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Kiswahili Vocabulary Development Project

FIRST LIST OF RECOMMENDED TERMS

for

COMMITTEE WORK

with a

SUPPLEMENT OF SPECIAL

PARLIAMENTARY TERMS



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FOREWORD

The Departments of Language and Research of the Kenya Institute of Administration have for some time been jointly engaged in a project for the development of the vocabulary of Kiswahili for use in the various areas of official life.

Kiswahili, irrespective of its official status, has in fact long been in constant use in countless official and semi-official situations in Kenya; that is, it has long been *de facto* a language of public life. Nevertheless, there seems to be very general agreement that its use in the more specialized and technical fields has been at least hampered by the lack of an agreed and widely used technical vocabulary for many of the special ideas that must be repeatedly expressed. While we fully recognize that usage is the final court of appeal in every question of what term is going to be adopted in any field, even the most technical ones, the Institute will issue the results of this project from time to time in the form of lists of recommended terms. By so doing, we hope to help reduce the difficulty that many experience from having to improvise, on the spot, terms for concepts that are not as yet provided in Kiswahili with a handy label that comes readily to mind.

This list of suggested terms for general committee work, with its supplementary list of special Parliamentary terms, is the first to be issued. We do not wish to discuss here the many linguistic problems and principles involved in an exercise of this sort, but we would like to make one general observation. Any list presented as this is, with terms in two languages in parallel columns, will probably suggest that it is the result of a term-by-term translation exercise, in which some selection of English expressions is taken and the items in it provided one by one with more or less adequate Kiswahili equivalents. This, however, has not been the spirit in which the task has been approached, nor was it the essential method by which the task was carried out. Rather, we have endeavoured to assemble a collection of the main *concepts* that anyone working on a committee needs to operate with, and to provide terms for these. It is for this reason that in some cases two

or more English terms, which are actually used interchangeably for a single concept, will be found in the list to be represented by only one Kiswahili term; similarly, some English terms that cover more than one concept will be found to correspond to more than one expression in the Kiswahili list.

We would like to draw particular attention to the appendices to the lists. The first of the two is an attempt (*a*) to show by means of an outline description of committee work how the recommended terms are used in practice, and (*b*) to provide a means of introducing them to those who may be learning the art of committee work itself and wish to do so in Kiswahili. The use of this appendix makes reference to the parallel English terms unnecessary and, we hope, will make a vocabulary of essential committee-work terms in Kiswahili readily and directly available without translation from any other language. We strongly urge that it should be used in this way wherever possible. However, since there are many who are already familiar with the common terms used in English, a closely parallel English version of the same text may be useful, and one is provided (as Appendix B) for their convenience and as a cross reference for anyone who may wish to use it in that way. The italicized words in both lists are the technical terms.

It would be unrealistic to expect that every term suggested should meet with universal approval, but we hope nevertheless that this first list in its present form may prove of real value. Further copies can be made available to interested bodies on application to the Kenya Institute of Administration, P.O. Lower Kabete.

**First List of Recommended Terms for Committee Work, with a Supplement
of Special Parliamentary Terms**

Parallel English-Kiswahili Version

(be) absent in the absence of . . .	kutokuwepo asipokuwepo (mwenyekiti, n.k.)/ wakati (mwenyekiti) hayupo
abstain/abstention	kujitenga (kwa kutopiga kura) (k.m. madiwani watatu walijite- nga (kwa kutopiga kura))
accept (sec under <i>nomination</i>)	
acting (chairman, etc.)	-a muda
add (words, etc.) (see under <i>insert</i>)	
ad hoc (see under <i>committee</i>)	
adjourn/adjournment	kuahirisha/kuahirishwa (kwa . . .)
adopt/adoption ((of) a motion, recommendation, report, etc.)	kukubali/kukubaliwa (kwa . . .)
(be) against (a motion, etc.)	kupinga (hoja, n.k.)
agenda the agenda book/paper an item on the agenda	ajenda kitabu cha/orodha ya ajenda dondoo (la ajenda)
amend/amendment	kubadilisha/badilisho (=the change itself; <i>kubadilishwa</i> =the act of being amended)
annual (meeting, etc.)	-a mwaka
apologize	kuomba radhi
apology (for absence) (an) apology/-ies for absence was/were received from . . .	radhi ya kutokuwepo radhi ya/za kutokuwepo (or ; barua ya/za kutaka/kuomba radhi ya kutokuwepo) i-/zili- pokelewa kutoka kwa . . .
appoint	kuteua

(note with) appreciation (but see also <i>note</i> , p. 7)	kuweka (or: kutaja) kumbukumbu kupendezwa kwa . . .
approve (a motion, etc.)/approval	kuhibitisha/thibitisho; kuthi- bitishwa (kwa . . .)
(matters) arising (from the minutes, etc.)	(mambo) yanayotokana (na kumbu- kumbu, n.k. Compare "jambo hili lilitokea katika majadiliano", n.k.)
attend in attendance (that is, not as a regular member)	kuwepo -likuwepo (k.m. <i>IN ATTEND- ANCE=WALIOKUWEPO</i> ; "X and Y also attended"="X na Y walikuwepo pia". Compare <i>kuhudhuria</i> =be present, p.9)
attention (see under <i>call</i>)	
authority	uwezo/mamlaka/idhini
authorized (see under <i>procedure</i>)	
ballot (by) secret ballot	kura (kwa) kura ya siri
(any other) business an item of business	shughuli (nyingine) (zozote) jambo la shughuli/jambo la kushughulikiwa (Compare <i>item on the agenda</i>)
call (a member/meeting) to order	ku(m)(wa)kumbusha (m)wana- chama nidhamu (Note: <i>kuonya</i> for a definite warning—for example, when a chairman threatens to suspend a member or the sitting)
call for a motion	kuitisha hoja
call for a seconder	kutafuta mwafiki
call (someone's attention to the fact that . . .)	ku(m)tanabahisha . . . kwamba (Compare <i>remind</i>)

casting vote	kura ya uamuzi
(vote of) censure	kura ya lawama/kulaumu
(in the) chair	(-po) kitini
communication from the chair	taarifa ya mwenyekiti
chairman	mwenyekiti
acting chairman	mshikilia/anayeshikilia kiti
chairman of committees	mwenyekiti wa kamati
deputy chairman	naibu wa mwenyekiti
powers of ...	uwezo wa/mamlaka ya ...
temporary/interim chairman	mwenyekiti wa muda
vice-chairman	makamu wa mwenyekiti
circulate (the agenda, etc)/ circulation	kutawanya/kupelekea (noun and verb)
close (the debate/meeting) open the debate/meeting	kufunga (majadiliano/mkutano) kufungua majadiliano/mkutano
committee	kamati
an ad hoc/special committee	kamati mahsusi (preferred to kamati maalumu)
a finance committee	kamati ya fedha
a health committee	kamati ya afya
a standing committee	kamati ya kudumu
a sub-committee	kamati ndogo
dissolve a committee	kuvunja kamati
(see also under <i>select</i>)	
communication (see under <i>chair</i>)	
conduct (noun)	(= behaviour) mwenendo (wa wana- chama); (=conduct of business, etc.) uongozi (wa shughuli, n.k.)
misconduct	mwenendo mbaya
disorderly conduct	mwenendo wa fujo (grossly dis- orderly conduct = <i>mwenendo</i> <i>wa fujo sana</i>)
conduct (a meeting, etc.) (verb)	kuongoza (mkutano, n.k.)
(vote of) confidence	kura ya kuwa na imani (kwa mtu fulani)
vote of no confidence	kura ya kutokuwa na imani

confirm/confirmation (of minutes, etc.)	kuthibitisha/thibitisho (la kumbu-kumbu, n.k.); kuthibitishwa kwa . . .
constitute (a quorum)	kukamilisha (kiwango)
convene (a meeting) (= call together)	kuita/kuitisha
convene (= come together)	kukutanika (k.m. mkutano/kamati u-/ilikutanika tena saa tatu)
co-opt/co-option	kuongeza/kuongezwa (kwa . . .)
debate	majadiliano
close/open the debate (see under <i>close</i>)	kurudia majadiliano/kurudiwa kwa . . .
resume/resumption of the debate	bila (ya kuwako) majadiliano
without debate	
decide (a motion)/decision	kuamua (hoja)/uamuzi
reverse a decision	kugeuza uamuzi
unanimous decision	uamuzi wa pamoja (see also <i>unanimous</i>)
declare an interest/a personal interest	kuaridhia masilahi (variant: maslah) (ya binafsi) (distinguish from <i>kuridhia</i> —see under <i>endorse</i>)
defer/deferment of business	kuahirisha/kuahirishwa kwa shughuli
delete (words, etc.)/deletion	kufuta/kufutwa kwa (maneno, n.k.)
deputy (chairman, etc.) (see under <i>chairman</i>)	
discuss	kuongea juu ya; kujadiliana
after lengthy discussion	baada ya majadiliano marefu
heated discussion	majadiliano makali
disorderly conduct (see under <i>conduct</i>)	
dissolve (a committee) (see under <i>committee</i>)	

draft (verb) (minutes, agenda, etc.)

during (this debate, the chairman's speech, etc.)

elect/election

(be) eligible/eligibility
(see also *ineligible*)

endorse (a remark, etc.)

enter/entry (in the minutes, etc.) (see also *record*)

ex officio

(personal) explanation

extraordinary meeting (see under *meeting*)

(be/speak in) favour of . . .

follow (rules, the procedure, etc.)

formal/formally (approved, etc.)

give (notice) (see under *notice*)

(by a show of) hands

head (in a financial Bill, financial vote, etc.)

heading (in minutes, etc.)

heated (see under *discussion*)

kuandika mswada (wa kumbukumbu, ajenda, n.k.) (Note: write minutes up in final form = *kuandika kumbukumbu*)

mnamo wakati wa . . .

kuchagua/uchaguzi

kustahiki/-a kustahiki/-stahiki
(all for the adjective)/ustahiki
(noun)

kuridhia (maneno, n.k.) (distinguish from *kuaridhia*—see under *declare*)

kuingiza (katika . . .)/(ma)ingizo
(= the words written down); kuingizwa (= the act of entering)

kwa cheo

maelezo (binafsi); kujieleza

(kwa) kupendelea/kuunga mkono

kufuata (kanuni, nidhamu, n.k.)

