



~~Birmingham Community Charter High School~~

17000 Haynes Street
Lake Balboa, CA 91406
(818) 758-5200

GREENE ACT REQUIREMENTS

1. All meetings must be open to the public and allow for public input.
 2. Meeting notices and agenda must be posted at least 72 hours in advance.
3. Notice and agenda must be posted at the school site or other appropriate places accessible to the public.
4. Notice and agenda must include date, time, and location of the meeting and the items to be discussed or acted upon.
5. Action cannot be taken on items not posted on an agenda, unless a unanimous vote finds a need for immediate action.
6. The public must be provided access to all materials discussed and/or distributed at the meeting.





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REQUISITOS DEL DECRETO GREENE

1. Todas las reuniones deben estar abiertas al publico y permitir la opinion del publico.
2. Aviso de las reuniones y la agenda deben ser anunciados por lo menos 72 horas por anticipado.
3. El aviso y la agenda deben ser anunciados en el sitio escolar u otro lugar apropiado accesibles al publico.
4. El aviso y la agenda deben incluir la fecha, hora, y lugar de la reunion y los temas de discusion o en los cuales se actuara.
5. No se puede tomar accion sobre temas que no has sido anunciados en la agenda, a menos que, por voto unanime se encuentre la necesidad para tomar accion inmediata.
6. El publico debe ser proporcionado acceso a todos los materiales discutidos y/o distribuidos en la reunion.





State of California

EDUCATION CODE

Section 35147

35147. (a) Except as specified in this section, any meeting of the councils or committees specified in subdivision (b) is exempt from the provisions of this article, the Bagley-Keene Open Meeting Act (Article 9 (commencing with Section 11120) of Chapter 1 of Division 3 of Title 2 of the Government Code), and the Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of Division 2 of Title 5 of the Government Code).

(b) The councils and schoolsite advisory committees established pursuant to Sections 52012, 52065, 52176, and 52852, subdivision (b) of Section 54425, Sections 54444.2, 54724, and 62002.5, and committees formed pursuant to Section 11503 or Section 2604 of Title 25 of the United States Code, are subject to this section.

(c) Any meeting held by a council or committee specified in subdivision (b) shall be open to the public and any member of the public shall be able to address the council or committee during the meeting on any item within the subject matter jurisdiction of the council or committee. Notice of the meeting shall be posted at the schoolsite, or other appropriate place accessible to the public, at least 72 hours before the time set for the meeting. The notice shall specify the date, time, and location of the meeting and contain an agenda describing each item of business to be discussed or acted upon. The council or committee may not take any action on any item of business unless that item appeared on the posted agenda or unless the council or committee members present, by unanimous vote, find that there is a need to take immediate action and that the need for action came to the attention of the council or committee subsequent to the posting of the agenda. Questions or brief statements made at a meeting by members of the council, committee, or public that do not have a significant effect on pupils or employees in the school or school district or that can be resolved solely by the provision of information need not be described on an agenda as items of business. If a council or committee violates the procedural meeting requirements of this section and upon demand of any person, the council or committee shall reconsider the item at its next meeting, after allowing for public input on the item.

(d) Any materials provided to a schoolsite council shall be made available to any member of the public who requests the materials pursuant to the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1).

(Added by Stats. 1994, Ch. 239, Sec. 2. Effective July 21, 1994.)



Robert's Rules of Order

Cheat Sheet² Robert's Rules

Using Robert's Rules makes your meetings run smoothly and helps make sure that you address all the necessary topics. The rules aren't that complicated, but it does help to know the basic standard order of business, and how to make and handle motions according to the Rules.

Standard Order of Business According to Robert's Rules

This quick reference list to Robert's Rules standard order of business makes it easy to set up a basic agenda for the meeting.

1. Reading and Approval of Minutes
2. Reports of Officers, boards and standing committees
3. Reports of Special committees
4. Special Orders
5. Unfinished Business and general orders
6. New business

Making and Handling Motions according to Robert's Rules

Following are the eight steps required from start to finish to make a motion and get the group to decide whether it agrees. Each step is a required part of the process.

Steps	What to Say
1. The member rises and addresses the Chair.	"Madam Chairman..."
2. The Chair recognizes the member.	"The Chair recognizes..."
3. The member makes a motion.	"I move to..."
4. Another member seconds the motion	"Second."
5. The Chair states the motion.	"It is moved and seconded to..."
6. The member debate the motion	"The chair recognizes the need to speak and the motion..."
7. The Chair puts the Question and the members vote.	"All those in favor of...will say 'aye', those opposed will say 'no'"
8. The Chair announces the result of the vote.	"The 'ayes' have it and the motion carries, and...(restate what will happen)"

²Adapted from Robert's Rules for Dummies by C. Alan Jennings, PRP

Reglas del Orden de Robert



Cheat Sheet: Robert's Rules²

El uso de las Reglas del Orden de Robert hace que sus juntas se lleven a cabo de una manera fluida y asegurando que se aborden todos los tópicos necesarios. Las reglas no son tan complicadas, y ayudan a conocer los lineamientos básicos del orden del asunto a tratar, y como hacer y manejar los movimientos de acuerdo a las Reglas.

