

How to run a meeting

An insider's point of view







Welcome

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What is our Role in Shared Governance?

Join me in raising a toast to the leaders who recognize and appreciate our role in shaping SMC's policies! We have board policy at SMC that supports and values your participation.



BP 2512 PARTICIPATORY GOVERNANCE: CLASSIFIED STAFF

Participation

In view of the management structure of the District as it pertains to classified staff, and pursuant to Title 5, Section 51023.5 subsection 4, classified staff shall be afforded opportunities to participate in the formation and development of District and college policies and procedures, and in processes which have or will have a significant effect on classified staff.

When a classified staff representative is to serve on a District task force, committee, or other governance group, California School Employees Association (CSEA) Chapter 36, the exclusive representative of classified employees of the District, shall appoint the representative for the respective bargaining unit members. The exclusive representative of the classified employees and the Board of Trustees may mutually agree to an alternative appointment process through a memorandum of understanding.

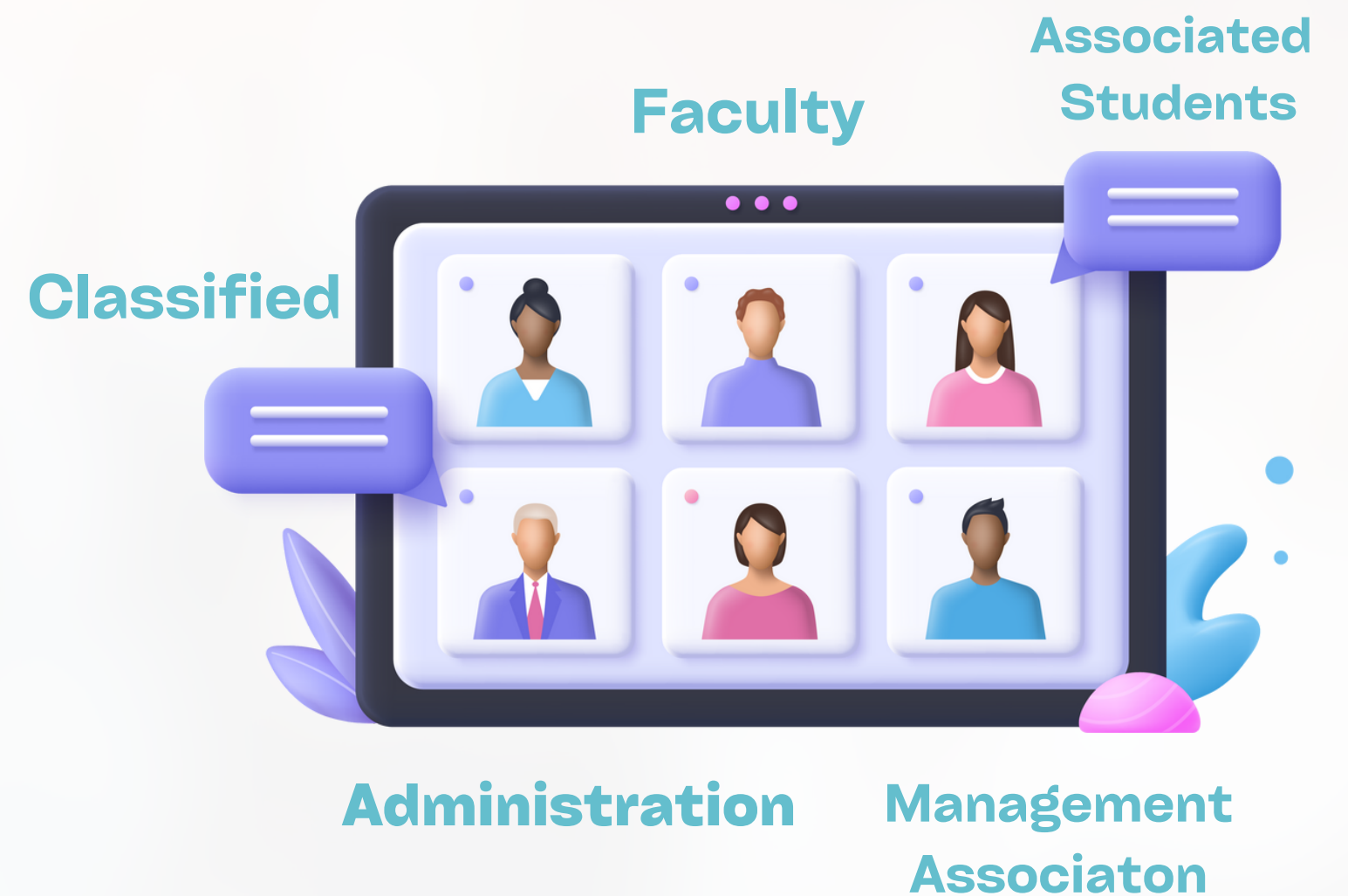
**Let's take charge and make a difference.
We don't need a superhero to save the day.
We have the power within us.**