-a ada/-a kiada

kwa kuinua mikono

fungu

kichwa/anwani

} (see also under *sub-*)

hold (an election, meeting, ballot)	kufanya (uchaguzi, mkutano); kupiga kura
honorary (see under <i>treasurer</i>)	
ineligible/ineligibility	kutostahiki (k.m. hastahiki kucha- guliwa, n.k.)/kutostahikika
informal (see under <i>procedure</i>)	
insert (words in a motion, etc.)	kupenyeza (insertion=kupenyeza kwa . . ., or: upenyezi wa . . .) (Note that "add at end"= kuongeza)
interest/personal interest (see under <i>declare</i>)	
interrupt/interruption	kukatiza (or: kukatiliza)/katizo (Compare <i>kukatisha</i> =stop someone finally)
item (see under <i>agenda</i> and <i>business</i>)	
keep (records, etc.)	kuweka
lengthy discussion (see under <i>discuss</i>)	
majority a majority decision a majority vote by a majority of six the majority of the votes	wingi uamuzi wa wingi (kwa) kura ya wingi kwa wingi wa sita wingi wa kura
matter(s) (matters arising; any other matters)	jambo (mambo yanayotokana katika . . .; mambo mengine)
meeting close/open the meeting (see under <i>close</i>) extraordinary meeting ordinary meeting special meeting urgent meeting	mkutano mkutano mahsusni mkutano wa kawaida mkutano maalumu mkutano wa ghaf(u)la/wa haraka

member	mwanachama/memba
co-opted member	mwanachama wa kuongeza
full member	mwanachama halisi
ordinary member	mwanachama wa kawaida
minute(s)	kumbukumbu (za mkutano)
misconduct (see under <i>conduct</i>)	
misleading (see under <i>report</i>)	
motion	hoja
amend a motion (see under <i>amend</i>)	
move an amendment	kupendekeza badilisho katika hoja
	kutoa hoja
move a motion	mtoa hoja
mover of a motion	kupitisha hoja
pass a motion	hoja ya kiini
a substantive motion	
move/mover (see under <i>motion</i>)	
nominate/nomination (= propose name for election or appointment)	kuteua/kuteuliwa (kwa ...)
Examples :	
I nominate Mr. X	Namteua Bw. X
He has not been nominated	Hakuteuliwa
accept nomination(s)	kukubali kuteuliwa (kwa ...)
reject nomination(s)	kukataa kuteuliwa (kwa ...)
nomination paper/day	karatasi/siku ya kuteua
nominee	mteule
note (with regret, thanks, appreciation, pleasure, etc.)	kutambua/kutaja (kwa masikitiko /shukrani, kupendezwa, furaha, n.k.)
notice	arifa/notisi
give notice	kutoa arifa/notisi
verbal notice	arifa/notisi ya/kwa mdomo
written notice	arifa/notisi ya/kwa maandishi
object/objection	kukinza/ukinzani (Note: <i>pingamizi</i> = a more final and fatal objection, an obstruction)
observe (see under <i>prayers</i>)	

official (see under *report*)

omit/omission (of words, etc.)

open (debate, meeting, etc.) (see under *close*)

oppose/opposer

opposition

oral (see under *report*)

(in) order/(out of) order

Examples:

it shall be in order to . . .

it shall not be in order to . . .

the member is (quite) in order

the member is (quite) out of order

am I in order to . . .?

am I not in order to . . .?

point of order

stand on a point of order

rule in/out of order

ordinary meeting (see under *meeting*)

(agenda) paper (see under *agenda*)

paragraph

sub-paragraph

participate (in voting, etc.)

pass (see under *motion* and *resolution*)

(a) permanent (record)

place permanently on record

kuacha (=omit accidentally or deliberately not include)/kuachwa; kufuta (=delete, strike out)

kupinga/mpinzani

upingaji; upinzani (=act of opposing; the opposition—i.e., the opposing party—=*wapinzani*)

kuwa sawa

itakuwa sawa ku . . .

itakuwa si sawa/haitakuwa sawa ku . . .

mwanachama yuko sawa
mwanachama hako sawa

niko sawa ku . . .?

siko sawa ku . . .?

jambo la nidhamu

kusimama kwa ajili ya nidhamu

kuamua kuwa ni/si sawa

aya/fasili

kiaya/kifasili

kushiriki (katika kupiga kura, n.k.)

(kumbukumbu ya) kudumu

kuweka . . . katika kumbukumbu
ya kudumu/kuweka (jambo
li-ḍumuu katika kumbukumbu

personal (interest/explanation)
(see under *interest* and *explanation*)

pleasure (see under *note*)

(raise a) point (for discussion/of order, etc.)

postpone/postponement

power(s)

prayer(s) (read prayers; observe silent prayers, etc.)

preliminary remarks (see under *remarks*) (see also under *report*)

(be) present (that is, as a regular member)

in the presence of . . .

procedure

authorized procedure (=approved procedure)

formal procedure

informal procedure

a question of procedure

standard procedure

voting procedure

(record of) proceedings

proposal

propose

propose a person/that X should do something

propose that something be done

propose an amendment, etc.

kutaja jambo/swali -a kujadiliwa;
kutaja jambo la nidhamu, n.k.

(strict technical sense = put off before having started) kukawili-sha (Compare kuahirisha = adjourn—that is, after having begun)

uwezo

(kusoma) dua (k.m. mkutano ulianza/ulifunguliwa kwa dua ya kimya)

kuhudhuria (*PRESENT=WALIO-HUDHURIA*) (Compare *kuwepo* = attend, p. 2)
mbele ya . . .

nidhamu

nidhamu iliyoidhinishwa

nidhamu ya kiada

nidhamu isiyo ya kiada

jambo/swali la nidhamu

nidhamu iliyokubaliwa/nidhamu ya kawaida

nidhamu ya kupiga kura

kumbukumbu ya ya—yofanywa (according to tense)

azimio

kuazimu

kuazimu kwamba X —e (k.m. awe karani/afanye . . .)

kuazimu kwamba . . . ifanywe / itendeke

kuazimu badilisho, n.k.

proposer	mwazimu
put (to the vote)	kuamuru . . . -pigwe kura (k.m. mwenyekiti aliamuru hoja ipigwe kura)
(without question) put	bila ya mwenyekiti kuamuru kura
question (see also under <i>put</i>) a question of procedure (see under <i>procedure</i>)	swali (also: <i>suala</i>)
(throw a) question (open)	kuwapa (wanachama) uwanja (also, in for example "I now throw the question open", "Sasa jambo lijadiliwe".)
(supplementary) question(s)	(ma)swali la/ya nyongeza
quorum constitute a quorum (see under <i>constitute</i>)	kiwango
raise (see under <i>point</i>)	
raise again	rudia, kufufua (jambo, n.k.)
ratify/ratification	kuthibitisha/thibitisho
read (minutes, etc.) (see also under <i>prayers</i>)	kusoma
reading (of minutes, etc.) first/second reading	kusomwa (kwa kumbukumbu, n.k.) kusomwa kwa mara ya kwanza/ pili kuchukulia kama kwamba (li)- mesomwa
take as read	
recommend/recommendation	kupendekeza/mapendekezo
record (noun) record (verb) on record	kumbukumbu kusajili kwisha andikwa/wekwa kumbu- kumbuni (or: katika kumbu- kumbu)
permanent record written record record of proceedings for record purposes	kumbukumbu ya kudumu kumbukumbu ya maandishi kumbukumbu ya yaliyofanywa -a kuwekwa kumbukumbuni: -wekwe kumbukumbuni

refer (something to a committee, etc.)	kupeleka katika/kwenye (kamati, n.k.)
(terms of) reference	masharti ya-liyowekwa/-liyokubaliwa
referral	upelekaji
regret (see under <i>note</i>)	
reject (a motion, amendment, etc.) (see also under <i>nomination</i>)	kukataa (hoja, badilisho, n.k.) (usually in the passive, in which case <i>kukatiliwa</i>)
remarks preliminary remarks	maneno matangulizi
remind	kukumbusha (k.m. Mwenyekiti aliwakumbusha wanachama kuhudhuria mkutano kwa wakati)
report (= verb) annual report full-length report written report oral report a misleading report official report preliminary report report progress report upon . . .	taarifa kutoa taarifa taarifa ya mwaka taarifa kamili taarifa ya maandishi taarifa ya mdomo taarifa ya kupotosha taarifa rasmi taarifa ya kutangulia kutoa taarifa ya maendeleo kutoa taarifa juu ya . . . (Note: <i>taarifa</i> recommended for a report made afterwards; <i>arifa</i> for notice given in advance)
rescind/rescision	kutangua/utanguzi; utanguaji
resolution pass a resolution by resolution	uamuzi kupitisha uamuzi kwa uamuzi
resolve (that something be done)	kuamua (+subjunctive)
RESOLVED	ILIAMULIWA

resume/resumption (see under <i>debate</i>)	
reverse (a decision) (see under <i>decision</i>)	
right(s)	haki
rule (out of order, etc.)	kuamua (kuwa si sawa, n.k.)
rule(s)	kanuni
ruling(s)	uamuzi
second (verb)/second	kuafiki/mwafiki
secret ballot (see under <i>ballot</i>)	
secretary	katibu
section (see under <i>sub-</i>)	
(a) select (committee)	(kamati) teule
serve (on a committee, etc.)	kutumikia/kushughulikia
set aside (= waive)	kutenga
set up (a committee, etc.)	kuunda
(by a) show of hands (see under <i>hands</i>)	
sign/signature	kusahihi or: kutia/kuweka sahihi/ sahihi (= the actual handwriting); kutiwa sahihi or: kusahihiwa (= the act of signing; k.m. kumbu-kumbu iko tayari kutiliwa sahihi)
sine die	sine die (= bila kuchagua siku nyingine maalum ya kukutana)
sit/sitting	kukaa/kikao
speak	kusema
speak to a motion (as technical term)	kuisemea hoja