Orden Establecido para el Asunto de Acuerdo con las Reglas de Robert

Esta lista de referencia rápida para las Reglas del Orden de Robert hace fácil establecer una agenda básica para la junta.

1. Lectura y Aprobación de las Minutas
2. Reporte de los Oficiales, consejos y comités existentes
3. Reporte de los Comités Especiales
4. Pedidos Especiales
5. Asuntos no terminados y pedidos generales
6. Nuevos Asuntos

Hacienda y Manejando las Propuestas de Acuerdo a las Reglas de Robert

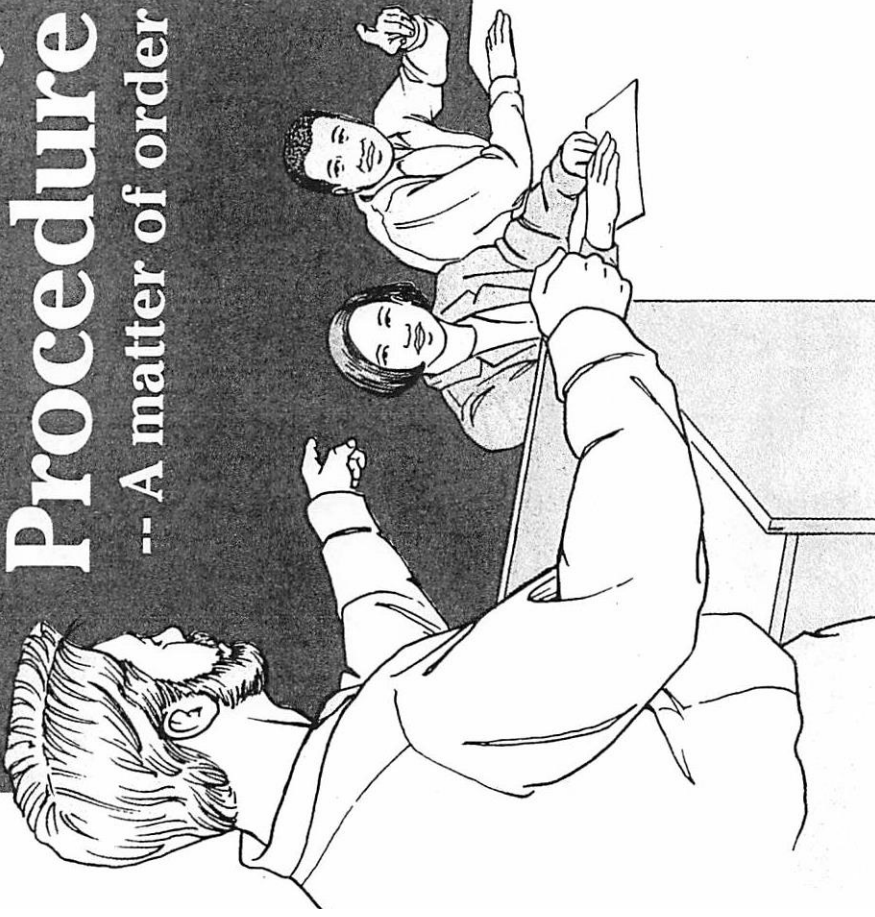
Los siguientes son 8 pasos requeridos desde el principio y hasta el final para hacer un movimiento o propuesta y dejar al grupo decidir si esa es de acuerdo. Cada paso es una parte requerida del proceso.

	Que decir
1. El miembro se levanta y se dirige al Presidente.	"Senora Presidenta./"
2. El Presidente reconoce al miembro.	"El Presidente reconoce..."
3. El miembro hace la propuesta	"Propongo que..."
4. Otro miembro hace segunda a la propuesta	"En Segundo lugar."
5. El Presidente señala la propuesta	"Esta propuesta es secundada que..."
6. El miembro debate la propuesta	"El presidente reconoce la necesidad de hablar y de la propuesta..."
7. El Presidente pone a votación la propuesta y los miembros votan.	"Todos los que estén a favor... dirán 'aye', todos los que se opongan dirán 'no'"
8. El Presidente anuncia los resultados del voto.	"Los 'ayes' lo tienen y llevan a cabo el movimiento, y... (Repite lo que va a pasar)"

² Adapted from Robert's Rules for Dummies by C. Alan Jennings, PRP

Parliamentary Procedure

-- A matter of order



What is parliamentary procedure?

It's a set of rules for conducting business at meetings and public gatherings.

Parliamentary procedure has a long history.

