**Frequently Asked Questions**

 **Q: What is a deliberative assembly?
A:** A group of people meeting to discuss and collectively decide upon action to be taken in the name of the entire group.

 **Q: What is parliamentary procedure (sometimes called "parliamentary law")?
A:** The rules and customs that govern deliberative assemblies.

 **Q: What is a parliamentary authority?
A:** The detailed parliamentary manual adopted by an assembly as its parliamentary guide and general rules of order. Usually it is specified in the bylaws.

 **Q: Why is Robert's Rules of Order Newly Revised used by so many organizations as their parliamentary authority?
A:** It is comprehensive and contains the answers to most of the parliamentary problems that are faced.

 **Q: What is a Registered Parliamentarian?
A:** A member who has passed at least two written tests covering Robert's Rules of Order Newly Revised that are administered by the National Association of Parliamentarians.

 **Q: What is a motion?
A:** A proposal by any one member for the consideration and action of the group that is meeting.

 **Q: What is an agenda?
A:** The official order of items to be followed in a meeting or convention.

 **Q: What is the difference between a majority vote and a two-thirds vote?
A:** A majority vote is more than half of the legal votes cast for a motion or a candidate. A two-thirds vote is at least two-thirds of the legal votes cast. In a two thirds vote the number of affirmative votes is at least double that of the negative votes. Blanks and abstentions are ignored in both types of vote.

 **Q: What is a quorum?
A:** The number or percentage of members that must be present for the group to legally conduct business in a meeting.

 **Q: How are special committees different from standing committees?
A:** Special (ad hoc) committees are appointed to consider a motion or to carry out a special task. When the work is completed, it ceases to exist. Standing committees are specified in the bylaws. They are usually permanent and perform a continuing function.