<p> speak in support of special (committee, meeting) (see under <i>committee</i> and <i>meeting</i>) speech stage (as in "at this stage X left the meeting", etc.) statement standing (see under <i>committee</i>) sub-committee (see under <i>committee</i>) subhead subheading subparagraph subsection substantiate substantive (see under <i>motion</i>) substitute (words, etc.) (Compare <i>insert</i> and <i>add</i>) support (a motion, etc.) suspend/suspension suspend a member suspend a meeting suspend business suspension of business temporary (chairman, etc.) (see under <i>chairman</i>) </p>	<p> kusema kuunga mkono . . . (Note : suggested that <i>kuhutubu/kuhutubia</i> should be reserved for the formal or solemn idea of <i>address</i>) hotuba wakati huo tamko/kauli/maelezo kifungu kijichwa kiaya/kifasili kifungu kuthibitisha kuweka/kutia . . . badala ya . . . kuunga mkono (hoja, n.k.) kusimamisha kumsimamisha kazi mwana- chama/kumtilia . . . kizingiti kusimamisha mkutano kusimamisha shughuli masimamisho or : kusimamishwa ya/kwa shughuli </p>
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terms of reference (see under
reference)

thanks (see under *note* and *vote*)

tie (in voting)

transact/transaction

treasurer

Honorary Treasurer
honorary work, post, etc.

unanimous/unanimously

urgent (see under *meeting*)

vacant

vacancy

verbal/verbally

verbatim

vice-(chairman, etc.) (see under
chairman)

vote (noun and verb)

casting vote (see under
casting)

vote of censure (see under
censure)

vote of confidence/no con-
fidence (see under *confidence*)

(the) voting

voting procedure (see under
procedure)

vote of thanks

vote for something/someone
vote against something/someone

waive

withdraw (a question, remark,
motion)/withdrawal

usawa wa kura

kufanya/yaliyofanywa

mweka hazina

Mweka Hazina Asiyelipwa
kazi n.k. isiyolipiwa

-a/kwa kauli moja/kwa (u)jumla/
-a pamoja

wazi

nafasi (Compare *nafasi ya kazi*=
vacant job)

-a mdomo/kwa mdomo

(-a) neno kwa neno

kura/kupiga kura

kura

(kutoa) hoja ya shukrani (kwa
Bw . . .)

ku—pigia kura

kupiga kura kupinga . . .

kuachilia (+ object)/kutenga

kuondosha/uondoshaji or: kuondoa
shwa

without debate (see under *debate*)

without question put (see under
put)

word (verb)

kupanga maneno

wording

mpango wa maneno

(in) writing

kwa maandishi

written

-a/kwa maandishi/iliyoandikwa

Supplement of Special Parliamentary Terms

(Bill) accompanied by (e.g. a schedule)	(Mswada u—)andamana na . . .
(Public) Accounts Committee (see under <i>committee</i>)	
address Address in Reply address (his) remarks to the Chair	Hotuba ya Shukrani kuelekeza maneno (yake) kwa Spika
adjournment Adjournment Motion (see under <i>motion</i>) debate on the adjournment (see under <i>debate</i>)	
administer (see under <i>oath</i>)	
affirm/affirmation (see under <i>oath</i>)	
affix (a stamp, etc.) affix a seal	kubandika kupiga muhuri
allot (a day, time, etc., to a motion or Bill)	kutenga (k.m. siku zilizotengwa kwa . . .)
amendment notice of amendment substance of an amendment	arifa/notisi ya Hoja ya mabadi-lisho kiini cha badilisho
amount (of a vote, etc.) reduce the amount	jumla ya fedha (katika fungu, n.k.) kupunguza idadi ya fungu
Annual Estimates (see under <i>estimates</i>)	
append	kuambatana/kuambatisha (k.m. muhtasari unaweza kuambatana na Orodha ya Shughuli)
apply (e.g. this provision shall apply when . . .)	(masharti yata)tumika
appointed (the day appointed, etc.)	(tarehe ile itakayo)wekwa na Bunge

appropriate (verb)	kutenga
(the) Appropriations (see also under <i>bill, committee</i>)	Mpango wa Utumizi wa Fedha
ask the indulgence of the House (see under <i>indulgence</i>)	
Assembly (see under <i>National Assembly</i>)	
assent (to Bills) the Presidential Assent	kukubaliwa (kwa Miswada) Ikibali ya Rais
authorize expenditure (see under <i>expenditure</i>)	
(the) Ayes (see under <i>I</i>)	
(the) Bar of the House	Komeo la Bunge
before the House, etc. (see under <i>bring, lay</i>)	
(division) bells (see under <i>division</i>)	
Bill	Mswada (Note: This word is often spelt <i>Muswada</i> in Tanzania)
the Appropriations Bill	Mswada wa Utumizi wa Fedha
the Consolidated Fund Bill	Mswada wa Hazina ya Serikali
a Financial Bill	Mswada wa Fedha
a private Bill	Mswada Binafsi
Private Member's Bill (see under <i>motion</i>)	
Public Bills	Miswada ya Serikali
the Supplementary Estimates Bill	Mswada wa Nyongeza ya Makadirio
bow (to the Chair)	kumwinamia Spika (kwa heshima)/ kuinama kuelekea upande wa Spika
breach	uvunjaji (wa amri, n.k.)
bring before the House	kuleta mbele ya Bunge

budget	madhumuni ya fedha
Budget Speech	Hotuba ya Madhumuni ya Fedha
supplementary budget	nyongeza ya madhumuni ya fedha
business	shughuli
business of the day	shughuli za siku/za leo
Government business	shughuli za Serikali
Leader of Government Business in the House	Kiongozi wa Shughuli za Serikali katika Bunge
(see also under <i>order, suspend</i>)	
bye-law	sheria ndogo
(in) camera	faraghani
catch the Speaker's eye (see under <i>Speaker</i>)	
Chair (see under <i>address, bow, vacate</i>)	
Chairman of Committes (see under <i>committee</i>)	
(the) Chamber	Chumba (cha Mikutano ya Bunge)
(Minister/Member) in charge of a Bill	(Waziri/Mbunge) mwenye kusimamia Mswada
cite (a Bill, etc.)	kuita (k.m. <i>Sheria hii iitwe Sheria ya . . .</i> ; citation=short title= <i>jina fupi</i>)
clause	ibara
Clerk of the House	Ratibu wa Bunge
Deputy Clerk	Naibu wa Ratibu
Committee Clerk	Katibu wa Kamati
(apply the) closure	kufunga majadiliano
commit (to a committee)	kupeleka Mswada
committal	upelekaji wa Mswada
	katika Kamati inayohusika
	(or: kwenye Kamati inayohusika)
recommit	kupeleka tena

committee

Appropriations Committee
Estimates Committee
Committee of Powers and Privileges
Public Accounts Committee
Sessional Committee
Committee of Supply
Committee of Ways and Means
Committee of the Whole House
Chairman of Committees
be in committee
go into Committee
resolve itself into Committee
Committee Clerk (see under *clerk*)

(Presidential) Communication

complete all stages (see under *stage*)

Consolidated Fund Bill (see under *bill*)

convey (a decision, etc. to someone)

day

Private Members' Day
(see also under *appointed, order, business, sitting*)

Debate on the Adjournment

deputy (see under *Speaker, clerk*)

dilatory motion (see under *motion*)

(unless the Speaker otherwise)
direct(s)

dissolve/dissolution

Divide!

division

division bells

Kamati ya Utumizi wa Fedha
Kamati ya Makadirio

Kamati ya Haki za Bunge
Kamati ya Uchunguzi wa Fedha
Kamati ya Majira (ya Bunge)
Kamati ya Fedha za Serikali
Kamati ya Utozi (wa Fedha)
Kamati ya Bunge Zima
Mwenyekiti wa Kamati (za Bunge)
kuwa katika Kamati
kuingia katika Kamati

Taarifa ya Rais

ku(mw)arifu

Siku ya Wabunge

Majadiliano ya Kuahirisha Bunge

isipokuwa Spika aamuru vingine

kuvunja/kuvunjwa kwa Bunge
(Compare *prorogue*)

Gawanya!