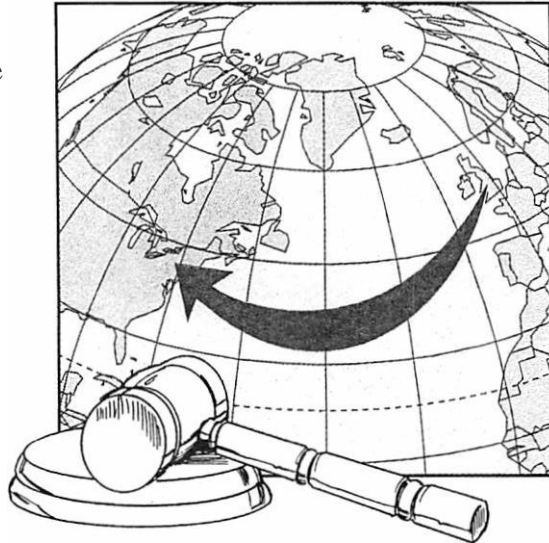
It originated in the early English Parliaments.

It came to America with the first European settlers.

It became uniform in 1876, when Henry M. Robert published his manual on Parliamentary Law.

Today, *Robert's Rules of Order Newly Revised, 10th Edition*, is the basic handbook of operation for many clubs, organizations and other groups.

Note: A glossary and index are on page 14.



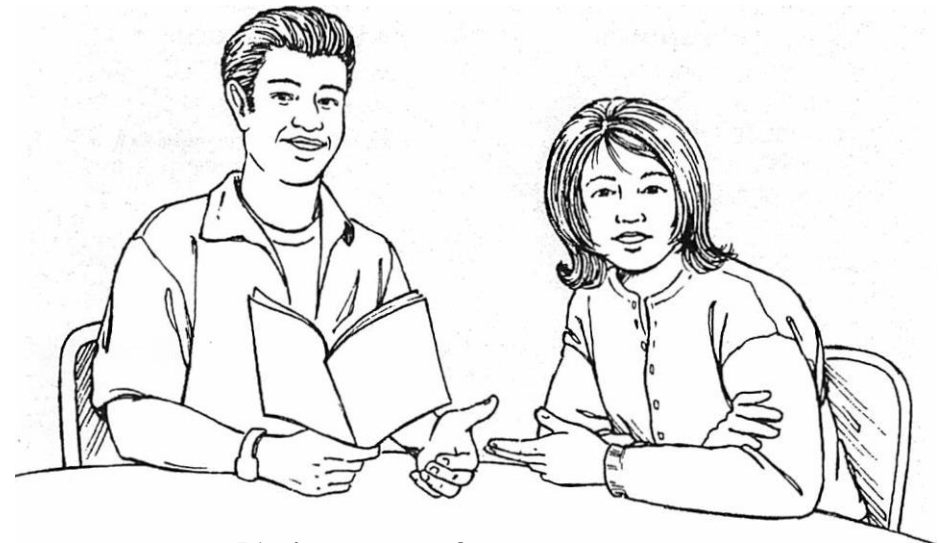
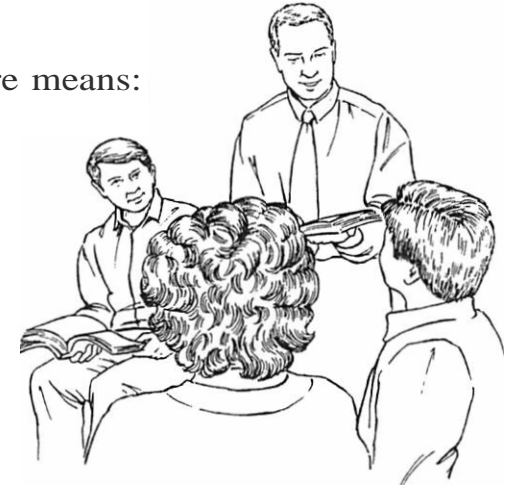
Why is parliamentary procedure important?

Because it allows everyone to be heard and to make decisions without confusion.

Parliamentary procedure means:

- democratic rule
- flexibility
- protection of rights
- a fair hearing for everyone.

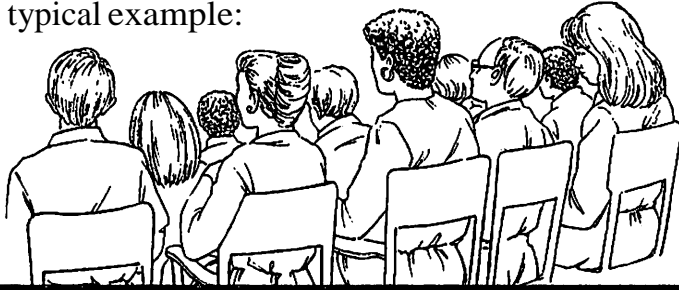
It can be adapted to fit the needs of any organization.



