

STANDARD LEXICON OF COMMITTEE TERMINOLOGY

Terminology for Papers

Term	Definition
Note	Where the matter is presented to the committee for information and no decision or action is required to be taken e.g. The Committee is asked to note the report on student complaints.
Consider	For use where the committee is being asked to give attention and deliberation to the matter proposed prior to reaching its decision. It should be used along with the term reflecting the decision desired e.g. The Committee is asked to consider the matters outlined in this paper and approve the new policy on Environmental Management.
Endorse	Where the committee is being asked to express its approval or support for a matter not requiring formal approval e.g. The Committee is asked to endorse the proposed approach to improving communication with students.
Homologate	To be used where the committee is being asked to officially confirm or countenance a decision taken by Chair’s action between meetings, other urgent actions necessarily and properly taken by officers or to ratify any decisions taken by non-quorate meetings e.g. The committee is asked to homologate the actions taken by the Chairman and Finance Director in the acquisition of.....
Approve	Where the committee is being asked to officially agree to something (a strategy, policy, procedure or course of action). e.g. The committee is asked to approve the HR Strategy.

Terminology for Minutes

Term	Definition
Note	Where the matter is presented to the committee for information and no decision or action is required to be taken e.g. The Committee noted the report on student complaints.
Consider	For use where the committee is being asked to give attention and deliberation to the matter proposed prior to reaching its decision. It should be used along with the term reflecting the decision desired e.g. The Committee considered the matters outlined in this paper and approved the new policy on Environmental Management.
Endorse	Where the committee is being asked to express its approval or support for a matter not requiring formal approval e.g. The Committee endorsed the proposed approach to improving communication with students.
Homologate	To be used where the committee is being asked to officially confirm or countenance a decision taken by Chair’s action between meetings, other urgent actions necessarily and properly taken by officers or to ratify any decisions taken by non-quorate meetings e.g. The committee homologated the actions taken by the Chairman and Finance Director in the acquisition of.....
Approve	Where the committee is being asked to officially agree to something (a strategy, policy, procedure or course of action) e.g. The committee approved the HR Strategy.