mgawanyo
kengele za mgawanyo

(supporting) documents	hati za usaidizi
down to be answered (on the Question Paper)	maswali yaliyowekwa kujibiwa (katika Orodha ya Maswali)
(motion) down in someone's name (see also <i>stand</i>)	Hoja iliyowekwa (katika Orodha ya Shughuli) kwa jina la (Mbunge fulani)
(for the purpose of) elucidating (a previous answer)	(kwa madhumuni ya kutaka) kuelez(w)a zaidi
enact	kufanya —we sheria
(the) Estimates the Annual Estimates	Makadirio ya Matumizi ya Fedha Makadirio ya Mwaka (ya Mapato na Matumizi ya Serikali)
Estimates Committee (see under <i>committee</i>)	
(take) evidence	kuchukua ushahidi
exempt/exemption from Standing Orders	kuepusha/kuepushwa (na Kanuni za Bunge)
expenditure authorize expenditure Public Expenditure	matumizi (ya fedha) kuidhinisha matumizi (ya fedha) Matumizi ya Serikali
(unparliamentary/improper) expression (see under <i>language</i>)	
fill by election	kujaza nafasi kwa uchaguzi
Financial Bill (see under <i>bill</i>)	
financial statement (see under <i>statement</i>)	
financial year (see under <i>year</i>)	
first stage (see under <i>stage</i>)	
first reading (see under <i>reading</i>)	
full title of a Bill (see under <i>title</i>)	
gallery (press, public, Speaker's, distinguished visitors')	sebule (ya waandishi, umma, Spika, wageni mashuhuri)
(the Government/Kenya) Gazette	Gazeti Rasmi (la Serikali)

(the) general public (see under *public*)

go into recess (see under *recess*)

Government business (see under *business*)

Government Gazette
(see under *gazette*)

Government motion (see under *motion*)

(apply/come under the) "Guillotine"

Hansard

Hansard/Parliamentary Reporter

hold office (see under *office*)

(the) House

ask the indulgence of the
House (see under *indulgence*)

Clerk of the House (see under
clerk)

Committee of the Whole House
(see under *committee*)

in the possession of the
House (see under *possession*)

Journals of the House (see
under *journals*)

Leader of Government Business
in the House (see under
business)

Officer of the House (see
under *officer*)

precincts of the House (see
under *precincts*)

seek leave of the House (see
under *leave*)

(see also under *Bar, bring, lay,*
business)

improper language/expression (see
under *language*)

in camera (see under *camera*)

kupitisha bila majadiliano/kupitishwa bila kujadiliwa

Taarifa Rasmi (ya Majadiliano ya Bunge)/Hansard

Mwandishi wa (Taarifa Rasmi ya) Bunge

Bunge

in charge of a Bill (see under <i>charge</i>)	
in committee (see under <i>committee</i>)	
in office (see under <i>office</i>)	
(ask the) indulgence of the House	kuomba kusamehewa (na Bunge)
introduce (a motion, etc.)	kuleta (Hoja; bila arifa, n.k.)
"I think the 'Ayes'/'Noes' have it"	Nafikiri waliokubali/waliokataa wameshinda
Journals of the House	Kitabu cha Shughuli za Bunge
(unparliamentary/improper) language/expression	maneno yasiyofaa (Bungeni)
lay before the House	kuweka mbele ya Bunge
Leader of Government Business in the House (see under <i>business</i>)	
(seek) leave of the House to . . .	kuomba ruhusa ya Bunge ku- . . .
(motion seeking) leave to alter the time/hour of . . .	Hoja ya kutaka kubadilisha wakati wa . . .
(seek) leave to move	kuomba ruhusa kutoa Hoja
(seek) leave to sit again	kuomba ruhusa Kamati ikutane tena baadaye
(the) life of Parliament	maisha ya Bunge
lift (a suspension, etc.)	kuondoa (kusimamishwa kwa . . . , n.k.)
(a time) limit on . . .	(kuweka) kikomo cha wakati (wa majadiliano, n.k.)
matter of privilege	jambo la Haki za Bunge
matter of (urgent) national importance	jambo la muhimu la Taifa
(routine) matters	mambo ya kawaida

(Private) Member's Motion/Day
(see under *motion, day*)

memorandum (attached to a Bill)

Memorandum of Objects and
Reasons

Ministerial Statement (see under
statement)

motion

Adjournment Motion

dilatory motion

Government Motion

motion down in someone's name
(see under *down*)

Private Member's Bill/motion

(see also under *notice(s)*)

name (a member for misconduct,
etc.)

National Assembly

national importance (see under
matter)

(the) Noes (see under *I*)

Notice(s) of Motion(s)

notify

Oath of Allegiance

administer the Oath of
Allegiance

take the Oath of Allegiance
affirm/Affirmation of
Allegiance

objects and reasons (see under
memorandum)

office (= post, position)

hold office) }

in office }

office holder

take office

by virtue of his office

maelezo

Maelezo ya Madhumuni na Sababu

Hoja ya Kuahirisha Bunge

hoja ya kuahirisha

Hoja ya Serikali

Mswada/Hoja wa/wa/ya Mbunge
(Binafsi)

kumtaja Mbunge

Bunge

Arifa ya/za Hoja

kuarifu Bunge/kumwarifu (mtu)

Kiapo cha Uaminifu

kuapisha Kiapo cha Uaminifu

kuapa Kiapo cha Uaminifu

kuthibitisha/Uthibitisho wa
Uaminifu

wadhifa

kuwa na wadhifa

mshika/mwenye wadhifa

kushika wadhifa

kwa ajili ya wadhifa wake

Officer of the House	Afisa wa Bunge
Order Paper	Orodha ya Shughuli
Orders of the Day	Madondoo ya Siku (Note: dondoo la kwanza, la pili, n.k.)
order of business	utaratibu wa shughuli/mpango wa shughuli za Bunge
(Standing) Orders (see under <i>standing</i>)	
(Order) Paper (see under <i>order</i>)	
(Sessional) Paper	Maandishi ya Siasa ya Serikali
(Question) Paper	Orodha ya Maswali
(life of) Parliament (see under <i>life</i>)	
petition	ombi
present a petition	kuleta ombi
(motion in the) possession of the House	mikononi mwa Bunge
preamble	kitangulizi
precincts of the National Assembly/House	pambizo la Bunge
present a petition (see under <i>petition</i>)	
Presidential (see under <i>assent, communication</i>)	
private (see under <i>bill, day, motion</i>)	
privilege (see under <i>committee, matier</i>)	
progress (see under <i>report</i>)	
prorogue/prorogation	kukatiza/kukatizwa kwa Bunge (kwa muda) (Compare <i>dissolve</i>)

provide	according to meaning and context; see the following examples: Sheria hii inasema kwamba ... (= This Act provides that ...) Kulingana na masharti ya Sheria hii, Waziri anaweza ku-... (= The Act provides that a Minister may ...) Kulingana na masharti ya Sheria hii, Waziri ata-.../ Bw Spika ata-.../Bunge lita-..., n.k. (= The Act provides that a Minister, etc. shall ...)
provided that	mradi tu
provision(s)	masharti (k.m. "subject to any other provisions": kutegemea masharti mengine ...)
proviso	(ma)sharti
(the general) public (see also under <i>bill, committee, expenditure, gallery</i>)	umma
publish/publication (in the Gazette)	kutangaza (katika Gazeti)/utanga- zaji (katika Gazeti)
(in) pursuance of/pursuant to	kwa kufuata ...
Question Time	Wakati wa Maswali
Question Paper (see under <i>paper</i>)	
question down to be answered (see under <i>down</i>)	
(first/second) reading	(hatua ya) kusomwa kwa mara ya kwanza/ya pili, n.k.
recess go into recess	likizo kwenda likizoni
recommit (see under <i>commit</i>)	

reduce (the amount of a vote) (see under <i>amount</i>)	
remarks (see under <i>address</i>)	
reply (see under <i>address</i>)	
report progress	kutoa taarifa ya maendeleo
reporter (see under <i>Hansard</i>)	
resolve itself into committee (see under <i>committee</i>)	
(Minister) responsible for . . .	(Waziri) mwenye madaraka juu ya . . . (Compare <i>in charge of</i>)
revenue	mapato (Government Revenue: Mapato ya Serikali)
sanction	idhini/kuidhinisha
(to the) satisfaction of (the Speaker, the House, etc.)	kiasi cha kumtosheleza Spika/cha kulisheleza Bunge, n.k.
schedule	jedwali
scope (of an Act, etc.)	eneo (la Sheria, n.k.)
scrutinize/scrutineer	kuchunguza/mchunguzi kura (Compare <i>teller</i>)
seek leave (see under <i>leave</i>)	
session day when the House is (not) in session	majira ya Bunge (Compare <i>sitting</i>) siku ambayo Bunge liko/limo (haliko/halimo) katika kikao
Sessional Paper (see under <i>paper</i>)	
Sessional Committee (see under <i>committee</i>)	
short title of a Bill (see under <i>title</i>)	
sitting	kikao (Compare <i>session</i>)
sitting day	siku ya kuka

Speaker	Spika/Bw Spika
Deputy Speaker	Naibu wa Spika
catch the Speaker's eye	kupata nadhari ya Spika
speech (see under <i>budget</i>)	
stage	hatua
complete all stages	kutimiza hatua zote
first/second stage, etc.	hatua ya kwanza/ya pili, n.k.
stand in someone's name (see under <i>down in someone's name</i>)	
Standing Orders	Kanuni za Bunge
(see also under <i>suspend</i>)	
(a Financial) Statement	Maelezo ya Fedha
(a Ministerial) Statement	Kauli ya Waziri
statute	sheria-bunge
substance (of an amendment, etc.) (see under <i>amendment</i>)	
summon Parliament	kuita Bunge (likutane)
supplementary (see under <i>estimates</i> , <i>bill</i> , <i>budget</i>)	
supply (see under <i>committee</i>)	
supporting documents (see under <i>documents</i>)	
suspend business	kusimamisha shughuli
suspend/suspension of Standing Orders (see also under <i>lift</i>)	kutenga/kutengwa kando (kwa) Kanuni za Bunge
table (verb)/lay on the table of the House	kuweka mbele ya Bunge/kuweka mezani (mwa Bunge)
take office (see under <i>office</i>)	
teller (in voting) (Compare <i>scrutineer</i>)	tela/mhasibu wa kura
(full) title of a Bill	jina kamili la Mswada