It's important for everyone to know these basic rules!

A fixed agenda,

or order of business, is generally followed by organizations that use parliamentary procedure. Here's a typical example:



1. Call to order

If a quorum* is present, the chair (the person conducting the meeting) says, "The meeting will come to order."

2. Minutes

The secretary reads a record of the previous meeting.

3. Officers' reports

Officers and standing (permanent) committees may report on their activities. Some only report at annual meetings.

4. Reports of special committees

Special (temporary) committees report on the tasks for which they were created.

5. Special orders

This is important business previously designated for consideration at this meeting.

6. Unfinished business

This is business that has come over from the previous meeting.

7. New business

New topics are introduced.

8. Announcements

These inform the assembly (the people at the meeting) of other subjects and events.

9. Adjournment

The meeting ends by a vote or by general consent (or by the chair's decision if the time of adjournment was set by an earlier vote).

*A quorum is the number or percentage of members that must be present for business to be conducted legally. The actual number is usually stated in the bylaws.

Note: Some assemblies may hold electronic meetings, such as videoconferences or teleconferences. These assemblies may need to modify some rules for obtaining the floor, but they should still follow the other rules of parliamentary procedure.

How do members get their say?

They make motions. A motion is a proposal that the assembly take a stand or take action on some issue. Members have a right to:

Present motions

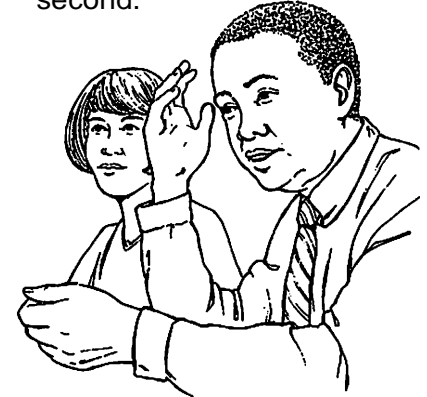
(make a proposal)

"I move that..."



Second motions

(express support for discussion of another member's motion) second."



Debate motions

(give opinions on the motion)

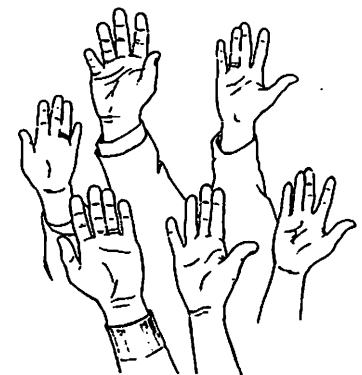
"I think..."



Vote on motions

(make a decision).

"All those in favor..."



There are 5 general types of motions.

I. Main motions

These introduce subjects for consideration. They cannot be made when another motion is before the assembly. They yield to privileged, subsidiary and incidental motions. For example:

"I move that we purchase..."



2. Subsidiary motions

These change or affect how the main motion is handled. (They are voted on before the main motion.) For example:

"I move to amend the motion by striking out..."

3. Privileged motions

These concern special or important matters not related to pending business. In general, they are considered before other types of motions. For example:

"I move we adjourn."

4. Incidental motions

These are questions of procedure that arise out of other motions. They must be considered before the other motion. For example:

"I move to suspend the rules for the purpose of..."

5. Motions that bring a question again before the assembly

These enable certain items to be reconsidered. In general, they are brought up when no business is pending. For example:

"I move to reconsider..."



Some questions relating to motions:

Is it in order?

Your motion must relate to the business at hand and be presented at the right time. It must not be obstructive, frivolous or against the bylaws.

Do I need a second?

Usually, yes. A second indicates that another member would like to consider your motion. It prevents spending time on a question that interests only one person.

Can it be amended?

Some motions can be changed by striking out or inserting wording, or both. Amendments must relate to the subject as presented in the main motion.

Can it be reconsidered?

Some motions can be debated again and revoted to give members a chance to change their minds. The motion to reconsider must come from the winning side.

May I interrupt the speaker?

Some motions are so important that the speaker may be interrupted to make them. The original speaker regains the floor after the interruption has been attended to.

Is it debatable?

Parliamentary procedure guards the right to free and full debate on most motions. However, some subsidiary, privileged and incidental motions are not debatable.

What vote is needed?

Most require only a majority vote (more than half the members present and voting). But, motions concerning the rights of the assembly or its members need a 2/3 vote to be adopted.

The table on pages 8 and 9 answers these questions for some specific motions.

Parliamentary procedure at a glance

Here are some motions you might make, how to make them, and what to expect of the rules.

