



HOW TO RUN AN EFFECTIVE GOVERNANCE MEETING

And why parliamentary procedure is important

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Today's Session

- Governance as you've observed it
- The importance of parliamentary procedure
- Applying practice to virtual meetings
- Scenario review - Shady Grove College Assembly

What have you observed about Governance Meetings?

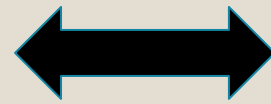
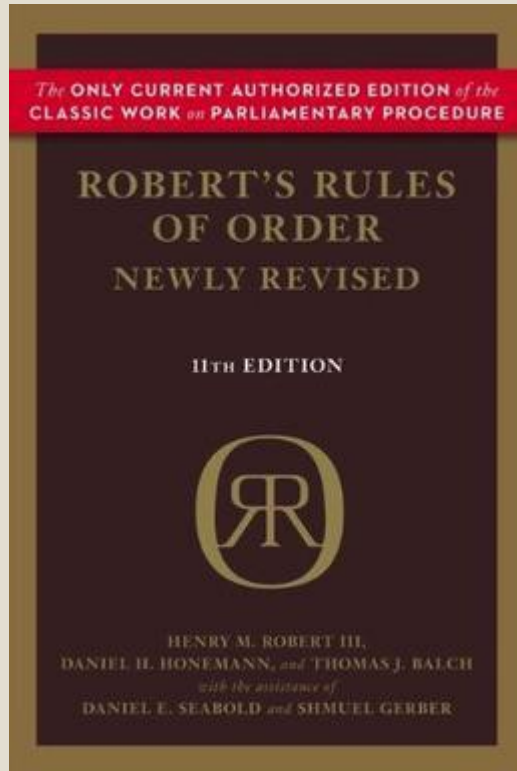
- Think about your past governance meetings (committees, department, your governance body, etc.)
 - When meetings have not been effective, what were the issues that caused the meeting problems?
 - Post observations in the chat

(Escaping full screen during screen share so you can see the chat and participants windows.)

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 - What factors/processes/actions have led to effective meetings, in your experience?
 - Post observations in the chat

Parliamentary Procedure

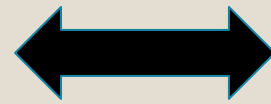
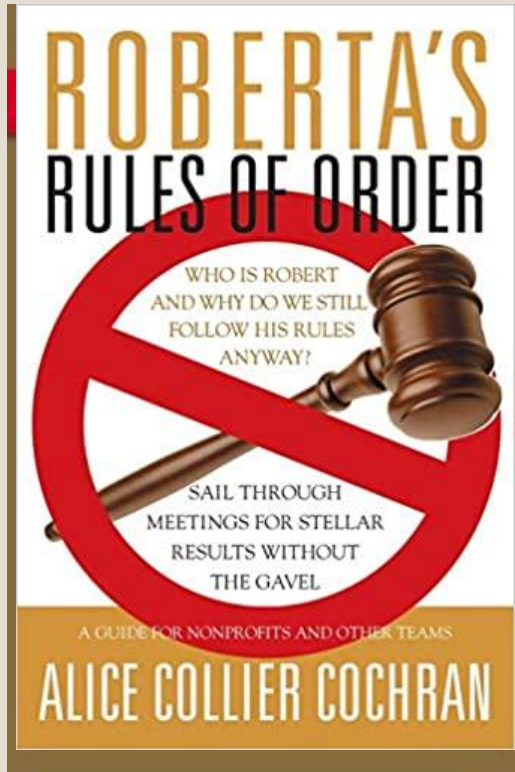


Robert's Rules of Order, Newly Revised

RRO chapters

- Nature and rules of organizations
- Conduct of business and meetings
- Motions, motions, motions
 - Main motions, subsidiary motions, privileged motions, incidental motions
 - Renewal of motions, tabling and reconsidering, etc., etc.
- Quorum, order of business
- Floor (who has it), rules of debate
- Voting, elections
- Bylaws
- Disciplinary procedures

Parliamentary Procedure



Roberta's Rules of Order

Know your roles

Chair

Parliamentarian

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- Set agenda (Exec Comm)
 - sequence of items
 - timing of items
- Manage debate/discussion
 - recognize members
 - assign 'the floor'
 - track requests to speak
 - more to come...
- Manage business of the organization
- Be prepared

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Parliamentarian

- Do you have one?
- Interpret bylaws and RRONR
- Provide advice to Chair
- Respond to parliamentary inquiries
- Parliamentarian "style"

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Secretary

- Attendance, minutes
- Admin support?