(short) title of a Bill	jina fupi la Mswada
ultra vires	nje ya uwezo (wa ...)
unparliamentary language (see under <i>language</i>)	
urgent (see under <i>matter</i>)	
vacate the Chair	kuondoka Kitini
(by) virtue of (see under <i>office</i>)	
vote (=funds allocated)	fungu (la fedha)
Ways and Means (see under <i>committee</i>)	
(the financial) year	mwaka wa fedha

Appendix "A" to First List of Recommended Terms for Committee Work

Kazi ya Kamati na Msamiati Unaoambatana Nayo

Kamati zote ni lazima zifuatae *nidhamu iliyokubaliwa*, yaani *nidhamu iliyoidhinishwa* au iliyotokana na desturi na kuonekana kuwa inafaa. Pindi *kanuni* zote za *nidhamu zinapotumiwa sawasawa*, tunazungumzia *nidhamu ya kiada*; iwapo baadhi ya kanuni ambazo si muhimu sana *zinaachiliwa* (au *kutengwa*), tunasema kuwa tunafuata *nidhamu isiyo ya kiada*. Sehemu muhimu za *nidhamu ya kawaida* ni hizi zifuatazo.

I. Mkutano *huitishwa* (na *mwenyekiti*) na *ajenda hupelekewa wanachama na karani wa kamati au katibu*. Mwenyekiti kwa kawaida huwambia wanachama kuwako kwa mkutano kwa kuwapa *notisi au arifa ya maandishi*, lakini wakati wa *mkutano wa hafla anaweza kutoa arifa ya mdomo* badala yake. Kila sehemu ya *ajenda huwa inawakilisha jambo moja la shughuli ambalo litajadiliwa katika mkutano*, yaani *dondoo* moja la shughuli ambalo kamati italijadili. Kwa kawaida *kichwa* (au *anwani*) cha mwisho ni "*shughuli nyingine*" (kwa ufupi S.N.) na mkutano ufikiapo *wakati huo mwanachama yeyote anaweza kutaja jambo lolote ambalo yeye angalipenda lijadiliwe*.

II. Mkutano wenyewe. Shughuli za mkutano *huongozwa na mwenyekiti*, ambaye katika *kamati ya kawaida huchaguliwa* kati ya wanachama walioko. Inapotokea *kamati mahsusi*, mwenyekiti anaweza *kuteuliwa wakati kamati hiyo inapoundwa* na kuambiwa *masharti yake*. *Makamu wa mwenyekiti pia huteuliwa au huchaguliwa na wakati mwenyekiti wa kawaida hayopo atakuwa naibu wa mwenyekiti*. *Anayeshikilia kiti namna hii* (yaani *mwenyekiti wa muda*) ana uwezo na haki sawa na mwenyekiti wa kawaida, pamoja na kuwa na haki ya *kura ya uamuzi*. Hii ni kura ya pili ambayo mwenyekiti anaweza kuitumia ikiwa kumetokea *usawa wa kura*. (Kwa Kiingereza kura yake ya kwanza au kura yake ya kawaida mara nyingine huitwa "deliberative vote", lakini neno hili "deliberative" halina maana yoyote maalumu.)

Dondoo la kwanza katika *ajenda huwa lina kichwa "kuthibitishwa kwa kumbukumbu za mkutano"*; chini ya kichwa hiki, wanachama husoma kumbukumbu za mkutano uliopita (ijapokuwa huchukuliwa "*kama kwamba zimesomwa*" ili kuhifadhi wakati) na *kuthibitisha kwamba ni sawasawa na mwenyekiti baadaye huzitia sahihi*. Hili likishafanyika, wanachama wanaweza kujadili *mambo yoyote yanayotokana na kumbukumbu*; kwa mfano, ikiwa katika kumbukumbu *kumeandikwa uamuzi kwamba katibu achunguze jambo fulani na atoe taarifa juu yake katika mkutano ufuatao*, anaweza sasa

akaombwa kutoa *taarifa ya mdomo* juu ya uchunguzi wake. Kumbukumbu zenyewe ni *kumbukumbu za kudumu zilizoandikwa* kuhusu mambo *yaliyofanywa* katika mkutano, na ni kazi ya katibu *kuweka kumbukumbu hizi*. Baadhi ya kamati rasmi, kama vile za Bunge au za konseli ya mitaa, huanza mikutano yao kwa dua. Mtu mmoja (kwa kawaida mwenyekiti, lakini kasisi au kadhi, n.k., akiwepo mmojawapo *anayetumikia kamati*) anaweza *kusoma* dua, au mkutano unaweza *kufunguliwa kwa dua ya kimya*. Hili huandikwa kuwa ni kumbukumbu ya kwanza.

Kabla ya mkutano kuweza *kufanya shughuli yoyote kirasmi au kisheria*, ni lazima kuwepo na *kiwango* cha wanachama, yaani idadi maalumu ya wanachama ni lazima wawe wamehudhuria. Idadi hii maalumu ya wanachama husemekana kuwa *wamekamilisha kiwango*, na iwapo wakati wowote mmojawapo wa wanachama *anamtanabahisha mwenyekiti* kwamba wale waliohudhuria wamepungua idadi hiyo, ni lazima *asimamisha kikao* mpaka waweko (wanachama) wa kutosha wa kukamilisha kiwango. Ikiwa mwanachama yeyote mwingine hakutokea ni lazima *auahirishe* mkutano mpaka siku nyingine, au anaweza kuuahirisha *bila ya kuchagua siku maalumu (sine die—yaani bila ya kutaja siku ya kuyarudia majadiliano)*. Itokeapo hivi, kamati *itakutanika* tena siku yoyote ifaayo wakati ujao.

Baada ya dua na *kuthibitishwa kwa kumbukumbu*, mwenyekiti ana haki ya kutoa *tamko*; tamko hilo huitwa *hotuba ya mwenyekiti* au *taarifa ya mwenyekiti*. *Wanachama wa kawaida* (au *wanachama halisi*) wa kamati kwa kawaida huweza kujadili taarifa ya mwenyekiti, lakini yeyote *“aliyekuwepo”* (yaani si mwanachama halisi lakini alialikwa na kuwa mgeni au *anayekuwepo* ili atoe mashauri, kama vile maafisa wakuu wa halmashauri) hawawezi *kushiriki* katika majadiliano au katika *upigaji kura*. Hata ikiwa mwenyekiti hatatoa taarifa, kwa kawaida atasema maneno machache ya kuanzisha shughuli za mkutano na haya huitwa *maneno ya utangulizi*. (Kumbuka kuwa tunasema kuwa wanachama halisi “huhudhuria” katika mkutano, lakini wasiokuwa wanachama “huwepo” mkutanoni.)

Madondoo mengine katika ajenda hushughulikiwa moja moja, kwa kawaida kwa utaratibu wa jinsi yalivyopangwa. *Maamuzi* yote ya kamati ni lazima yafanywe kwa kupigia kura *hoja*. Mwenyekiti akiona kwamba maongezi (au majadiliano) juu ya jambo maalumu yameendelea kwa muda mrefu *huitisha hoja itolewe*; hoja hii ni *azimio* lililopendekezwa kiada na mwanachama ambaye anaitwa *mwazimu* wa hoja au *mtoa hoja*. Baada ya hoja *kutolewa* au *kuazimiwa*, mwenyekiti *hutafuta mwafiki*, kwa sababu katika kamati zote mwanachama mwingine ni lazima *aunge mkono* hoja kiada, kabla ya mwenyekiti *kuamuru ipigiwe kura*; jambo hili huitwa *kua-fiki hoja*, na mwanachama afanyaye hivyo huitwa *mwafiki*. Baadaye wanachama *hupiga kura* (kwa kusema “ndiyo” ikiwa *wanaipendelea* hoja hiyo, au “siyo” ikiwa *wanaipinga*, lakini upigaji kura unaweza kufanyika *kwa kuinua mkono* au hata *kwa siri*, ambapo kila mwanachama huandika “ndiyo” au “siyo” katika kijikaratasi, bila ya kuandika jina lake). Idadi ya wale wa-

naopigia kura hoja na wale *wanaoipinga* hoja huhesabiwa na mwenyekiti na kwa kawaida na katibu ambaye pia *huandika* hoja hiyo *neni kwa neno*. (Ni muhimu sana kuwa kumbukumbu ya hoja iandikwe neno kwa neno; katibu hana ruhusa kabisa kubadilisha *mpango wa maneno*.) Ikiwa *wengi wa wanachama* wamepiga kura kuunga mkono hoja husemekana kuwa hoja hiyo *imepitishwa* na baadaye huwa ni “*uamuzi*” wa kamati. Kupitisha hoja, kwa hivyo, kuna maana kuwa kamati *inathibitisha azimio* na *kulikubali* litekelezwe. Iwapo wengi wataipinga hoja hii husemekana kuwa “*imekataliwa*”. (Kwa Kiingereza maneno haya “*carried*” na “*lost*” hutumiwa pia kwa maana ya “*kupitishwa*” na “*kukataliwa*” hoja.) Ikiwa hoja imekataliwa, hapana mwanachama anayeweza *kulirudia jambo* lile katika mkutano huo. Kwa hivyo, kazi kubwa ya kamati si majadiliano, kama wanavyodhani watu wengi, lakini ni *kupitisha maamuzi*. *Uamuzi wa wingi* ni uamuzi wa mwisho, ijapokuwa wingi huo ni mdogo sana (ingawa katika nyakati nyingine kanuni za kamati huenda zikataja kuwa baadhi ya maazimio yanaweza tu kupitishwa *na wingi wa thuluthi mbili* au kiwango kingine kinachojulikana wazi).

