

ECEAP, Early Head Start & Head Start COMMON TERMS USED AT POLICY COUNCIL MEETINGS

Abstain	To decide you don't have enough information to vote.
Adjourn	To end a meeting officially.
Agenda	A list of what will be considered at the meeting.
Aye or Nay	Yes or no in a voice vote; a member can request a recount by a show of hands.
Ballot	A written vote to allow secrecy.
Bylaws	The procedures and basic rules guiding a group
Contractor	The agency that receives funds directly from the state to run an ECEAP program.
Defer/Table	To wait until a later meeting to continue discussing an item.
Delegate Agency	An agency that contracts with a grantee to run a Head Start or Early Head Start program.
Grantee	The agency that receives funds directly from the federal government to run a Head Start program.
Minutes	The record of a meeting, the record of the business
Motion	A proposal for action to be taken by the group. It should be introduced by the words, "I move that..."
New Business	Motions or subjects presented for discussion for the first time.
Nomination	A proposal of a candidate for office. The nominee has the right to withdraw his name from the contest.
Performance Standards	The federal rules that all Head Start programs must follow.
Quorum	The number of members needed to make official decisions. The bylaws indicate the numbers required.
Unfinished Business	Motions or subjects tabled or left unfinished from a previous meeting.