

Meeting Tips

Motions (for Committee Chairs)

- Use motions for approval of decisions and approving minutes. It is not necessary to have a motion for meeting adjournment.
- The intent is to have more dialogue, less debate; less advocacy, more solution finding. Committees will use voting after consensus building discussions with minority and majority issues expressed. The vote is used to formally record the decision. Individual votes will only be recorded when specifically requested by a committee representative.

Cluster representative makes a motion “I move to accept the recommendation of the work group to allow pets to attend all meetings”

Another cluster representative may simply say “second”

If no second is forthcoming, the chair asks “is there a second to the motion?”

The chair says, “It is moved and seconded” and repeats the motion to the members.

The chair then says “Is there any discussion/debate?”

After all members have a chance to speak, the chair calls the vote/question.

Chair, “The motion is to accept the recommendation of the work group to allow pets to attend all meetings” All in favor, say aye. Those opposed, say no.”

The Chair states the result. “The ayes have it” and tells the group what will happen as a result. “Pets will be allowed to attend all meetings.”