What is our Role in Shared Governance?

What is shared governance?

Imagine a shared governance committee as a regular team or group of people who work together to make important decisions within an organization or community. This committee is usually made up of representatives from different parts of the organization, like employees, leaders, and maybe even external stakeholders. Their purpose is to discuss various issues, gather input from different perspectives, and come up with decisions that are fair and beneficial for everyone involved. The shared governance committee operates on an ongoing basis and plays a vital role in managing the organization or community's affairs effectively.



What is our Role in Shared Governance?

What is a task force?

Think of a task force as a temporary team with a specific mission or goal. It's like assembling a group of experts or individuals with particular skills to tackle a specific problem or handle a particular project.

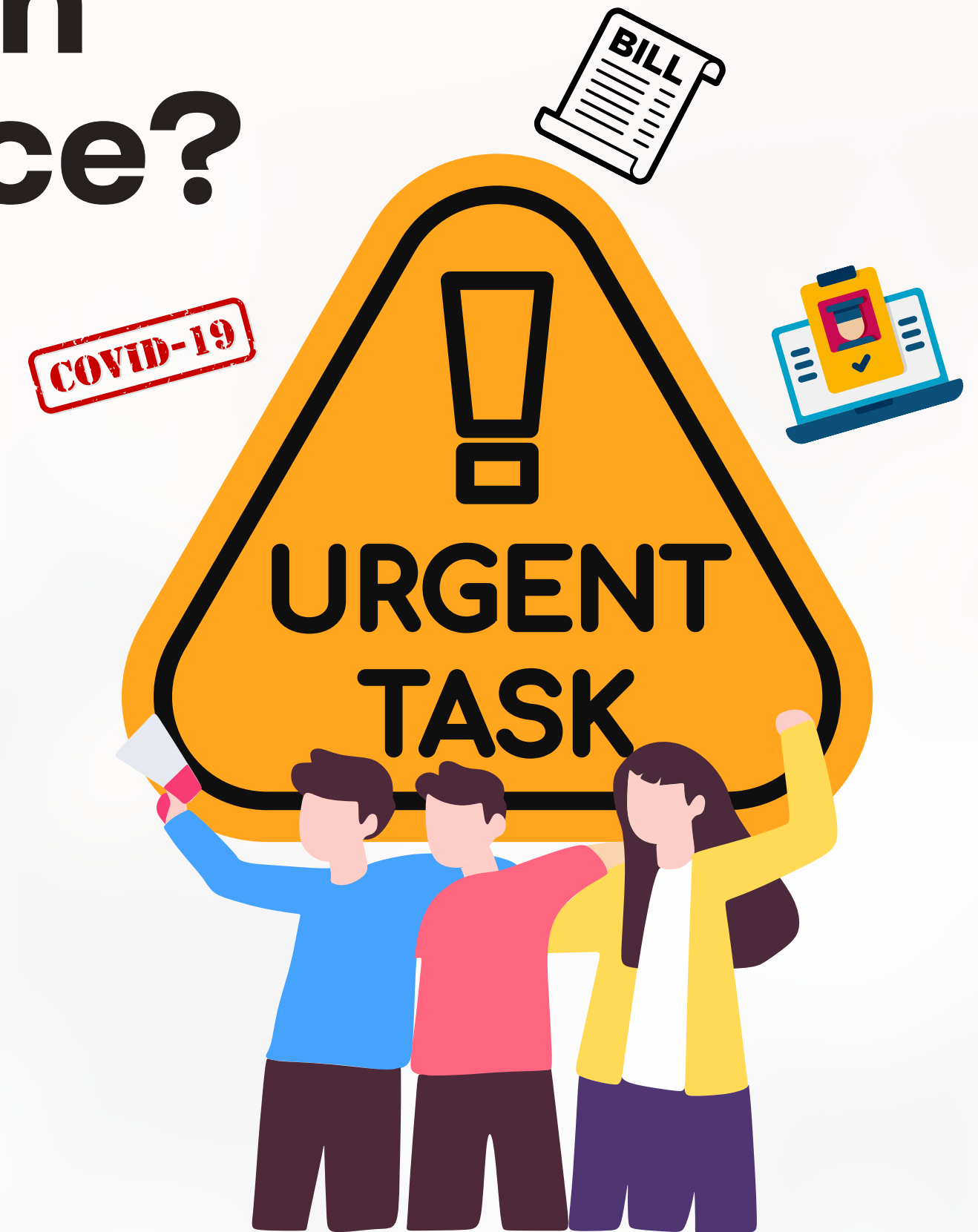
Task forces are formed when there's a need for focused attention on a specific issue that requires immediate action or a deeper analysis. Once the task is completed or the problem is solved, the task force is usually disbanded, as it was brought together for a specific purpose and not meant to be a permanent part of the organization's structure.



