



## GLOSSARY OF TERMS

**Agenda:** a list of items of business to be brought before a committee, board, etc, as things to be dealt with.

**Action steps:** further specify the how, when, who, where, and cost for each objective.

**Board:** A governing body whose members are selected or elected to participate in decision-making.

**Bylaws:** Rules adopted by an organization to govern its operation.

**Committee-driven:** the work of the school board committees forwards the goals and objectives of the strategic plan

**Consensus:** majority of opinion; general agreement or concord; harmony

**Consent Agenda:** A group of items presented as a package and voted on without discussion. Items included are self-explanatory, non-controversial, written and submitted to all board members for review prior to board vote. If an item is determined to need discussion, it can be removed from consent agenda and placed on the meeting agenda.

**Constitution:** The founding document of an organization that establishes and defines mission, structure, and process.

**Consultative Board:** A body that participates in the policy-making process by formulating, adapting, and recommending policy to the person with authority to enact it. The person with authority is required to consult the board before making decisions in designated areas, but is not bound by the board's advice.

**Executive Officer:** A person having administrative or supervisory authority in an organization

**Goal:** A statement of broad direction or purpose. A goal, by definition, will identify some outcome that will be achieved.

**Objective:** is the specific time-oriented and realistic statement of what is going to be done to achieve a goal

**Policy:** A policy is a deliberate plan of action used to guide decisions and achieve rational outcomes. A guide for discretionary action stating what should be done, but not how it should be done. A policy must be written.

**Procedure:** A specific way of proceeding, a method of doing things. May include who will do it and when.

**Promulgate:** To put into action or force; to publicly declare or officially make known; to enact, make officially binding.

**Quorum:** A minimum number of people required at a meeting in order for business to be conducted.

**Robert's Rules of Order:** A parliamentary procedure used to conduct meetings that allows everyone to be heard and decisions to be made in an orderly way.

**Strategic Plan:** Strategic planning is a school's process of defining its strategy, or direction, and making decisions on allocating its resources to pursue this strategy, including its capital and people. Strategic planning and decision processes should end with specific, achievable objectives, and a road map of ways to achieve these objectives.