Welcome
Council Leadership
GOVERNANCE TRAINING AFTERNOON SESSION
AUGUST 23, 2018
Introductions and Check-In
Outcomes and Objectives

- To equip you with detail information for conducting governance business
- To engage in goal planning and pre-mortem exercise
- To review recommendations tracking system and communication guidelines
- To discuss yearly timelines
Running the Meetings

How to Chair a Council Meeting

Tab 5

Review Sample Script
Robert’s Rules of Order

Objectives:

- Opening a motion for discussion
- Amending a motion
- Managing discussion of a motion with council members
- Controlling discussion of a motion with council members
Facilitator’s Role

- Working the group through the day’s agenda
- Effectively moving motions through the meeting during unfinished business and new business
- Series of videos
Opening a Motion for Discussion
Opening a Motion for Discussion

- Motion brought forth by a member who was on the agenda
- Seconded by a separate member
- Person who made the motion speaks to it first during the discussion period.
- But what if there was a mistake in the motion or it needs to be changed?
Amending a Motion
Amending a Motion

- Member moves to amend the motion
- Re-state the amendment ➔ moving to “strike” _____ and “insert” _______
- Ask for a second
- Re-state and discuss the amended wording
- Call for a vote on the amended wording
- Return to main motion with amended wording and take a vote
Discussing a Motion
(simply managing discussion)
Discussing a motion
(simply managing discussion)

- Motion-maker speaks first
- Ensure that all members have a chance to speak for/against the motion
- But what do you do when members get off task or being to disagree or even argue with one another?
Controlling Discussion
Controlling Discussion Tips

- Ask members to speak through you, not immediately with the other members

- Create an orderly list of speakers to manage dialogue