



DEFINITIONS

The following table provides some definitions of commonly used words or terms.

Adhering	Following the rules carefully shows respect and responsibility.	Located in Terms of Reference
Adjournment	Ending a meeting officially so everyone can take a break or come back later to finish talking.	Located in Procedural Guidelines
Adopted	Accepted and started using something as a rule, idea, or way of doing something.	Located in Procedural Guidelines and Terms of Reference
Agenda	It is a list that shows all the important subjects and tasks to be discussed or done during a meeting to help keep everything organized.	Located in Procedural Guidelines and Terms of Reference
Ambassadors for Positive Change	People who represent and support good ideas to help make things better in their community or group.	Located in Code of Conduct
Allocate	To give out or share something, like time, money, or resources, for a specific purpose.	Located in Procedural Guideline
Appointed	Chosen or assigned to a job or position by someone in charge.	Located in Procedural Guidelines and Terms of Reference
Call to Order	The moment when a meeting officially begins and everyone is asked to pay attention.	Commonly used during official or formal meetings
Certifications	Official documents or awards that show someone has completed a course or has a special skill.	Located in Application Form

Character	The qualities or traits that make a person who they are, like being honest, kind, or responsible.	Located in Application Form
Collaborate	Working with others to share ideas and efforts to reach the same goal	Located in Code of Conduct
Conduct	The way a person behaves or acts in different situations.	Located in Code of Conduct, Terms of Reference, and Procedural Guidelines
Confidentiality	Keeping information private and not sharing it with others without permission	Located in Code of Conduct
Consensus	A decision that everyone agrees on after discussing it together.	Located in Procedural Guidelines
Constructive Feedback	Helpful advice or comments that are meant to improve something or help someone do better	Located in Procedural Guidelines and Code of Conduct
Contribute	To give or add something, like ideas, time, or help, to a group or project.	Located in Terms of Reference, Application Form, and Code of Conduct
Discrimination	Treating someone unfairly or differently because of things like their race, gender, age, or beliefs.	Located in Procedural Guidelines and Code of Conduct
Distinguishes	Recognized as special or important because of achievements or qualities	Located in Application Form
Distribute	To give out or share things among people.	Located in Procedural Guidelines
Eligibility	The condition of being allowed or qualified to do something	Located in Application Form and Terms of Reference
Ethical Leadership	Leading by doing the right thing and making fair, honest decisions that help others	Located in Code of Conduct
Facilitator/ Moderator	A person who helps a group talk, work together, and make decisions more easily	Located Terms of Reference and Procedural Guidelines
Follow-Up	Doing something after an event or meeting to check progress or make sure things get done	Located in Procedural Guidelines

Grievances	Complaints or problems people have when they feel treated unfairly	Located in Code of Conduct
Majority	More than half of a group or number of people	Located in Procedural Guidelines and Terms of Reference
Meeting Minutes	The written record of what was said and decided during a meeting	Located in Terms of Reference and Procedural Guidelines
Motion	A formal suggestion made during a meeting for the group to discuss or vote on	Commonly used during official or formal meetings
Municipal Council	A group of people elected to make decisions and rules for a town or city. (e.g. Town of Woodstock Council)	Located in Application Form, Terms of Reference, Procedural Guidelines and Code of Conduct
Press Releases	Official statements shared with the public or news to give information about something important	Located in Code of Conduct
Procedural Guidelines	Rules or steps that explain how to do something in an organized way	Located in Procedural Guidelines and Terms of Reference
Punctuality	Being on time and not late for events or meetings	Located in Code of Conduct
Quorum	The minimum number of people needed at a meeting to make decisions official. Must be half plus one.	Located in Procedural Guidelines and Terms of Reference
Resolution Process	Steps or methods used to solve problems or disagreements and find an agreement	Located in Code of Conduct
Second	To support a motion or suggestion made by someone else during a meeting so it can be discussed or voted on.	Commonly used during official or formal meetings
Standards	Rules or levels of quality that people agree to follow or meet	Located in Code of Conduct and Terms of Reference
Transparent	Open and honest so that everyone can clearly understand what is happening	Located in Code of Conduct and Terms of Reference