

Academic Affairs Coordinating Council

Meeting to Support Chairs

October 15, 2017

(Prepared by Michele Koomen with updates by Chuck Niederriter)

### 1.2.2 Committee officers

1. Each faculty committee shall elect a chair or co-chairs and select/elect a secretary.
2. The chair of the faculty committee shall convene the committee meetings, develop and distribute an agenda in advance of the meeting and run efficient and productive meetings. The chair or one of the co-chairs shall be a tenured member of the faculty, if at all possible.
3. The committee secretary shall keep and maintain proper records of meetings of the committee and will send approved minutes electronically to the Provost's office for posting on the website. The secretary or chair will see that full copies are placed in the College Archives at the end of the academic year.

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### Chair responsibilities

1. Conduct meetings and develop agendas
2. Support committee members to understand the function of the committee and their role on that committee (Faculty Handbook: Yellow pages <https://gustavus.edu/facultybook/>)
3. Submit proposed changes by the committee to *Faculty Handbook* or *Manual* to the Faculty Senate for approval
4. Represent the Faculty Committee at the Academic Affairs Coordinating Council
5. Represent the committee to institutional committees in which the Chair is a member (either regular or ex officio). For example: Curriculum Committee Chair is a member of the Academic Affairs Committee of the Board of Trustees
6. **Update Chair's Handbook and provide to incoming chair**

**Quorum:** More than half of the members entitled to vote are present.

**What Is Parliamentary Procedure?** (<http://www.robertsrules.org/rulesintro.htm>): It is a set of rules for conduct at meetings, that allows everyone to be heard and to make decisions without confusion.

<h3>Conducting Meetings</h3>
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Conducting meetings using Robert's Rules of Order (<http://www.dummies.com/how-to/content/roberts-rules-for-dummies-cheat-sheet.html>)

1. Call for agenda items to committee members (10 before committee meeting date)
2. Depending on the nature of the work of the committee, additional agenda items may come from Chairs of Departments, other committees or other institutional members (for example: Curriculum Committee receives items from Department Chairs for major or minor revisions.
3. Sequence of agenda: Robert's Rules provides your committee with a standard *order of business*, which is simply a sequence for taking up each different class of business in order as follows (\*note this serves as a template for **developing an agenda**)
  - a. **Reading and approval of minutes.** Important things happened in your previous meeting. Before you do anything else, make sure that everyone agrees with the record of that meeting.

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- b. **Reports of officers, boards, and standing committees.** Your leadership team should be working in the time between membership meetings, and you need to hear what they've been up to before you venture into making too many decisions.
- c. **Reports of working or special committees.** If your committee has appointed any working groups or sub- committees for specific purposes, you need their info, too. But these committees wait their turn and report after the standing committees make their reports.
- d. **Special orders.** Sometimes you need to schedule particular items of business before going over the things postponed from a previous meeting. And sometimes the bylaws require something to be done at a particular meeting, like a "nominations in November" rule in your bylaws. Such items of business and bylaw requirements qualify as special orders.
- e. **Unfinished business and general orders.** Before you do anything else, you need to finish up what you already started. This is the time to get back to the postponed motions and any business that was pending when your previous meeting adjourned.
- f. **New business** If time permits, you can broach the subject of new business. You've done the wise thing by waiting until you've taken a shot at all the other stuff. It's sort of like how you have to clean your plate before you get dessert.
- g. **Announcements**
- h. **Adjournment**

<b>Motions</b>
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The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue.

How are Motions Presented?

- **Obtaining the floor**
  - Wait until the last speaker has finished.
  - Rise and address the Chairperson by saying, "Chair \_\_\_\_\_"
  - Wait until the Chairperson recognizes you.
- **Make Your Motion**
  - Speak in a clear and concise manner.
  - Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".
  - Avoid personalities and stay on your subject.
- **Wait for Someone to Second Your Motion**
- **Another member will second your motion or the Chairperson will call for a second.**
- **If there is no second to your motion it is lost.**
- **The Chairperson States Your Motion**
  - The Chairperson will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
  - The membership then either debates your motion, or may move directly to a vote.
  - Once your motion is presented to the membership by the chairperson it becomes

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"assembly property", and cannot be changed by you without the consent of the members.

- Expanding on Your Motion

The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.

The mover is always allowed to speak first.

All comments and debate must be directed to the chairman.

Keep to the time limit for speaking that has been established.

The mover may speak again only after other speakers are finished, unless called upon by the Chairman.

- Putting the Question to the Membership

The Chairperson asks, "Are you ready to vote on the question?"

If there is no more discussion, a vote is taken.

There are two other motions that are commonly used that relate to voting.

- Motion to Table -- This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.

- Motion to Postpone Indefinitely -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

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<b>Documenting the Meeting via Minutes</b>
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Meeting Minutes According to Robert's Rules (From: C. Alan Jennings, PRP from Robert's Rules For Dummies, 2nd Edition)

- Minutes are important because they're the only surviving record of what was said and done at the meeting. They can be dry and boring. In fact, it's probably a good sign if they are! Most importantly, they need to be informative and easy to navigate for whatever the reader needs to know six months from now.
- Simple organization of the facts and use of unpretentious language are the best attributes you can give your minutes.
- You want your minutes to be readable, but you must be precise in the information you give. Your minutes provide the record of the action taken at the meeting, so they need to clearly memorialize the facts.

### Composing your meeting's minutes

To save you time and unnecessary work, Robert's Rules spells out exactly what needs to go into your minutes.

The **first paragraph** needs to include this information:

- The kind of meeting (regular, special, annual, adjourned regular, adjourned special, and so forth)

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- The name of the organization
- The date, time, and location of the meeting (don't list the location if it's always the same)
- A statement confirming that your organization's regular presiding officer and secretary are present (or giving the names of the persons substituting for them)
- A mention of whether the previous meeting's minutes were read and approved (and the date of that meeting, if it wasn't a regular meeting). Corrections to minutes are noted in the minutes being corrected; they're not detailed in the minutes of the meeting at which the corrections were adopted. (The minutes of the meeting at which corrections were made should merely state that minutes of the previous meeting were approved as corrected.)

The **body** portion of the minutes needs to include this info:

- All main motions (except ones that are withdrawn), along with the name of the member making the motion (but not the name of the person who seconded the motion).
- Motions bringing a question again before the body (except for ones that are withdrawn).
- The final wording of the motions, either as adopted or as disposed of. If it's appropriate to include mention of debate or amendment, you can note these items parenthetically.
- The disposition of the motion — including any adhering amendments — if it's only temporarily disposed of.
- Information about the vote.
  - **Counted vote.**
  - **Roll-call vote.**
  - **Ballot vote.**
- The full text of any report that the assembly orders to be entered into the minutes. This situation doesn't happen often because a reference to a written report is usually sufficient for the record.

The **last paragraph** of your minutes needs to include the hour of adjournment. And that's it! Well, except for the following additional notes to keep in mind when finalizing your minutes:

- The proceedings of a committee of the whole aren't included in the minutes, but you do need to include the fact that the move into committee occurred and also include the report of the committee.
- When a question is considered informally, the same information should be recorded as in regular rules. Informality is permitted only in allowing additional opportunities to debate.
- The full text of any report is included in the minutes only if the assembly so orders.
- Record the name of any guest speaker and the subject of presentation, but make no summary of the speaker's remarks.

### Signing the minutes

- Minutes are to be signed by the secretary and, if customary, may also be signed by the president. Minutes are your group's legal record of its proceedings, and the secretary's signature establishes evidence of the original document's authenticity.