Wanachama wote wanaweza *kuisemea* hoja yoyote; wanaweza *kusema* (*kuijadili*) *kwa kuiunga mkono* (yaani, wanaweza kuizungumza ili *kuliridhia azimio la mtoa hoja*) au kuonyesha *ukinzani wao juu yake* (yaani *kui-pinga*), lakini mtoa hoja anatazamiwa wakati wote *kuiunga mkono azimio lake*.

Mwanachama hana lazima ya *kupiga kura*; akipenda anaweza *kujitenga* (yaani kutopiga kura). Pia, baada ya mwanachama *kutoa hoja*, majadiliano huenda yakamfanya mtoa hoja mwenyewe akaamini kuwa hoja hiyo si nzuri, na wakati huo akaomba *iondoshwe*. Fahamu kuwa kanuni za nidhamu hazimruhusu kabisa mwanachama kudokeza *upinzani wake juu ya hoja* isipokuwa kwa njia ya *kusema kwa kuipinga waziwazi* (au kinaganaga) *wakati wa majadiliano*.

Baada ya shughuli zote za ajenda kumalizika kwa kufuatia nidhamu hii (zikiwamo “shughuli nyingine zozote”), mwenyekiti *huufunga* mkutano kiada kwa kusema “Natangaza kufungwa kwa mkutano”.

Mwenyekiti ni lazima pia kusimamia *mwenendo* wa wanachama katika mkutano. Wakivunja kanuni za majadiliano hulazimika *kuwakumbusha nidhamu*; iwapo wanachama wengi wanazivunja kanuni (k.m. kwa kupiga sogu au kwa kufanya fujo mtu mwingine anapozungumza), husemekana kuweco kwa “*mwenendo wa fujo*”, na ni lazima kwa mwenyekiti *kuwaku-mbusha wanachama nidhamu ya mkutano*. Ikiwa mwanachama amefanya kosa la *kuwa na mwenendo mbaya sana* au *mwenendo mbaya* wa mfululizo wakati wa majadiliano, mwenyekiti anaweza kumwomba *aombe radhi* (au *msamaha*), na iwapo atakataa kufanya hivyo, mwenyekiti anaweza kumwamrisha kuondoka mkutanoni. Kitendo hiki huitwa *kumsimamisha kazi mwanachama*. Kanuni moja iliyo muhimu ni kwamba wanachama hawana ruhusa ya *kukatiza* wakati mtu mwingine anapozungumza (yaani mwingine

anapopewa uwanja), ingawa mwanachama yeyote anaweza kujitia kati *kumtanabahisha mwenyekiti kwamba* huyo anayesema anavunja baadhi ya kanuni za kamati. Kwa ajili ya jambo hili, kwa kawaida mwanachama huihua mkono wake na kusema “Bwana Mwenyekiti, nidhamu”; katika mkutano rasmi wa hadhara ni lazima asimame mpaka mwenyekiti atakapomwona na kisha aseme “*Nimesimama, Bwana Mwenyekiti, kwa ajili ya nidhamu*”. Hapo mwenyekiti atamwomba mwanachama anayezungumza kukaa hadi wakati ambapo atakuwa amekwisha zingatia hiyo nidhamu; baada ya kuzingatia hutoa *uamuzi* wake; ama huamua kwamba *mwanachama anavyosema ni sawa* au kuamua kwamba *anavyosema mwanachama si sawa*. Atasema “Naamua asemavyo mwanachama ni sawa (au si sawa) kwa sababu . . .” na kisha atoe maelezo mafupi juu ya uamuzi wake. Iwapo mwanachama atatoa dai au shtaka kali, anaweza akaombwa *alithibitisha*, yaani mwenyekiti anaweza akashikilia kwamba atoe sababu ya kutosheleza iliyomfanya aseme hili alilolisema (hana lazima ya kuthibitisha kwamba shtaka hilo ni la kweli—bali kuwa alikuwa na sababu ya kutosha kuamini kuwa lilikuwa ni kweli wakati alipolitamka).

III. Sehemu ya tatu ya nidhamu ya kamati huanza baada ya mkutano kufungwa. Sehemu hii ni ya uandikaji kumbukumbu. Wakati wa mkutano, katibu huandika maelezo kamili *kwa ajili ya kuweka kumbukumbu*, kwa kuwa ni muhimu kwamba shughuli zote za kamati ni lazima *ziwekwe katika kumbukumbu*, iwapo mashaka au upinzani huenda ukatokea baadaye. Hata hivyo, katibu si lazima kuandika maelezo ya majadiliano yote au maneno yote yaliyotolewa au maoni yote yaliyotolewa; yeye huandika *juu ya yale yaliyofanywa*. Katika kumbukumbu katibu kwanza huandika majina ya wale *WALIOHUDHURIA*. Kisha huandika majina ya wale waliotaka radhi kwa *kutohudhuria*, na kuanza kuandika maneno “Wasihudhuria na kutaka radhi” (au “Barua za kuomba radhi ya kutohudhuria zilipokewa kutoka kwa Mabwana . . .”). Kisha huendelea na orodha ya wale wasiokuwa wanachama, wageni n.k. kwa kutumia anwani hii: *WALIOKUWEPO*. Husajili kila dondo liliushughulikiwa katika *fungu* au *fasili* mbali; kila sehemu au fasili inaitwa *kumbukumbu* na huwa na anwani mkono wa kushoto wa ukurasa *KUMBUKUMBU NAMBA* . . . Baadhi ya makatibu wa kamati huandika jina la mtu anayependekeza hoja na yule mwenye kuafiki na pia iwapo hoja ilipitishwa *kwa (kura ya) pamoja* au *kwa wingi wa kura kadha wa kadha*, lakini kwa kawaida ni bora *kuacha* ukamilifu wa maelezo ya aina hii. Ikiwa mtu yeyote *amependekeza mabadilisho katika hoja* (kwa mfano, *kubadilisha* hoja kwa *kuacha* au *kuondosha* (au *kufuta*) baadhi ya maneno au kwa *kupenyeza* au *kuongeza* mengine, au *kugeuza* mengine badala ya yale yaliyopendekezwa na yule mtoa hoja), upigaji kura juu ya badilisho *hufanywa* kwanza na matokeo ya uchaguzi huu huingizwa kwanza katika kumbukumbu. Hoja ya kwanza (au ya asili) huitwa *hoja ya kiini*, kuitofautisha na hoja nyingine zinazotokana nayo, kama vile mabadilisho au *hoja ya kuahirisha* upigaji kura hadi wakati ujao.

Kumbukumbu huwa namna hii:

KUMBUKUMBU NAMBA 23/74: UTENGEZAJI WA KUMBI LA JAMII

Baada ya kuwepo majadiliano marefu (au baada ya majadiliano makali, n.k.), wakati ambapo wanachama kadha wa kadha wali-laumu hali ya sasa ya mali ya Konseli

ILIAMULIWA

Kwamba idadi ya shilingi 1,500/- zitengwe kwa ajili ya kutengeneza Kumbi la Jamii, pamoja na kupaka rangi upya milango na madirisha.

(Wakati kura ilipokuwa ikifanywa Bw Fulani aliingia mkutanoni na baadaye akamwomba mwenyekiti amwie radhi kwa kuchelewa.)

MAMBO MENGINE

Wakati mwingine watu wenye vyeo maalumu huwa siku zote ni wanachama wa kamati kwa sababu ya vyeo vyao, si kwa sababu wao ni watu waliochaguliwa kwa kupigiwa kura (k.m. Mkuu wa Wilaya siku zote anakua ni mwanachama wa Kamati ya Maendeleo). Hali kama hii ikitokea, mwanachama huyu huitwa *mwanachama kwa cheo*.

Katika mkutano hadhara watu wanaweza kuonyesha kuridhika au kutoridhika kwa wale wanaowawakilisha au kwa afisa yeyote mwingine (k.m. mwenyekiti, katibu, *mweka hazina*, n.k.) kwa kupitisha hoja. Wanaweza kuonyesha hali yao ya kumwunga mkono mwenyekiti, kwa mfano, kwa kupitisha kura ya kuwa na imani juu yake, au kuonyesha kupinga kwao kwa kupitisha kura ya kutokuwa na imani, au hata kupiga kura ya kulaumu (ambayo inadokeza kuwa wanapinga tabia yake au vitendo vyake vikali). Pia wanaweza kupitisha hoja maalumu ya shukrani kwa mtu fulani kwa ajili ya shughuli maalumu. Hizi ni hoja za kawaida na hupitishwa kwa kufuata nidhamu ya kawaida, ingawa shukrani mara nyingi hupitishwa bila ya kuwako majadiliano.

Mara nyingine mwenyekiti anaweza kwamua kwamba jambo fulani lichukuliwe kama kwamba limekwisha katiwa shauri au kufanyika bila ya mwenyekiti kuamuru kura, lakini jambo kama hili si la kawaida katika kamati za kawaida (ingawa hutokea mara kwa mara katika Bunge).

