

How to Run a Board Meeting

Prep Work- What to Do Before a Meeting

- Templates Folder
- What does it mean to be a “Sponsor”
- Items are ALWAYS brought as “INFORMATION- Item” first, THEN “ACTION-Item” – why?

Deadlines and Agenda Sign Up



Agenda Requests for the _____ AS Board Meeting

To place an item on the Agenda have the Board Sponsor fill out this form and email the documents to AS.Board.Agendas@wwu.edu. Key: (I) Info Item, (A) Action Item, (P) Personnel, (C) Consent Item.

	I,A,P,C	Board Sponsor	Agenda Item Title	Time	New Doc?	Guests?	Media	Same Doc?	No Doc?
1.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WWU AS BOARD OF DIRECTORS MEETING

Friday, May 20th, 2016 8:30 a.m. VU 567

AGENDA

- I. APPROVAL OF MINUTES
- II. REVISIONS TO THE AGENDA
- III. PUBLIC FORUM *(comments from students and the community)*
- IV. INFORMATION ITEMS - Guests*
 - A. Counseling, Health & Wellness Health Service Fee Proposal (30 Minutes) Doc. 1 Palumbo
 - B. Budget Committee Final Recommendations (30 Minutes) Doc. 2 Brock
 - C. Critical Race Conference Funding Proposal (10 Minutes) Doc. 3 Seare
- V. ACTION ITEMS - Guests*
- VI. PERSONNEL ITEMS *(subject to immediate action)*
- VII. ACTION ITEMS - Board*
 - A. Vice President for Diversity Job Description (10 Minutes) Doc. 4 Ramos
- VIII. INFORMATION ITEMS - Board*
 - A. Structural Review Committee Recommendations (20 Minutes) Doc. 5 Brock
 - B. Updated Structural Review Charge and Charter (5 Minutes) Doc. 6 Brock
 - C. Student Enhancement Fund Proposal (15 Minutes) Doc. 7 Seare
- IX. CONSENT ITEMS *(subject to immediate action)*
 - A. Scholarship Recipients (5 Minutes) Doc. 8 Seare
- X. BOARD REPORTS
- XI. OTHER BUSINESS

* All agenda items are subject to immediate action

Note: Proposed motions show what is being requested. The actual motion passed may be different.

Deadlines and Agenda Sign Up

- Example of deadlines: Timeline for a 6pm Thursday BOD Meeting



Submitting Documents

- Documents must be emailed to Sabrina Houck (AS Board Program Coordinator) prior to the deadline
- Ensure ALL parts of the document are included in **one** email [cover sheet, supplemental materials, PowerPoint presentations, etc.]
- All documents must be submitted to Sabrina in Original AND PDF Form.
Why?

Roberts Rules of Order/ Parli(mentary) Pro

- The Four Basic Principles of Parliamentary Procedure:
- 1.Consider only one item at a time
- 2. Justice, courtesy, and equal treatment to all (every member has equal rights, no speaking over one another)
- 3.Will of the majority will be carried out
- 4.The rights of the minority are preserved

Chairing Meetings

- While managing the conversation, the chair will dictate procedural rulings (e.g. moving on from a speaker, exhausting the speakers list, etc.). Though it is rare, these rulings may be overturned by a majority vote of the Board.
- Example:
- The chair decides to close debate. A Board member wishes to continue debate, so they make a motion to overturn the chair. If the motion is seconded it will go to a vote, if it receives 4 votes, the chair's decision to close debate will be overturned and discussion will continue.

Parli(mentary) Pro Vocabulary

- Call to Order (Quorum)
- Seeking the Floor
- Motion
- Acclamation
- Tabling an Item

Call Meeting to Order

- The chair may voluntarily hand over facilitation of specific items or whole meetings to the vice chair, in this case authority is then vested in the vice chair.
- Lateness – Board's Decision on Lateness

Seeking the Floor

- The Chair (in this case, AS President) is responsible for managing the conversation. The chair exists in order to preserve order and the rights of all members.
- If you wish to speak, discreetly extend your hand so that the chair can add you to the speakers list
- When another has the floor, it is incumbent on every member to listen attentively and refrain from conversation

Making Motion

- Motions are the vehicles of decision making used by the board.
- Motions exist to ensure that there is clarity of action:
 - It is clear WHEN action has been taken ?
 - It is clear WHAT action has been taken?
- **If a motion is made that does not appear on the agenda, or if significant edits are made to a motion, the motion must be written out and delivered to the minute taker.**
- **Try to make a motion by “approving” it, and not “to not approve ____” . Why?**

Acclamation

- A motion may be passed without debate if there is no objection.
- The chair will set norms and direction for the use of Acclamation.
- E.g. Consent Items, committee appointments.

Tabling an Item

- An item may be tabled by rule of the chair, or by motion and vote of the body.
- An item should be tabled if any one of the following conditions exists (not an exhaustive list):
 - 1) There are many issues with the document
 - 2) Significant edits are being made
 - 3) Vital Board members are not present

The Path of an Agenda Item

- In the context of the AS Board, the chair and board have an opportunity to mold discussion to a certain degree according to their preferences, this is a general framework:
- 1) The Chair announces the document and turns the floor over to the sponsor to introduce the document.
- 2) The document sponsor introduces the document. The introduction is not meant to be a summary of the document (board members will have read it already ahead of time), it should call out key points and cover any areas that other board members may have had questions about.
- 3) The speakers list is opened, debate begins
- 4) A motion is made and seconded.
- 5) Debate may continue after the motion is made, amendments may be made at this stage
- 6) The chair will end debate and call for a vote.

Ditto Card

- The ditto card is a tool for moving debate along. Why?
- Useful for the Minute Taker.
- It is NOT a weapon!

Committee's- Terminal Action vs Routed Action

While all decisions of all AS committees are subject to review by the Board of Directors, not all are automatically reviewed (that would make for very long meetings). Some committees are granted “terminal authority” over a specific scope of actions (laid out in C&C). Other actions are, from their inception, meant to go to the Board for final approval.

- **Terminal Action**

- An action of a committee that does not need approval of the Board. Under special circumstances, an action that is typically terminal may be routed through the Board of Directors.
 - E.g. LAC approving funding from the LAF or Activities Council funding clubs

- **Routed Action**

- An action of a committee that routes to the Board of Directors for Final Approval
 - E.g. LAC assembling the Legislative Agenda, Personnel Committee reviewing edits to JDs