What is our Role in Shared Governance?

What is an ad hoc committee?

An ad hoc committee is similar to a task force in that it's also created for a particular purpose. However, the main difference is that an ad hoc committee is often established to address a specific issue or problem that arises unexpectedly. It's like creating a short-term team to deal with an urgent matter that wasn't anticipated when the regular committees were formed. Once the issue is resolved or the specific task is completed, the ad hoc committee disbands, as it's no longer needed.





What is our Role in Shared Governance?



Representation

Shared governance gives members the opportunity to participate in the planning and decision-making process. Be the voice of our Classified Professionals at SMC!


Gives You Purpose

Are you good with numbers? Are you skilled in research? Interested in district planning or technology planning? Want to learn about merit rules? Want to help the elections committee run smoothly? Join a committee! Getting involved is the lifeline of our union and you are the union. The only way for us to grow and improve is by you getting involved.



Organizing Unites Us

When Classified Professional staff come together, we empower everyone. There is power in numbers. Organizing strategically enables us to advocate for policies, or planning that affect our members. Your voice can help improve conditions in the organization and in the workplace for all.



What are parliamentary rules/procedure?

Parliamentary Procedure: Principles and Practices

Parliamentary procedure is a widely accepted system for conducting meetings and making decisions.

It is used in various organizations and institutions, including government bodies, corporations, non-profit organizations, and social clubs and associations. The system is based on several key principles that promote effective and fair decision-making.

One of the primary principles of parliamentary procedure is majority rule. This principle allows the majority of members or delegates present at a meeting to make decisions. However, the minority is also protected by ensuring that their rights are respected and their voices are heard.

Another important principle is the right of every member or delegate to express their views and ideas during the decision-making process. This ensures that all perspectives are considered and that decisions are based on a comprehensive understanding of the issues.