To do this:	You say this:	May you interrupt the speaker?	Do you need a second?	Is it debatable?	Can it be amended?	What vote is needed?	Can it be reconsidered?
Adjourn meeting	"I move to adjourn."	No	Yes	No	No	Majority	No
Call an intermission	"I move to recess for..."	No	Yes	No	Yes	Majority	No
Complain about heat, noise, etc.	"I rise to a question of privilege."	Yes	No	No	No	No vote	No
Temporarily suspend consideration of an issue	"I move to lay the motion on the table."	No	Yes	No	No	Majority	No ⁽²⁾
End debate and amendments	"I move the previous question."	No	Yes	No	No	%	Yes ⁽³⁾
Postpone discussion for a certain time	"I move to postpone the discussion until..."	No	Yes	Yes	Yes	Majority	Yes
Give closer study of something	"I move to refer the matter to committee."	No	Yes	Yes	Yes	Majority	Yes ⁽⁴⁾
Amend a motion	"I move to amend the motion by..."	No	Yes	Yes ⁽⁵⁾	Yes	Majority	Yes
Introduce business	"I move that..."	No	Yes	Yes	Yes	Majority	Yes
The motions listed above are in order of precedence. Below, there is no order.							
Protest breach of rules or conduct	"I rise to a point of order."	Yes	No	No	No	No vote ⁽⁶⁾	No
Vote on a ruling of the chair	"I appeal from the chair's decision."	Yes	Yes	Yes	No	Majority	Yes
Suspend rules temporarily	"I move to suspend the rules so that..."	No	Yes	No	No	%	No
Avoid considering an immaterial matter	"I object to consideration of this motion."	Yes	No	No	No	%(7)	Yes ⁽²⁾
Verify a voice vote by having members stand	"I call for a division," or "Division!"	Yes	No	No	No	No vote	No
Request information	"Point of information..."	Yes	No	No	No	No vote	No
Take up a matter previously tabled	"I move to take from the table..."	No	Yes	No	No	Majority	No
Reconsider a hasty action	"I move to reconsider the vote on..."	Yes ⁽⁸⁾	Yes	Yes ⁽⁹⁾	No	Majority	No

Notes:

1. Unless moved when no question is pending.
2. Affirmative votes may not be reconsidered.
3. Unless vote on question has begun.
4. Unless the committee has already taken up the subject.
5. Unless the motion to be amended is not debatable.
6. Unless the chair submits to the assembly for decision.
7. A vote in negative is needed to prevent consideration of the main motion.
8. Only if the speaker has the floor but has not actually begun to speak.
9. Unless the motion to be reconsidered is not debatable.

How do I present my motion?

Here's what happens when you want a motion considered:

1. You obtain the floor.

- Wait until the previous speaker is finished.
- Rise and address the chair. Say, "Mr. (or Madam) Chairperson" or "Mr. (or Madam) President."
- Give your mime. The chair recognizes you by repeating it.



2. You make your motion.

- Speak clearly and concisely.
- State your motion affirmatively. Say, "I move that we do..." instead of "I move that we do not..."
- Stay on the subject and avoid personal attacks.



3. You wait for a second.

- Another member will say, "I second the motion."
- Or, the chair will call for a second.
- If there is no second, your motion will not be considered.

Motions made at the direction of a board or committee (of more than one person) do not require a second.



4. The chair states your motion.

- The chair must say, "It is moved and seconded that we..."
- After this happens, debate or voting can occur.
- Your motion is now "assembly property," and you can't change it without consent of the members.



5. You expand on your motion.

- As the person who made the motion, you are allowed to speak first.
- Direct all comments to the chair.
- Keep to the time limit for speaking.
- You may speak again after all other speakers are finished.
- You may speak a third time by a motion to suspend the rules with a 2/3 vote.



6. The chair puts the question.

- The chair asks, "Are you ready for the question?"
- If there is no more debate, or if a motion to stop debate is adopted, a vote is taken.
- The chair announces the results.



The method of voting on a motion

depends on the situation and the bylaws of your organization. You may vote by:

Voice

The chair asks those in favor to say "aye" and those opposed to say "no" (for majority votes only). A member may move for an exact count.



Show of hands

Members raise their hands to verify a voice vote, or as an alternative to it. This does not require a count. A member may move for an exact count.

Roll call

If a record of each person's vote is needed, each member answers "yes," "no" or "present" (indicating the choice not to vote) as his or her name is called.



Ballot

Members write their vote on a slip of paper. This is done when secrecy is desired.

General consent

When a motion isn't likely to be opposed, the chair says, "If there is no objection..." Members show consent by their silence.

If someone says "I object," the matter must be put to a vote.



More about voting

question (motion) is pending when it has been stated by the chair but not yet voted on.

The last motion stated by the chair is the first pending.

The main motion is always the last voted on.