Kamati inaweza ikazingatia jambo ambalo halihitaji uamuzi, na katibu mara nyingi atalisajili jambo kama hilo katika kumbukumbu kwa kuandika "Kamati ilitambua kwa shukrani (au kwa masikitiko, kwa furaha, kwa kupendezwa, kwa *mashaka*, n.k.) kwamba..."

Kamati mahsusi inapomaliza kufanya shughuli, ambayo kwayo iliundwa, mwenyekiti (au mkutano wa kamati kuu) anaweza *kuivunja kamati hiyo*, na kutoka wakati huo huwa haiko tena.

Kamati inaweza *ikageza* uamuzi juu ya moja ya maamuzi yake; ili ifanye hivi ni lazima ipitishwe hoja maalumu *kutangua* ule wa mwanzo. Fahamu kuwa *utanguzi* wa hoja unahitaji hoja nyingine kutolewa katika mkutano mwingine ujao.

Iwapo mwanachama au jamii yake itaifaidika kwa uamuzi fulani, mwanachama huyu hana ruhusa ya kushiriki katika majadiliano au katika upigaji kura juu yake. Badala yake itambidi *aaridhie masilahi yake ya binafsi*, aidha ama atoke chumbani au anyamaze kimya (kwa kulingana na uamuzi wa mwenyekiti) mpaka baada ya upigaji kura kumalizika. Lakini iwapo mwanachama anadhani kuwa matamshi au mwenendo au mawazo yake haya-kufahamika vyema, anaweza kuomba ruhusa ya *kutoa maelezo binafsi*, yaani *kujieleza*.

Kamati inaweza *kujaza* nafasi ya kiti kilicho wazi kwa *kumteua* mtu ambaye *angestahiki* kuchaguliwa katika hali ya kawaida. Huenda kukawa na *wateule* kadha wa kadha na hapo tena kamati ikapiga kura *kukubali au kupinga teuzi mbalimbali* kwa kupitia njia ya kawaida. Haifai kumchagua mtu ambaye *hatastahiki* kuteuliwa katika uchaguzi wa kawaida. Mara nyingine kamati huenda ikapewa uwezo wa *kuongeza* mwanachama mmoja zaidi; *kuongezwa* kwa mwanachama hufanywa kwa (kulingana na) *kura ya wingi* na kwa kufuata nidhamu ya kawaida, na *mwanachama wa kuongezwa* kwa kawaida anazo haki kamili za kupiga kura. Sharti ya *kustahili* au *kutostahili kuchaguliwa* ni lazima zielezwe katika *katiba ya kamati* au *masharti yaliyowekwa* au *yaliyokubaliwa*.

Kamati inaweza kuteua kamati nyingine kutokana na wanachama wake kwa ajili ya shughuli maalumu; kikundi hiki kidogo kinaitwa *kamati ndogo*. Kamati ndogo ambayo wanachama wake waliteuliwa kwa njia hii, mara nyingi huitwa *kamati teule*, hasa ikiwa imeteuliwa na Bunge. Kamati ambayo haivunjwi kamwe (ingawa wanachama wake wanaweza wakabadilishwa) inaitwa *kamati ya kudumu* (k.m. *kamati ya afya* au *kamati ya fedha* ya konseli). Kamati inapotaka kamati ndogo kuzingatia jambo, jambo hilo *hupelekwa* katika kamati ndogo. *Upelekaji* wa aina hii juu ya jambo hufanywa pia kwa kupitisha *hoja ya kiada*. Kamati ndogo kwa kawaida ina uwezo wa *kupendekeza* (au *kufanya mapendekezo*) tu. Uamuzi wa mwisho hufanywa na *kamati nzima*. Kamati nzima inapokata shauri kwa mujibu wa mapendekezo ya kamati ndogo inasemekana kuwa *imekubali* taarifa ya kamati ndogo.

Wakati mwenyekiti anapoanzisha jambo au kueleza jambo lolote la shughuli (ya mkutano), wanachama hawawezi kumkatiza. Anapomaliza na wakati kuwadia kwa wengine kuzungumza, tunasema kuwa *anawapa wanachama uwanja*. Anaweza kusema "Sasa jambo lijadiliwe" au "Sasa wanachama wamepewa uwanja"

Wakati mwingine swali huulizwa katika mkutano wa kamati na majibu (kwa kuwa majibu hayakutosheleza au hayakukamilika au hudokeza juu ya jambo jingine linalosibu) yakahitaji swali jingine; hili linajulikana kwa jina la *swali la nyongeza*. (Bungeni, lazima kutolewe arifa iliyoandikwa (au arifa ya maandishi) kabla ya maswali ya aina fulani kuulizwa lakini swali la nyongeza kwa kawaida linaweza kuulizwa *bila ya arifa*.)

Katika hali fulani, wale wenye vyeo (katika chama cha ushirika, k.m.) huenda wakapewa ruhusa ya kuchukua hatua (ifaayo) bila ya kushauriana na kamati. Katika hali zote za aina hii ni lazima waandike taarifa na kuipeleka katika kamati baadaye na iwapo kamati itatosheka na hatua yao, *huthibitisha* uamuzi wao. *Kuthibitishwa* huku kwa hatua iliyokwisha chukuliwa kwa mara nyingi ni muhimu sana.

Ikiwa mkutano umeitishwa lakini hauwezi kufanywa katika wakati ule ulioarifiwa, husemekana kuwa *umekawilishwa* (tazama tofauti kati ya *kukawilishwa* kwa mkutano na *kuahirishwa* baada ya kuanzishwa).

Neno hili "honorary" kwa Kiingereza linalotumiwa katika kamati lina maana ya "bila ya malipo" na kwa Kiswahili hutaja "*Mweka Hazina Asiye-lipwa*" (Hon. Treasurer) au "kazi isiyolipiwa", "cheo kisicholipiwa" (an honorary post), n.k.

Mwisho kabisa, kamati ni lazima *kupanga maneno* ya maamuzi kwa hadhari kubwa; mambo muhimu ya kisheria mara nyingi hutegemea ule *mpango halisi wa maneno* uliotumiwa.

Appendix "B" to First List of Recommended Terms for Committee Work

Committee Work and its Technical Terms

All committees should follow a *standard procedure*; that is, a procedure that has been authorized or that has grown up by custom and has been found useful. When all the *rules* of procedure are followed strictly, we speak of *formal procedure*; when some of the less important rules are *waived* we speak of *informal procedure*. The main parts of standard procedure are as follows.

I. A meeting is *convened* (by the *chairman*) and an *agenda paper* drafted and *circulated* to the *members* (usually by the *committee clerk* or *secretary*). The chairman usually tells the members about a meeting by *giving written notice*, but in the case of an *urgent meeting* he may give *verbal notice* instead. Each section of the agenda represents one *matter* that is to be *discussed* at the meeting; that is, one *item* of the *business* that the committee is to deal with. Usually, the last *heading* is "*any other business*" (abbreviated to A.O.B.), and when the meeting reaches this stage any member can raise any point that he would like discussed.

II. The meeting itself. The business of a meeting is *conducted* by the chairman, who in the case of an *ordinary committee* is usually *elected* from among the members. In the case of a *special* or *ad hoc committee* the chairman may be appointed at the time when the committee is *set up* and given its *terms of reference*. A *vice-chairman* also is usually appointed or elected, and *in the absence* of the regular chairman he will act as *deputy chairman*. Such an *acting chairman* (that is, a *temporary chairman*) has exactly the same powers and rights as a regular chairman, including the right to a *casting vote*. This is a second vote that a chairman can cast if there is a *tie* in the *voting*. (In English his first or ordinary vote is sometimes called his "deliberative vote", but the word "deliberative" really has no special meaning.)

The first *item* on the *agenda* usually has the heading "*confirmation of minutes*"; under this heading the meeting reads the minutes of the previous meeting (though they are usually "*taken as read*" to save time) and *confirms* that they are correct, and the chairman then *signs* them. When this has been done the meeting can discuss any *matters arising from the minutes*; for example, if the minutes record a *decision* that the secretary should investigate something and *report* on it at the next meeting, he can now be asked to give a *verbal report* on his investigation. The minutes themselves are a *permanent record in writing* of the proceedings at a meeting, and it is the secretary's job to *keep* this record. Some very official com-

mittees, such as Parliament or a local council, open their meetings with *prayers*. Someone (normally the chairman, but a clergyman or kadhi, etc.. if there is one *servng* on the committee) may *read a prayer*, or the meeting may *open with silent prayers*. This is recorded as the first minute.

Before a meeting can *transact* any business officially and legally, there must be a *quorum* of members; that is, a certain number of members must *be present*. This fixed number of members is said to *constitute a quorum*, and if at any time someone *calls the chairman's attention to the fact that* those who are present are less than this number, he must *suspend the sitting* until there are enough to constitute a quorum. If no-one else comes, he must *adjourn* the meeting until another day, or he may adjourn it *sine die*; that is, without fixing a definite day to *resume the debate*. In that case the committee will *convene* again on some suitable day in the future.

After prayers and the *confirmation of the minutes*, the chairman has the right to make a *statement*; this is known as *the chairman's speech*, or as a *communication from the chair*. The *regular members* (or *full members*) of the committee can usually discuss the chairman's speech, but anyone who is "*in attendance*" (that is, who is not a full member but has been invited as a guest, or who *attends* in order to give advice when asked, such as the Chief Officers of a council) cannot *participate* in the debate or in any *voting*. Even if he does not give any special communication from the chair, the chairman will usually say a few words to introduce the business of the meeting, and these are known as his *preliminary remarks*. (Notice that we say that full members *are present* at a meeting, but that non-members *attend* it.)