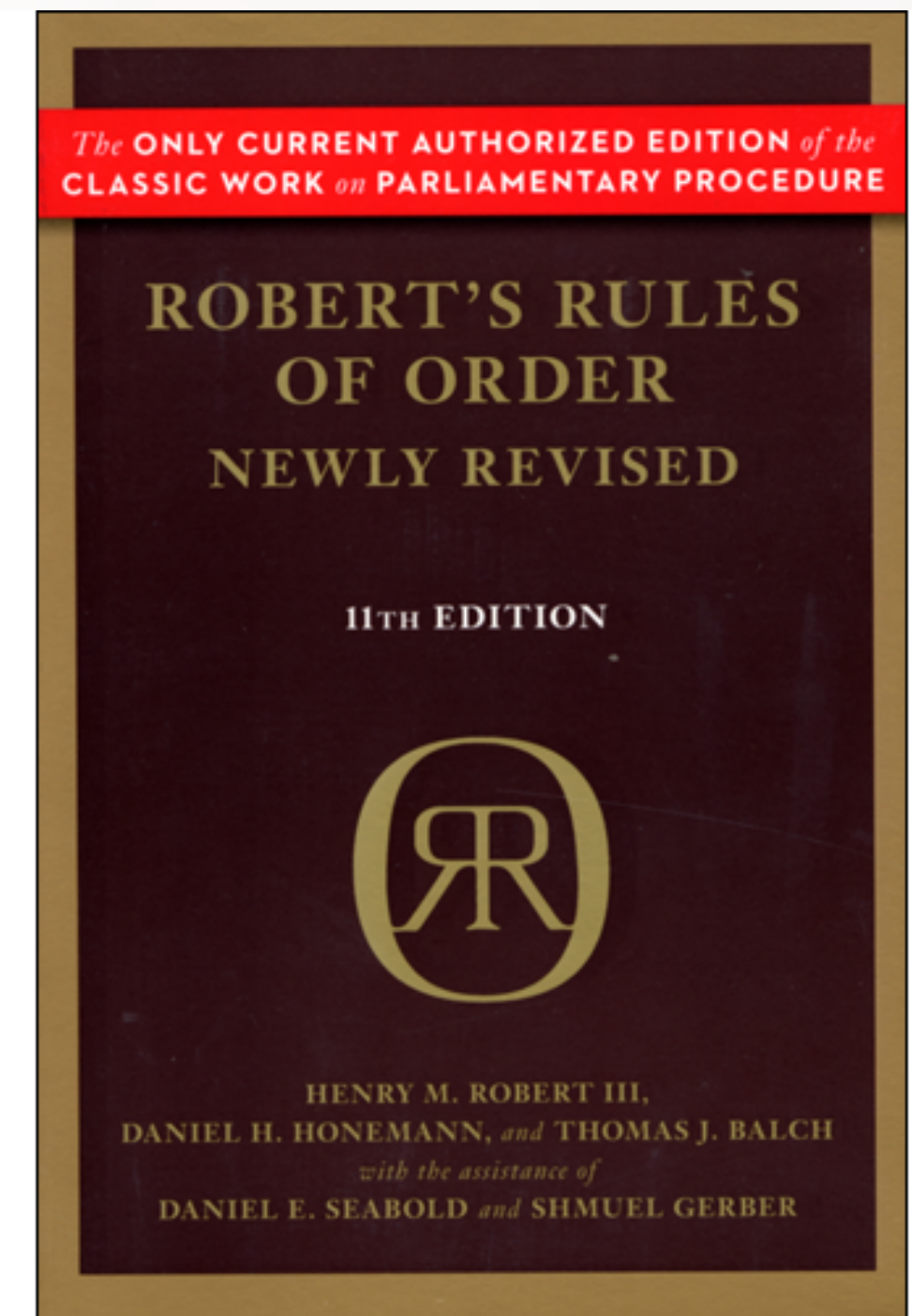
Voting is the ultimate way in which the will of the assembly is determined. Each member or delegate has a say in the decision-making process by casting a vote. However, consensus-building and compromise may also be used to reach a decision that is acceptable to all members.



What are Robert's Rules of Order?

Robert's Rules of Order are a system of parliamentary procedure that are used to facilitate group business and ensure equal opportunity for all members to participate.