A motion to lay on the table

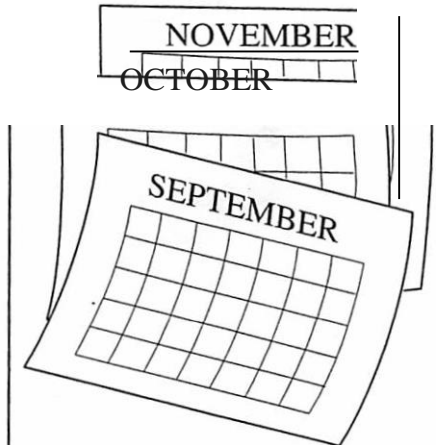
This motion is used to lay something aside temporarily to take care of a more urgent matter. It should not be used to prevent debate or to kill a question.

Members can "take from the table" a motion for reconsideration. This must happen by the end of the current or next session (depending on how soon the next session is scheduled).



A motion to postpone indefinitely

This is parliamentary strategy -- it allows members to dispose of a motion without making a decision for or against. This is useful in case of a badly chosen main motion for which either a "yes" or "no" vote would have undesirable consequences.



Glossary and index

Adjourn	Page	Motion	Page
To end the meeting		A proposal that the assembly take a stand or take action on some issue	
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How to move to adjourn	8-9	Procedures affecting motions	6-7
Agenda		Typical motions	8-9
Business to be considered during a meeting	4	How to make a motion	10-11
Amend		Quorum	
To change a motion		Number or percentage of members that must be present to conduct business legally	4
Ways to amend	7	Second	
How to move to amend	8-9	A verbal signal from a member that he or she wishes to consider a motion just made	
Committee		Members' right	5
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Debate		How to give a second	10-11
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Members' right	5	Means by which motions are accepted or rejected by the assembly	
When to debate	6-7, 8-9	Members' right	5
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Adopting a motion without a vote	12		
In order			
Relevant to the business at hand	6		
Majority			
More than half of the members present and voting			
In voting	7		
When required	8-9		

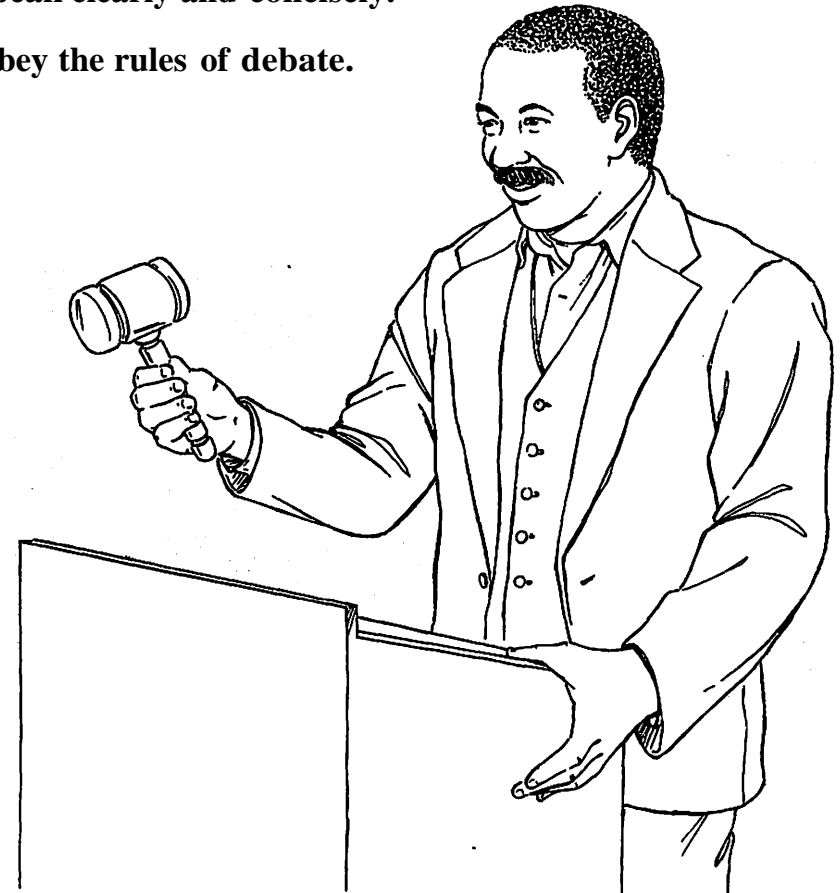
Parliamentary procedure helps get things done.

Make motions that are in order.

Obtain the floor properly.

Speak clearly and concisely.

Obey the rules of debate.



