

PURPOSE OF THE BOARD: To make decisions regarding the board as a whole. Decisions made at this board may affect the executive members of the council, the clubs, or the students. This board also functions to spread ideas and make announcements. It is the duty of each of the board's constituents to report this information back to their respective bodies.

HOW DECISIONS ARE MADE: Any decision involving finances, decisions not accepted unanimously by the board, and any special decisions outlined in the constitution, are made by a motion. This is typically done when someone proposes a motion that puts a decision on the table. This motion must be supported by a “second”, who has interest in the motion at hand. A formal discussion regarding the motion ensures, giving everyone present the chance to support the motion, disagree with the motion, or amend the motion. After discussion ends, the motion is then voted upon. If there are amendments to be made to a motion, those are voted upon before the first motion at hand. There are several different mechanisms to different motions.

RULES OF ORDER: The board follows Roberts' Rules of Order, a standard set of rules used by Canadian Parliament, with some changes designed for a group as small as ours. These rules are designed to speed up meetings, as well as to make it easier for a scribe to take minutes for a meeting. Here are some of the major aspects of these rules of order.

POINTS: a point is an interjection into the regular proceeding of a meeting to resolve an issue that is disrupting the flow of a meeting. Any person may use these at any point of time, and may even interrupt someone if it is important. Here are a few examples:

- **Point of order** – A point of order may be used when someone violates the proceedings of a meeting. Examples of this are straying from the agenda, discussions going off-topic, or when people begin talking back and forth to one another in a discussion. A person raises their hand, says “point of order”, and outlines their concern, at which point, the chair makes a ruling.
- **Point of information** – A point of information is used to ask a question of the chair. This is used when a person is in need of a clarification on something that is being discussed, or on a motion being made. A person raises their hand, says “point of information”, and outlines their concern. The chair will then answer the question, or direct the floor to someone that can. If the concern is not urgent, and someone is in the middle of speaking, the chair may ignore them until the person speaking has finished.
- **Point of privilege** – A point of privilege is used when a person is disrupted your ability to participate properly. Examples could be people interrupting you or generally speaking out of turn, or if someone personally attacks you during a discussion. This works the same as a point of order.
- **Challenge the Chair** – A person may challenge the chair if he or she feels the chair has made a decision that he or she does not agree with. Typically, this follows one of the previous points, after the chair has made his ruling. Challenging the chair works similar to a motion. A person will raise their hand, say “I challenge the chair...”, and explain what the concern is. The chair will ask for a second, and the vote will immediately commence. If the vote is approved by a 2/3 majority, the chair must revert his or her decision.
- **Call the Question** – A person may ask to call the question during a motion. When this happens, a vote takes place immediately

DISCUSSION: If there is a motion on the table, a discussion will ensue. People will raise their hands if they wish to be heard, and the chair will choose people to speak one at a time. The chair will give the

floor to people in the order that they raise their hands, with a few exceptions:

- A chair may choose to alternate the speaker's list between males and females.
- A chair may also choose to move people up the speaker's list if they have not spoken yet.

Other than debate, there are special motions that you can make during discussion. Here's a few:

- At any point during discussion, a member may amend a motion being made. This becomes an entirely new motion, and a discussion will ensue on the amendment.
- A motion can also be tabled or postponed. This will halt all proceedings on the motion at hand, and it will be brought up later. Motions are tabled if they are to be brought up at the same meeting, and are postponed if they are to be brought up at another meeting.
- A member may move to call a question. When this is done, a vote immediately takes place to determine if discussion should stop, and the motion is immediately voted upon. This requires a 2/3 majority to pass.
- A member may ask for the minutes to show not only the vote count, but also show how each person voted. This can be done as long as no one objects.

TYPICAL ORDER OF THE MEETING:

- **Introductions** – A round-table introduction will take place, with each person giving their names, and their constituent bodies. This is typically done when there are guests in the room, or if there are board members who have not sat on the board before.
- **Approval of the agenda** – This is a request for a motion to approve the agenda for this week's meeting. People have the opportunity to shuffle around the order of the agenda, or add items if they feel it is necessary.
- **Approval of the minutes** – This is a request for a motion to approve the minutes from the previous meeting. People have the opportunity to change any mistakes from the minutes. Remember, the minutes state what has been said, and changes to them can only be in a factual manner.
- **Business arising from the minutes** – This is the chance to object to, or request to discuss anything from the previous meeting. Anything that is brought can be immediately discussed, or can be set aside until later in the meeting.
- **Main body** – This is where any decisions that need to be made, are made. The main body can consist of a number of agenda items, including PDR's, event planning, etc. Anything being said at this stage will be strictly limited to making decisions.
- **Reports** – This gives every board member the chance to give an update on any new information they feel that other board members need to know about. For Executives, this could include information from any of their committees, event information, budget information, and more. For clubs, this includes any endeavors or new business resulting from their representative bodies. This can be informal, since decisions are not being made at this stage.
- **New Business** – This is everyone's last opportunity to speak before the meeting adjourns. This section consists of announcements or messages from the executives as a whole. Decisions cannot be made at this point.

PLEASE NOTE: Everyone is a representative of an organization. Your responsibilities are to be a voice for your group on our board, and vice versa, and to relay any important information. DO NOT put your own gains about those of your clubs.

Regards,

Josh Gaber, President (2008-09)