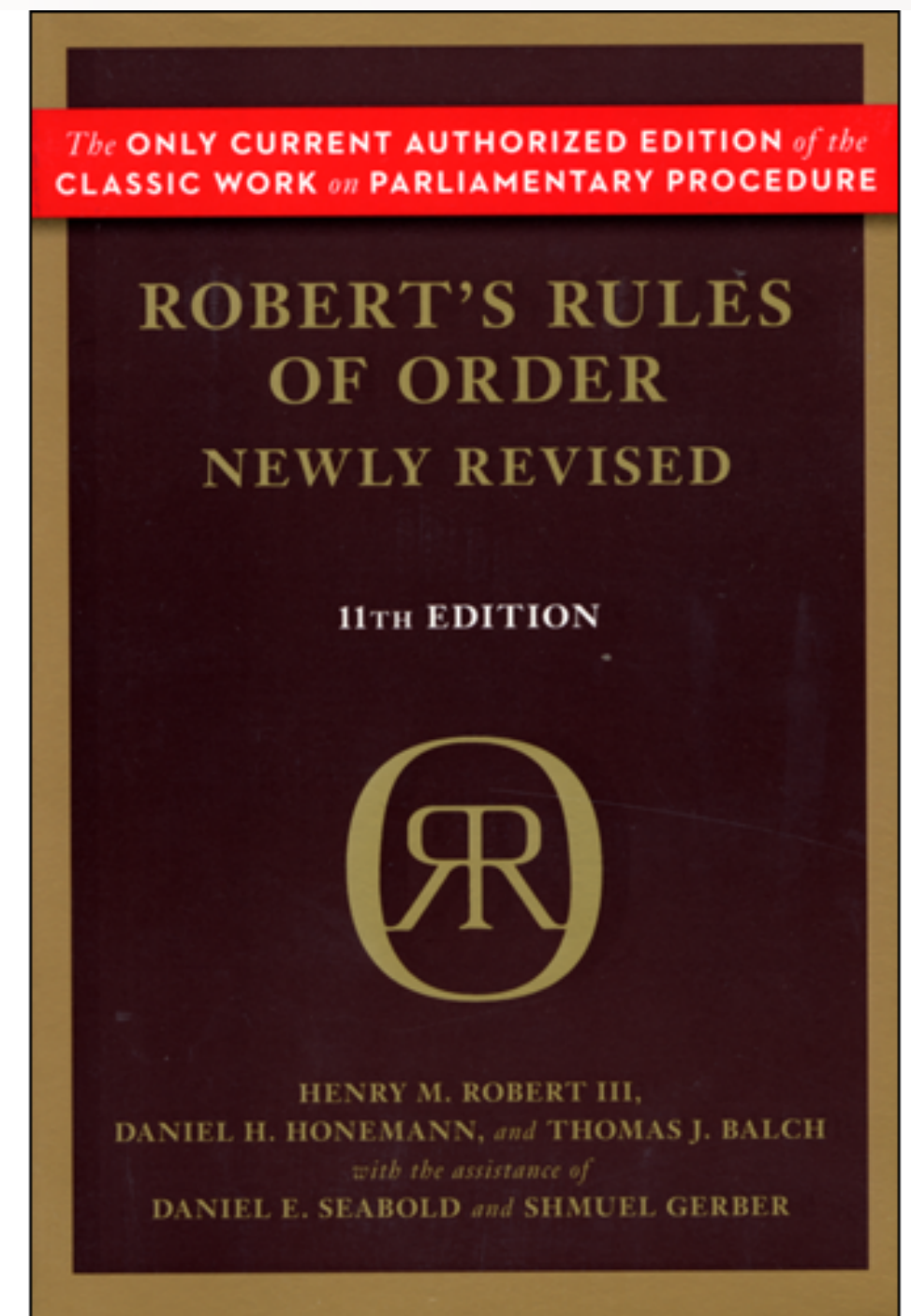
In 1863, Henry Martyn Robert, a U.S. Army engineer, struggled to conduct a church meeting effectively, leading him to create a comprehensive guide for governing meetings. After researching parliamentary rule books and drawing inspiration from legislative bodies, he published "Pocket Manual of Rules of Order for Deliberative Assemblies" in 1876, commonly known as "Robert's Rules of Order."