**And, most of all, be courteous.
That's always in order!**



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Balboa, CA 91406

(818)758-5200

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www.birminghamcbarter.com

Bill Parks, CEO/Principal

OPERATING NORMS AND CODE OF CONDUCT FOR ADVISORY COMMITTEES AND SCHOOL SITE COUNCILS

I agree to abide by the Birmingham Community Charter High School operating norms and code of conduct to promote productive behavior among all members, to guarantee the right of every person to express differing views and perspectives, and to support the purpose and mission of the committee and/or council. As such I will:

- a. Demonstrate civility and respect at meetings/activities for all members, staff and guests.
- b. Abide by and support all school policies and procedures pertinent to the committee's purpose and to my role and responsibility as a member of the committee.
- c. Be attentive throughout any meeting and not disturb the assembly in any way.
- d. Refrain from communicating information that jeopardizes a person's reputation, confidentiality and personal security.
- e. Carry out my role as a member of this committee without regard to personal benefit or financial gain.
- f. Report actual out-of-pocket expenses for reimbursement purposes.
- g. Report a conflict of interest and recuse myself from debate or voting when necessary.
- h. Abide by California Open Meeting Law (Brown Act), Bylaws, and Robert's Rules of Order.
- i. Remove school property from any school facility only when authorized to do so.
- j. Adhere to the item on the meeting agenda within the stated period of time.
- k. Confine my remarks to the merits of the issue and address all remarks to the chairperson.

In seeking support for my point of view, I will not:

- a. Threaten or engage in verbal or physical attack on any individual.
- b. Raise my voice or shout when I am speaking.
- c. Make derogatory comments related to any person's ethnicity, race, sexual orientation, gender, age, disability, native language or religion.
- d. Bully any person to intimidate them or cause them fear.

Please check one of the following:

- ☐ I attest that I am the parent/legal guardian of a student at Birmingham Community Charter High School.
- ☐ I attest that I am a student at Birmingham Community Charter High School.
- ☐ I am a community member and/or representative of a community based organization at Birmingham Community Charter High School
- ☐ I am a faculty or staff member at Birmingham Community Charter High School.

I agree to abide by this Code of Conduct as a member of the Birmingham Community Charter High School-School Site Council, and understand that if I do not adhere to these norms, School staff may suspend and/or terminate me from membership on the committee/council.

Printed Name _____

Signature _____ Date Signed _____



Birmingham Community Charter High School

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Bill Parks, CEO/Director

NORMAS DE OPERACION Y CODIGO DE CONDUCTA PARA LOS COMITES CONSEJEROS Y EL CONSEJO ESCOLAR

Yo estoy de acuerdo en cumplir las normas de operación de la Escuela Birmingham Community Charter High School y el código de conducta para promover el comportamiento productivo entre todos los miembros, para garantizar el derecho de cada persona para expresar diferentes puntos de vista y perspectivas, y apoyar el propósito y la misión del comité y/o consejo. Por lo tanto yo:

- a. Demostraré civilidad y respeto en las juntas/actividades para todos los miembros, el personal y los invitados.
- b. Respetaré y apoyaré todas las políticas escolares y los procedimientos pertinentes para los propósitos del comité y para mi rol y responsabilidad como miembro del comité.
- c. Estaré atento durante toda la junta y no interrumpiré la asamblea de ninguna manera.
- d. Me abstendré de comunicar información que ponga en peligro la reputación de alguna persona, confidencialidad o seguridad personal.
- e. Llevaré a cabo mi rol como miembro del comité sin tener en cuenta mi beneficio personal o ganancia financiera.
- f. Informaré los gastos reales con propósitos de reembolso.
- g. Informaré sobre un conflicto de intereses y reacusaré a mi mismo del debate o votación cuando sea necesario.
- h. Cumpliré con la Ley de Reuniones Abiertas de California (Brown Act), Los Estatutos, y las Reglas del Orden de Robert.
- i. Retiraré la propiedad escolar de cualquier instalación escolar solamente cuando este autorizado para hacerlo.
- j. Me apegaré al programa de la junta durante el periodo de tiempo establecido.
- k. Limitaré mis observaciones para los fines del tema y abordaré todas las declaraciones hacia el presidente.

En la búsqueda de apoyo para mi punto de vista, Yo no:

- a. Amenazar o atacar verbal o físicamente a ningún individuo.
- b. Alzar mi voz o callar a alguien cuando este hablando.
- c. Hacer comentarios despectivos relacionados a la etnicidad de la persona, raza, orientación sexual, género, edad, discapacidad, idioma nativo o religión.
- d. Acosar a ninguna persona para intimidarlos a causarles miedo.

Por favor marque uno de los siguientes


- ☐ Yo doy fe de que soy padre/representante de un estudiante de Birmingham Community Charter High School.
- ☐ Yo doy fe de que soy un estudiante de Birmingham Community Charter High School.
- ☐ Yo soy un miembro de la comunidad y/o representante de una organización comunitaria con base en Birmingham Community Charter High School
- ☐ Yo soy un maestro o miembro del personal de Birmingham Community Charter High School.

Yo estoy de acuerdo en cumplir con este Código de Conducta como miembro del Consejo Directivo de Birmingham Community Charter High School, y entiendo que si yo no me apegó a estas normas, el Personal escolar puede suspender y/o terminar mi afiliación al comité o consejo.

