

# 12 Running Effective Meetings

## THE EIGHT STEPS TO PASS A MAIN MOTION

### 1. A TRUSTEE ASKS TO BE RECOGNIZED BY THE CHAIR.

### 2. THE CHAIR RECOGNIZES THE TRUSTEE.

### 3. THE TRUSTEE MOVES THE MOTION.

To personally bring a motion, write out the motion before you speak. This saves time, focuses your thoughts and avoids having to amend a motion. From there, you simply say “I move that” ... and read out what you have written.

### 4. ANOTHER TRUSTEE SECONDS THE MOTION.

Even if your motion is seconded, you may still withdraw it or amend it without the permission of the rest of the trustees.

### 5. THE CHAIR STATES THE MOTION.

Before the Chair reads the motion, he or she may assist you with the language of the motion or to clarify its contents. Once the Chair states the motion, it belongs to the group.

### 6. TRUSTEES DEBATE THE MOTION.

If you wish to debate a motion on the floor, there needs to be a seconder. If there is no seconder, it is likely that the group doesn't want to deal with the motion.

Remember, seconding a motion does not mean you are in favour of the motion. Seconding a motion means that you believe the group should debate the motion and make a decision.

There are rules around conduct of the debate. For example, who goes first, the length of time a trustee may speak, etc. These rules can be found in your Special Rules of Order, or the Parliamentary Authority your Board uses.

**7. THE CHAIR PUTS THE QUESTION AND THE MEMBERS VOTE.**

The Chair will indicate that the debate is over and tell trustees how to vote (for example by hand or secret ballot). They will also indicate whether the vote requires a simple majority or greater.

**8. THE CHAIR ANNOUNCES IF THE MOTION IS CARRIED OR NOT.**

The result of the vote becomes a decision of the whole Board. It must be upheld by each member of the Board.

## **Voting and Student Trustees**

Student Trustees are not members of the Board and are not able to vote. They can however request a recorded, non-binding vote, in order to have their opinion officially reflected in the Board minutes.