What are Robert's Rules of Order?

To facilitate effective group decision-making, the following rules should be observed:

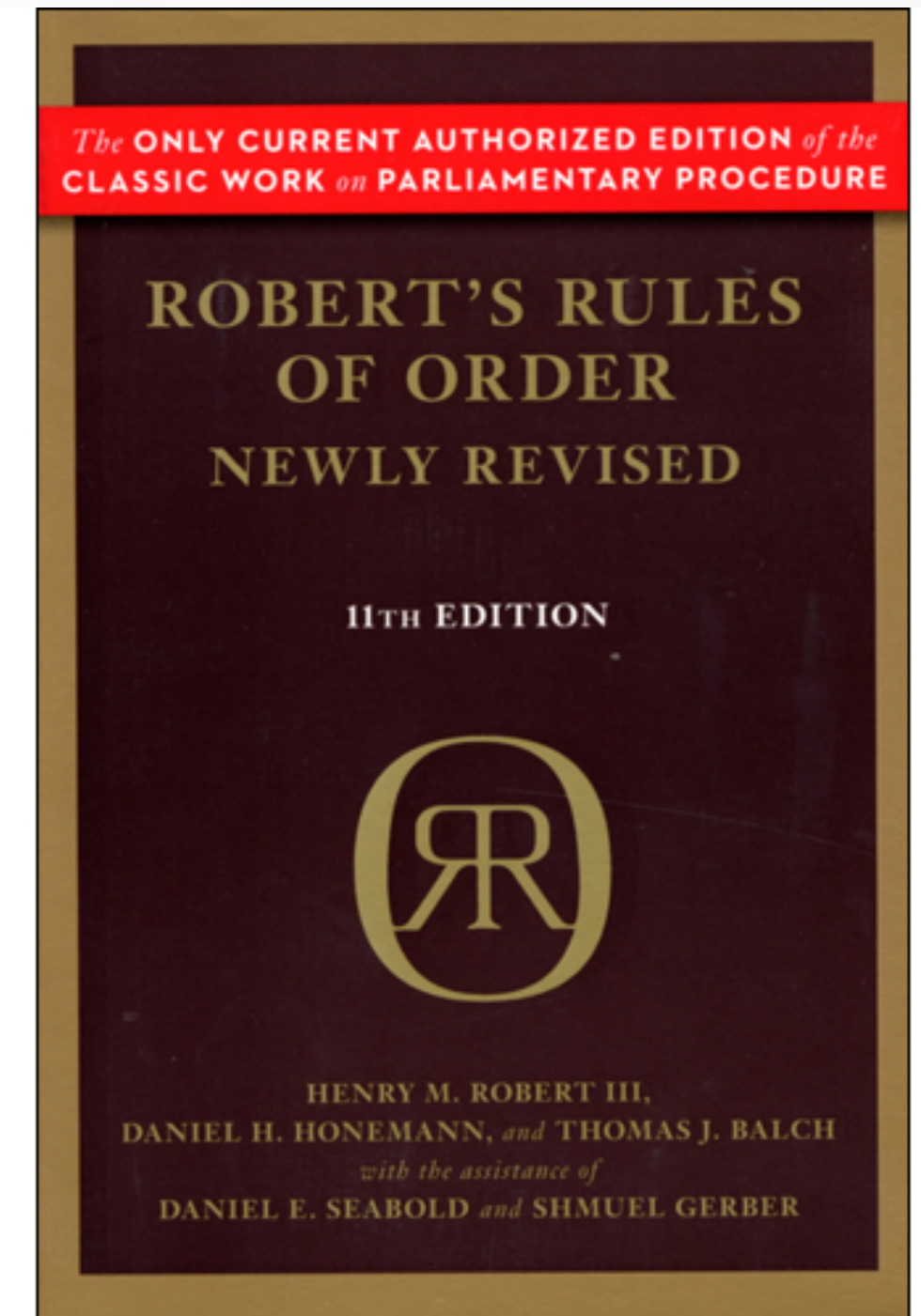
- Only one subject may be discussed at a time and each proposed item requires a "second" before voting.
- Negative motions are generally not allowed and should instead be phrased as a positive action to take.
- Only one person may speak at a time, with the mover of a motion speaking first and last to allow for rebuttals.
- Each member has equal rights, and speakers must be recognized by the moderator before speaking.
- Every item presented is entitled to a full and free debate, with each person speaking once until everyone has had an opportunity to speak.



