

He Whakahaereka Hui

Meeting Procedures

Here are some words and phrases to use when having a hui.



Kotahi Mano Kāika

He Rāraki Kupu (Vocab List)

Taumata 1 (Level 1)		Taumata 2 (Level 2)		Taumata 3 (Level 3)	
1. to meet, meeting	hui	1. apology	whakapāha	1. to add on	tāpiri
2. yes	āe	2. to agree	whakaae	2. chairperson	kaiwhakahaere
3. no	kāo	3. to disagree	whakahē	3. deputy chairperson	kaiwhakahaere tuarua
4. maybe	pea	4. minutes	kā āmiki	4. CEO	kaihautū
5. to support	tautoko	5. to abstain	pare	5. member	mema
6. to ask, question	pātai	6. amendments	whakahouka	6. representative	mākaī
7. sentence	rereka kōrero	7. supporter	kaitautoko	7. to finish, finished	mutu
8. turn (a page)	huri(hia)	8. motion	mōtini	8. tea break	paramanawa
9. report	pūroko	9. matters arising	kā take i ara ake	9. lunch time	kai o te poupoutaka
10. to read, to announce, notice	pānuī	10. financial report	pūroko pūtea	10. to have a break	whakatā

He Rereka Kōrero (Example Sentences)

Kā Whakapāha (Apologies)	
1. He whakapāha?	1. Are there any apologies?
2. Āe, ko whakapāha a (mea)	2. Yes, (name) sends their apologies.
3. Kāore a (mea) i konei.	3. (name) is not here.
4. Kāore a (mea) rāua ko (mea) i konei.	4. (name) and (name) are not here.
5. Kāore a (mea) rātou ko (mea), ko (mea), ko (mea) i konei.	5. (name), (name), (name) and (name) [can add on as many as you want here] are not present
6. Ka tae tōmuri mai a (mea).	6. (name) will arrive late.
7. Āhea a (mea) tae mai ai?	7. When will (name) arrive?
8. Hai te rua (toru, whā, rima, ono...) karaka.	8. At 2 (3, 4, 5, 6...) o'clock.
9. Hai te hauwhā mai i te waru (iwa, tekau, tekau mā tahi, tekau mā rua...).	9. At quarter past 8 (9, 10, 11, 12...).
Rāraki Take (Agenda)	
1. Te take tuatahi (tuarua, tuatoru, tuawhā, tuarima, tuaono, tuawhitu, tuawaru, tuaiwa, tekau, tekau mā tahi...).	1. Agenda item 1 (2, 3, 4, 5, 6, 7, 8, 9, 10, 11...).

Ētahi Atu Rereka Kōrero (Other Sentence Examples)

Kā Whakatauka (Decisions)	
1. Ko whakaae mai koutou?	1. All those in favour?
2. Ko wai e whakahē ana?	2. Who disagrees?
3. He pare?	3. Are there any abstentions?
4. Ka pare a (mea).	4. (name) abstains.
He Whakahouka (Amendments)	
1. He whakahouka ki kā āmiki?	1. Any amendments?
2. Āe, he whakahouka ki te take tuatahi (tuarua, tuatoru...).	2. Yes, there is an amendment to be made to the first item (second, third etc).
3. Kāo, kāore ōna whakahouka.	3. There are no amendments.
Kā Mōtini (Motions)	
1. He mōtini nā ētehi o koutou?	1. Is there a motion?
2. Mā wai e whakairia ki te tuanui o te whare?	2. Who will put forward the motion.
3. Māku e whakairia ki te tuanui o te whare.	3. I will move that.
4. He kaitautoko?	4. Is there a seconder?
5. Māku e tautoko.	5. I will second
6. Ko whakamanahia.	6. Carried.

Kīwaha / Kīrehu (Colloquialisms / Idioms)

1. Āe mārīka!	1. Definitely!
2. Maniori!	2. Shh, quiet please.
3. Ki te hoe!	3. Let's get to work!
4. Ka aroha kē!	4. Poor thing!
5. Nāia.	5. Here it is.

Kīnaki (A Little Something Extra)

Mā wai te karakia e taki?	Who will lead the karakia?
Māku te karakia.	I'll lead us in the karakia.
Me karakia tātou/kia inoi tātou.	Let us pray.
<u>Karakia Tīmataka (karakia to open)</u>	<u>Karakia Whakamutuka (karakia to conclude)</u>
Tukua te wairua kia rere ki kā taumata	Unuhia, Unuhia
Hai ārahi i ā tātou mahi	Unuhia ki te uru tapu nui
Me tā tātou whai i kā tikaka a rātou mā	Kia wātea, kia māmā te kākau, te tinana, te wairua i te ara
Kia mau kia ita	takata
Kia kore ai e karo	Koia rā e Roko, whakairia ake ki ruka
Kia pupuri	Tūturu whakamaui, kia tina!
Kia whakamaui	Tina! Hui e!, Tāiki e!
Kia tina! TINA! Hui e! TĀIKI E!	