The other items on the agenda are dealt with one by one, usually in the order in which they are arranged on the paper. All *decisions* of a committee must be made by means of voting on a *motion*. When he thinks that the discussion of an item has gone on long enough, the chairman *calls for a motion*; this motion is a *proposal put forward formally* (that is moved by some member, who is known as the *proposer* of the motion or the *mover* of the motion. After the motion has been *proposed* the chairman *calls for a seconder*, because in all committees some other member must *support* a motion formally before the chairman *puts it to the vote*; this is known as *seconding the motion*, and the member who does this is called the *seconder*. The members then *vote* (usually by saying "Ay" if they are *in favour* of the motion, or "No" if they *are against* it, but a vote can also be taken by a *show of hands*, or even by a *secret ballot*, where each member writes "Ay" or "No" on a piece of paper with no name on it). The total number of those who *vote for* a motion and of those who *vote against* it is counted by the chairman, and usually by the secretary as well, who also *makes a verbatim* record of the *wording* of the motion. (It is very important that this record of the motion should be verbatim; he must not change the wording at all.) If the *majority* of the members vote in favour of the motion it is said to be "*passed*", and it then becomes a "*resolution*" of the committee.

To pass a motion, therefore, means that the committee *approves* the *proposal* in it and *adopts* it to be carried out. If the majority votes against it, it is said to be "*rejected*". (In English the words "carried" and "lost" are also used for "passing" and "rejecting" a motion.) If a motion is rejected, no member can *raise the matter again* at that meeting. Thus, the main work of a committee is not discussion, as many people think, but *passing resolutions*. A *majority decision* is final, even though the majority is very small (though in some cases the rules of a committee may state that certain kinds of resolution can only be passed *by a two-thirds majority*, or some other definite proportion).

All members have a right to *speak* to any motion; they can *speak in support of it* (that is, they can speak in order to *endorse* the *mover's proposal*) or to express their *objections* to it (that is, to *oppose* it), but the mover of the motion is always expected to *speak in support of his own proposal*.

A member does not have to *cast a vote*; if he wishes he can *abstain*. Also, after a member has *moved a motion*, the discussion may convince the mover himself that it was not a good one, and he may then ask permission to *withdraw* it. Notice that the rules of procedure do not allow a member to indicate his *opposition to a motion* in any way except by *speaking against it openly during the debate*.

When all the business on the agenda has been dealt with according to this procedure (including "any other business"), the chairman formally *closes* the meeting by saying "I now declare the meeting closed".

The chairman must also control the *conduct* of members during a meeting. If they break the rules of debate he must *call them to order*; if many members are breaking the rules (for example by talking or making a noise while someone is speaking) we speak of "*disorderly conduct*", and the chairman must *call the meeting to order*. If a member is guilty of *grossly disorderly conduct* or persistent *misconduct* during a debate the chairman may ask him to *apologize*, and if he refuses the chairman may order him to leave the meeting. This is called *suspending the member*. One important rule is that members must not *interrupt* while another is speaking (that is, while the other "*has the floor*"), although any member may interject to *call the chairman's attention to the fact* that the speaker is breaking some rule of the committee. To do this, he usually raises his hand and says "Point of order, Mr. Chairman"; at a formal public meeting he should stand up until the chairman notices him and then say "*I rise on a point of order, Mr. Chairman*". The chairman then asks the member speaking to sit down until he has considered the point of order that has been raised; when he has considered it he gives his *ruling*; he either *rules the speaker in order* or *rules him out of order*. He will say "I rule the member in order (or: out of order) because . . ." and then gives a short explanation of his ruling. If a member makes any serious claim or charge, he may be asked to *substantiate* it; that is, the chairman may insist that he produces a good reason for saying what he did (he does not have to prove that the charge was actually true —only that he had real reason for thinking it was true when he made it).

III. The third part of committee procedure begins after the meeting has been closed. This is the writing of the minutes. During the meeting, the secretary makes detailed notes *for record purposes*, because it is important that all the transactions of the committee should be *on record* in case doubts or arguments should arise later. However, the secretary should not record all the debate or all the *remarks* made or all the opinions expressed; he records *what was done*. In the minutes the secretary *enters* first the names of *those who were present*, with the heading *PRESENT*. Then he enters the names of those who sent *apologies for being absent*, beginning with the words "*Apologies for absence were received from . . .*". Then he adds a list of non-members (guests, etc.) with the heading *IN ATTENDANCE*. He records each item of business in a separate *section or paragraph*, and each of these sections or paragraphs is itself called a minute and has a heading on the left side of the page: *MINUTE NO . . .* Some committee secretaries record the names of the mover and the seconder of each motion, and also whether the motion was passed *unanimously* or *by a majority of x votes*, but it is usually better to *omit* such details. If anyone has *moved an amendment* to a motion (for example, to *amend* the motion by *omitting* or *deleting* some words, or by *inserting* or *adding* others, or by *substituting* different words for the ones proposed by the mover), the vote on the amendment is *held* first and the result of this vote is entered first in the minutes. The original motion, by the way, is called a *substantive motion*, to distinguish it from other motions that arise from it, such as amendments or a motion to *defer* voting on it until later.

A minute looks like this:

MINUTE No. 23/74: *REPAIRS TO SOCIAL HALL*

After lengthy discussion (or: after heated discussion), during which several members criticized the present condition of the Council's property, it was

RESOLVED

That a sum of Sh. 1,500/- should be set aside for repairs to the Social Hall, including the repainting of the doors and windows.

(While the vote was being taken, Mr X entered the meeting and afterwards apologized to the Chair for his late arrival.)

OTHER POINTS

In some cases the holder of a certain job is always a member of a committee, because of his official position, not because he is elected as a person

(e.g., whoever is the D.C. in a district is always a member of the local Development Committee). In such a case he is said to be an *ex-officio* member.

A meeting can show its approval or disapproval of its representatives or of any office bearer (e.g., the chairman, the secretary, *the treasurer*, etc.) by passing special motions. They can show their approval of the chairman, for example, by passing a *vote of confidence* in him, or show their disapproval by passing a *vote of no confidence*, or even a *vote of censure* (which indicates that they disapprove of his conduct or actions very strongly). They can also pass a special *vote of thanks* to someone for some special service. These are ordinary formal motions and are moved and voted on in the ordinary way, though a vote of thanks is often passed *without debate*.

In certain circumstances the chairman may rule that something should be regarded as decided or done *without question put*, but this is unusual in ordinary committees (though it is common in Parliament).

A committee may consider something that does not need a decision, and the secretary will often *record* such a matter in the minutes by writing "The committee *noted with appreciation* (or: *with regret, with pleasure, with thanks, with concern*, etc.) that . . .".

When an ad hoc committee has finished the special work it was set up to do, the chairman (or a meeting of the main committee) may formally *dissolve the committee*, and it then ceases to exist.

A committee may decide to *reverse* one of its decisions; to do this it must pass a special motion to *rescind* the previous one. Notice that the *rescision* of a motion requires another motion at a later meeting.

If a member or his family would benefit by a certain decision of a committee, he should not participate in the debate or the voting on it. Instead he should *declare his (personal) interest*, and either leave the room or remain silent (according to the chairman's ruling) until after the vote. But, if a member thinks his words or his conduct or his attitude have been misunderstood, he can ask permission to *make a personal explanation*.

A committee may be permitted to *fill a vacant seat* by *nominating* someone who would be *eligible* for election in ordinary circumstances. There may be several *nominees* and then the committee votes to *accept or reject the various nominations* in the usual way. No-one should be elected who would be ineligible at an ordinary election. A committee may also sometimes be given power to *co-opt* an extra member; the *co-option* of a member is done by *majority vote* following the usual procedure and a *co-opted member* usually has full voting rights. The conditions for *eligibility* and *ineligibility* should be stated clearly in the committee's constitution or terms of reference.

A committee may appoint another committee from among its own members for some special purpose; this smaller group is called a *sub-committee*. A sub-committee whose members are specially selected like this is often

called a *select committee*, especially when it is appointed by Parliament. A committee that is never dissolved (though its members may be changed) is called a *standing committee* (e.g. the health committee or the finance committee of a council). When a committee wants a sub-committee to consider some matter, it "*refers*" the matter to the sub-committee. This *referral* of a matter is also done by passing a *formal motion*. A sub-committee usually only has powers to make *recommendations*; it is the *full committee* that makes the final decision. When the full committee decides in accordance with the recommendations of the sub-committee, it is said to *adopt* the sub-committee's report.

While the chairman is introducing or explaining an item of business other members must not interrupt him. When he is finished and the time comes for others to speak, we say that he *throws the question open*. He may say "I now throw the question open" or "The question is now open for discussion".

Sometimes a question is asked in a committee meeting and the answer (perhaps because it is unsatisfactory or incomplete or suggests some other important and relevant point) calls forth another question; this is known as a *supplementary question*. (In Parliament, written notice must be given before certain kinds of question can be asked, but a supplementary question can usually be asked *without notice*.)

Under certain circumstances office bearers (of a co-operative society, for example) may be permitted to take action without consulting the committee. In all such cases they should make a report to the committee afterwards, and if the committee is satisfied with their action it will *ratify* their decision. This *ratification* of action that has already been taken is often very important.

If a meeting is called, but cannot be held at the time announced, it is said to be postponed. (Note the difference between *postponing* a meeting and *adjourning* it after it has begun.)

The English word "honorary", which is often used in committees, means "without payment", and we speak of an Honorary Treasurer, or of honorary work, an honorary post, etc.

Finally, committees should *word* their resolutions with great care; important legal matters often depend upon the exact *wording* that is used.



