

absentees - those, who were planned to be present but could not make it, so they are absent.
to **stand in for somebody** - to speak on behalf of somebody absent, relaying his/her statements, opinions, votes, etc.

to **adjourn** - to close, to finish (esp. in case of meetings).

an **agenda item** - a point, a subject which was included in the programme of the meeting.

attendees - any people who participate in the meeting. It may happen that some special functions are assigned to the attendees.

a **ballout** - a type of voting, usually secret and in writing.

a **boardroom** - just a big room, usually with one, long table and many chairs - typical settings for official meetings when voting is planned.

a **briefeer** - Somebody asked to brief a subject during the meeting. His role could be limited to purely informative, with no right later, e.g. to vote.

a **casting vote** - a vote that decided on the voting outcome. When the votes in favour and against are equal. Usually, a casting vote belongs to a chairperson.

the **chair** / chairman / chairwoman / **chairperson** - all the possible forms you can come across. Do not be surprised of the plethora of terms - political correctness made people invent new terms to be sex-indifferent, gender-neutral. This person is the one, who runs the show. It is up to him/her to delegate time to any attendee, move on to subsequent points of the agenda, to dispute on any issues appearing.

closing remarks - the last statements, usually by a chairperson. It could be any types of 'thank you,' reminders or guidance for the meeting attendees.

to **come up** / **pop up** - to appear suddenly. Usually used in passive voice, e.g. *Something important has just come up (or popped up) and I cannot attend the meeting.* --> informal!

to **commence** - to start, to begin, e.g. "Let's commence our meeting."

to **conclude** - to finish, to close, e.g. "Pending your questions, that concludes my briefing."

to **cover** sth - to discuss sth, to elaborate on sth.

to **follow the agenda** – to go to the points of the meeting in the agreed/proposed order.

to **go over** / **to revise** - to have a look/ to discuss again some older items to refresh the knowledge on it, to familiarize the attendees with previously agreed/discussed items.

a **guest speaker** - usually a man "from outside", some subject matter expert asked to familiarize the audience with some topic; somebody with a unique expertise or better insight into the problems discussed.

to **hand over** sth - to give sth to sb. In the context of a meeting we can "hand over the floor" to the next speaker. It could also mean "to assign the subject/responsibilities" to somebody else, e.g. "Paul, I'm handing over that problem to you", or "Paul, please, take it over."

to **have the floor** - to have one's turn to speak/brief.

minutes - a written report of what has been said/done during the meeting. A written summary of the whole event which is the reference for further actions/arrangements.

a **motion** - a topic which is put to a vote

the **note taker** - a secretary who records all relevant information for the purpose of a subsequent report/minutes from the meeting.

a (short) **notice** - this is the amount of time since the invitation (initial information) and the meeting. You can call a meeting with 6-day notice or call it on a short notice, when you need to meet somebody urgently. On higher level meetings (ministerial, international, governmental) even one month notice could be too short to make it happen! Just mind the fact how busy the attendees could be. The more important they are, the more likely it is that their agenda will be already full for the scheduled day.

to **postpone** - to put off, to decide to do sth later than it was planned.

a **prior commitment** - any activities/projects/arrangements you had been involved in, which made it impossible for you to attend the meeting. It could be your perfect excuse not to attend it. If you e.g. had planned to go on holidays and later received the invitation for a meeting, you can claim that *due to your prior commitment* (that is planned, booked and paid vacations in that case) *you cannot attend the meeting*. You can always suggest/propose somebody who will replace you, stand in for you.

provisionally - not in line with the routine. =exceptionally.

a **proxy vote** - a vote cast on behalf of somebody not present

to **put on hold** - to stop or to postpone sth for dealing with it later, in due time.

to **run over** - to take more time than expected, e.g. *Sorry that the meeting run over but we had to come to the solution today.*

to **second the motion** - to support the idea of voting on the planned subject/problem.

to **set aside** - to ignore sth, to forget about something for a while, e.g. "Let's set aside a feasibility issue of our plan and vote on the next item in the agenda."

a **show of hands** – a voting procedure when you cast a vote by showing/raising your hand.

a **speaker** - the one who is supposed to speak on any particular subject. Could be more than one.

to **stick to agenda / topic** - to follow the agenda as it was proposed, to cover each point in the proposed order.

to **take over** sth - to accept sth, to take. In a context of a meeting, to take one's turn (the floor) to speak or to continue elaborating on some subject. It could also mean to become responsible for something since now on, e.g. "OK, so my branch will take over the requests issue."

tentative, tentatively - initially planned, e.g. *Our tentative agenda should cover only four points.*

the **watch keeper** – the one who controls the time and makes sure the meeting proceeds according to agreed timetable.

to **wrap up** - to sum up before finishing, sometimes just to make finishing statements.

unanimous(ly) - when all voters were of the same opinion; 100% of voters voted in favour or 100% of them voted against sth - a complete agreement.