What are Robert's Rules of Order?

Upholding Minority Rights and Majority Rule

It's crucial to safeguard the rights of the minority while also respecting the will of the majority. Those who differ in opinion from the majority have the right to present their ideas, but ultimately, the council must abide by the majority's decision. Use parliamentary procedure as a helpful resource, not as a weapon.



What is the Brown Act?

Let's talk about the ultimate transparency champ, the Brown Act, AKA the Ralph M. Brown Act. This California state law has been kicking since 1953 to make sure local government agencies (think city councils, school boards, and special districts) are crystal-clear in their dealings.

The Brown Act's superhero powers include guaranteeing that public business is conducted in the open, letting the public stay in the loop and rock the vote.

So, what does that mean? Meetings must be open to the public, and folks have the right to attend and observe. Plus, agencies must give us a heads up on upcoming meetings, so we can all mark our calendars. And, during meetings, we get to join in and express our opinions on the topics at hand. No secrets, no surprises!





So why is this important?

What is the Brown Act?

The Brown Act has been instrumental in keeping local government agencies accountable and transparent. It ensures that the public is informed about important decisions that affect the community... you.

It gives us the opportunity to voice our opinions and concerns. The Act also requires that meeting agendas and materials be available to the public beforehand, so we can review and prepare accordingly. This level of transparency not only promotes trust between the government and its citizens but also encourages civic engagement and participation. Overall, the Brown Act is a crucial tool in upholding democracy and ensuring that our voices are heard.



Motions

What are motions?

Motions in parliamentary procedure play a crucial role in introducing topics, proposals, or actions for discussion and decision-making. Different types of motions, including main, secondary, privileged, and incidental motions, have specific purposes and rules for usage. Knowing the proper usage of each type of motion is essential for effective and efficient decision-making in meetings, ensuring that decisions are made in a fair and transparent manner.



Proposing a Motion

Motions come in different types, like main motions (to introduce new business), subsidiary motions (to change or affect the main motion), and privileged motions (urgent matters). Each type serves a specific purpose and has its own set of rules.



Motions

1. **Proposing a Motion:** A meeting participant, called the "maker of the motion," raises their hand or gets the chairperson's attention. They then clearly state their idea or proposal. For example, they might say, "I move that we allocate funds for a team-building event."
2. **Seconding the Motion:** Another participant needs to "second" the motion, showing that at least two people are interested in discussing it. This ensures that the idea isn't brought up without any support.
3. **Discussion:** Once seconded, the motion is open for discussion. Members of the group can share their thoughts, opinions, and concerns about the idea. This discussion helps everyone understand the proposal better.
4. **Voting:** After discussing the motion, the chairperson will call for a vote. Members usually vote by saying "yes" or "no." Some decisions might require a majority (more than half) of "yes" votes to pass.
5. **Outcome:** Depending on the vote, the motion can either be approved or rejected. If it's approved, it becomes a decision or action that the group will take. If it's rejected, the group moves on to other matters.



Meeting Tips



Clear Agenda

- Prioritize your topics
- Send your agenda in advance
- Stick to the agenda



Time Management

- Start and end on time
- Plan and include allotted time for discussion
- Stick to the agenda



Active Participation and Engagement

- Ask members to review agenda before meeting
- Ask members to come prepared for discussion

Thank You

