

How to Run a Board Meeting

Parliamentary Procedure

- 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. Please keep the chats in TEAMS to a minimum. It can be distracting and take away from the 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 Executive 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.