How to Debate

◦ **Chair's Responsibility during Debate**

- *Begin discussion*
- *Everything directed to the Chair, not to each other*
- *Keep a running list of those wishing to speak to the motion*
- *Ensure that the discussion doesn't become cyclical and comments aren't repeated*
- *Give room to both sides of the discussion - actively call for contrasting viewpoints*
- *Procedures/policies for 'second round' comments*
- *Remind the group to speak only to the motion/resolution at hand*
- *Ask the person to whom a question is asked if they wish to answer*
- *Keep track of time*
- *Civility (two-edged sword?)*

Motions

What are they?

- *Myriad types in RRO, don't get hung up*
- *Main motions - what we do, turning talk into actions*
- *Subsidiary motions: postpone, amend, refer, table*
- *Privileged and incidental motions*

Debating motions

- *Must be introduced (made), and seconded (for most types)*
- *Speak for, against motion; propose amendments*

Who owns the motion (or resolution)?

Resolutions

What are they?

- Resolution = Main Motion
- Longer and more complex, tend to be written out beforehand

Debating resolutions

- Introduced by committee -> no need for second (why is that?)
- Introduced from floor -> needs to be seconded as any main motion
- Same debate procedures as for any main motion
- Rewriting resolutions during debate -> can be messy
 - Know when to refer back to committee
 - Alternative option: move to postpone, to allow group to redo language

Writing Resolutions

Structure

- *Whereas clauses / Resolved clauses / Background*

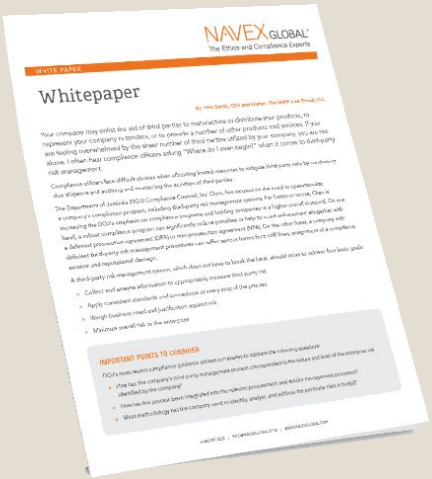
Resolved clauses

- *Determine these first (as in backwards course design)*
- *Be specific and actionable*
- *Who are you asking, to do what, and do they have authority to do so?*

Whereas clauses

- *Focus on what is necessary and sufficient to build your case*
- *Less is often more*

Other business



And now...Virtual Meetings!

- First, we are assuming that everyone is familiar with virtual meetings at this point! However, setting up, running, and managing an online meeting can be challenging, whether you use Zoom, Blackboard Collaborate, Microsoft Teams, Webex, etc.
- Be not afraid...we are here to help you!

Before...

- Post agendas, reports, and other documents to a shared platform (Blackboard, Google Docs, Dropbox, etc.) well before the meeting so that your members can be prepared. Remember to record the meeting and chat.
- You can use the “Share screen” option during the meeting, but remember that this can create lag-time and those joining by phone may not be able to see the documents well or at all
- Remind people signing in to use a recognized name (full names help)--no “Joe the Maestro” or “Wonder Woman Jane”...and note that depending on the platform, phoners-in might be identified only by phone number

Before...cont.

- Ask someone to monitor the chat, attendance, vote count, so you can focus on the discussion
- Have a second option ready to go, i.e. your smartphone, in case you have computer woes
- Admit that you are human--"Mistakes will be made!"

During...



- After initial “hello’s” and “how-are-you’s”, ask everyone to mute their microphones (and perhaps video)...no end to embarrassing moments have already occurred...just Google “flushgate”
- Know that there will be times you will have to remind people to unmute to speak and to re-mute when done...and remember that dogs bark, babies cry, and parrots curse...remind folks to zoom in from a quiet locale if possible

During...cont.

- Ask people to use the “raise hand” function rather than cutting in--just like they would do (hopefully) in a F2F meeting! The host(s) will be able to see raised hands and in what order, so they can address people in sequence. You may need to remind people to put their hands back down after speaking
- When appropriate, ask people to post questions in the “chat” space as well
- Remember to check in with the person monitoring the chat so that important questions and comments aren't lost

Voting...



- Voting presents a number of challenges, not the least of which is making sure that people know what they are voting on! Putting a well-worded motion into the chat and giving people adequate time to read it will help
- Once the motion is seconded, further discussion should be allowed. Then, once the question has been called, voting can happen in one of three ways: using the “raise hand” function; responding in the chat, which has the advantage of being saved as part of the record; or putting out an online survey (typically after the meeting) through Survey Monkey, Formsite, or another platform

Voting...cont.

