something (procedures are flexible within and limited by the policies of an organization)
- Regions:** Nine geographical groupings of synods in the ELCA.
- Resolution:** A request for action brought by a delegate (or delegates) to the convention for action.

**Special committee:** A committee appointed by the president or board to bring recommendations on a particular issue, concern or subject to the board or to carry out a particular project or task; may be called an ad hoc committee

**Standing committee:** A committee appointed by the president or board to carry on a continuing function

**Synod:** A group of churches in a geographical area with legislative authority. There are 65 synods in the ELCA.

**Task force:** A temporary grouping of individuals or representatives of groups, usually with a specific deadline, when is established for the purpose of accomplishing a definitive objective and which reports its findings to a larger group or legislative body

**Triennial Convention:** A convention held every three years

**Voting members:** Delegates and others defined by the constitution of the organization who may vote on legislative matters at a convention