Nombre _____

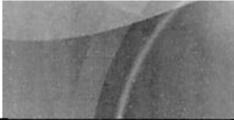
Firma _____

Fecha _____

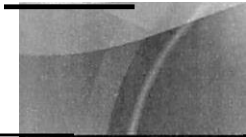



Birmingham Community Charter High School

Robert's Rules of Order:
A Guide To Parliamentary Procedure

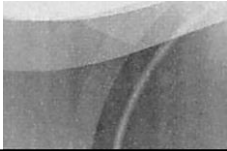


**WHAT ARE THE BASIC RIGHTS
AT STAKE?**

1. Right of majority to make decisions
 2. Right of minority to be heard
 3. Rights of individual committee members to participate
- 
- 

INDIVIDUAL MEMBER RIGHTS

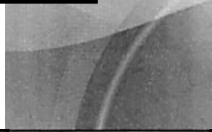
To receive meeting notification
To attend all meetings
To introduce and second motions
To speak on agenda items *offer* first seeking recognition of chair
To vote



RIGHT OF MINORITY

Right to be heard and to voice dissent
Right to have dissent noted in the record

Once dissent is given and vote
taken, it is the decision of the
collective body



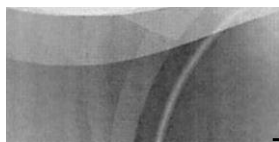
ROLE OF THE CHAIRPERSON

Presides; recognizes speakers and controls meeting

Does not take sides

Poses the gavel (in capacity as chair) when making a position and speaking on a matter

Remarks of speaker are to the chair

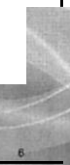
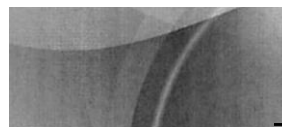


QUORUM

Number of members that *must* be present to legally transact business and vote on agenda items

SSE = 12 members; Quorum = 7 members

Why? Mitigate smaller subgroups making decisions for entire body



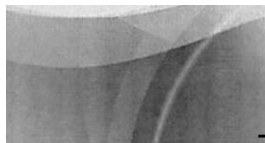
THE RIGHT TO MAKE A MOTION

Agenda items considered one at a time

Items not on the agenda, but first be added by motion and vote

Motion must be *directly related* to the item/question under consideration

Frivolous, vague, incoherent, and duplicative motions are "out of order" as determined by ruling of the chair



THE RIGHT TO MAKE A MOTION CONT...

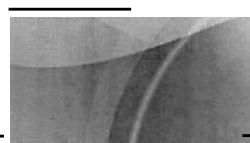
Subsidiary motions i.e., motions to postpone, refer to committee, table, etc. must directly relate to the main motion

All motions need a second

• If no second, then no motion and no vote

After a motion's first reading, Chair should inquire, "Is there any discussion?"

Maker of a motion has the first right to speak and to amend it

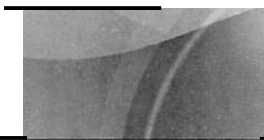


VOTING

Chair should announce number of minority votes, i.e.,
"Hearing two "nay" and no others...."

Member may request vote by roll call

Tie vote is a lost vote because no majority was obtained



DUTIES OF THE CHAIR

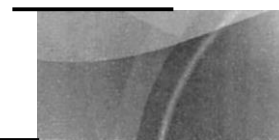
Know and enforce Bylaws

Begin meeting or appointed time

Ensure that the meeting room is ready

Organize and manage the "floor"

Nonpartisan; put the speaker if speaking on pending motion



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DUTIES OF THE CHAIR, CONT...

Clarify ambiguity and reduce conflict

Remind colleagues to refrain from "side bars"

Know agenda in advance

Announce items on the agenda

Before voting on a motion, restate the motion so everyone is clear what it is they are voting on



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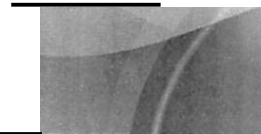
DUTIES OF THE CHAIR, CONT...

Announce the motion's results

Confine the discussion to the motion-If the discussion is wandering, pull it back to the item at hand

If others are struggling to phrase their motions or amendments help them to do so

Remain calm, composed and impartial



VICE-CHAIR

Presides when chair:

- Is absent
- Steps c:100th from the *choit*
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- b011ssutofomotion

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SECRETARY

Maintain documents

Take meeting minutes

Sign the mfiltes

Bring relevant docvmenrs to meeting

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PARLIAMENTARIAN

Autsr choirperson in conduc:1Wlg the meetings in on orderly moMer, servtng as procedure advisor to the Chairperson.

Hove knowledge of pottlomentory procedure,Robert', Rules of Ordgr and the council/commllnee's bylaws.

fociliotes in the functioning of rhe comminee

Resolves questions of procedure, often with the help of "Robert's Rules of Order" or sm ilar guide

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