- The biggest challenge with voting is avoiding cross-talk either spoken or in the chat that interferes with the vote itself by mixing commentary and votes. Also, lag-time, especially for people with poor WiFi or who are in the meeting via phone. Give plenty of time for tallying and use your moderators to control traffic!
- Remember...it's your job to make sure that all of the rules and procedures are followed both during the debate/discussion, the voting, the tallying, and the recording. Use your moderators here to help make sure things go smoothly and per proper protocol.

After...



- Ask your governance body members to submit suggestions and comments on what worked and what didn't and how to improve
- Debrief with your moderators/executive committee
- Follow up on any votes done through online surveys
- Share links to meeting and chat
- Smile, and get ready for your next meeting



It is now time to start the Shady Grove College
Assembly.

The Chair will call the meeting to order.

Chair “I would start by calling the meeting to order.”

“First on the agenda is a resolution presented by Senator 1, the chair of our Student Affairs Committee”

Senator 1 presents resolution: “After much debate The Student Affairs Committee of Shady Grove College moves that this Assembly recommends that beginning with the Fall 2018 semester the President of the College the create a “College Hour” every Monday, Wednesday and Friday from 12:30 – 2 during which no classes will be scheduled. Any questions?”

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- Does this need to be seconded?
- What error in parliamentary procedure did Senator 1 make?
- Is the motion actionable?

Chair: Are there any questions on the motion for the presenter?

Senator 2: Looking at the Academic Dean “As our academic dean, how will this affect our retention rates since many students want classes during that time?”

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- Pre-debate questions of clarification
- All comments must be directed to the chair
 - Side comments, discussion back and forth can quickly derail debate

Chair: Please remember all comments and questions should be directed to the chair. I will repeat the question and ask if anyone is willing to answer the question. If no one is willing I will make a note to find out the answer and get to the Assembly.

Chair:: If there are no further questions, let's open the floor for debate

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- Ask members to speak for or against the motion (resolution), or to propose amendments
 - Do this repeatedly.....

Limits to Debate

Any limit to a debate requires a $\frac{2}{3}$ majority of the voters present if contested - chair should ask “Unless there are objections....”

- **Examples of limits to debate**

- *Time limit*
- *One pro/one con*
- *No one speaks twice*
- *Everyone has option to speak before ‘second round’ of comments*

Who Speaks During Debate

- *Members*
 - *During a debate, keep a list of people who raise their hands to speak and a second list of people who want to speak a second time.*
 - *All questions/comments are to be directed to the chair*
- *Presenters are not the chair*
- *The Chair does not express a position on any question before the assembly unless he/she steps away from the role of Chair by appointing an acting Chair.*

Senator 2: “ I would like to make a friendly amendment that the motion include certificates as well as degrees.”

Amendments

- ***There is no such thing as a “friendly amendment.”***
- **Voting on the amendment**
 - *Unanimous consent*
- **Returning to the main motion**
 - *If amended, state “as amended” before taking the vote on the main motion.*

Senator 3: “If we’re looking at retention, I would like to discuss eliminating PE as a graduation requirement.”

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- Other topics cannot be addresses while a motion (or resolution) is on the floor for debate

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Chair:: There is a resolution on the floor, we cannot address any other issues at this time

Senator 1 “Call the question”

“Calling the question” versus asking to “close debate”

“Calling the question”

- *A second is required for calling the question.*
- *There is no discussion about calling the question.*
- *This motion must receive a 2/3 vote in order to pass*
- *If passed, no further debate on motion*

“Closing/ending debate”

- *Chair asks “Are you ready for the question?”*
- *No vote required if unanimous consent*

Voting Methods

- *Verbal, roll call, clickers or ballot???*
- *Chair does not vote unless to make or break a tie*
- **Abstentions**
 - *When and why are they important?*
- *Chair does not vote unless to make or break a tie - Tied votes are lost votes*

Additional Thoughts

1. **Proper chairing is crucial to the success of the meeting.**
2. **The Chair rules on every procedural question**, although the Chair's ruling may be appealed from the floor by a member of the assembly. (This may involve the Parliamentarian consulting Robert's Rules.)
3. **The Parliamentarian does not rule (and does not vote)** – he/she only advises the Chair as to proper procedure, and normally does not speak to the body
4. **The Chair recognizes all speakers**, and relinquishes his/her role only when appointing another person to act as Chair.
5. **Any unrecognized speakers may be ruled “out of order.”**
6. **All statements by assembly members are addressed to the Chair**, not to other members.

QUESTIONS?