

# **IECA Conference**

**March 4<sup>th</sup>, 2017**

*Efficient and Effective Council Meetings*

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Region 6, Regional Extension Education Director



# **IECA Conference**

**March 4<sup>th</sup>, 2017**

Two objectives:

1. To determine the important aspects of an effective agenda.
2. To learn some key points in parliamentary procedure.

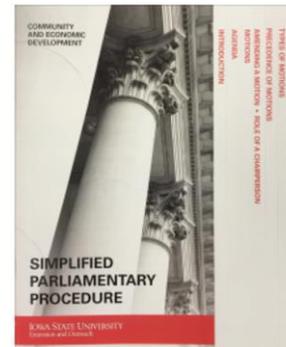


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Three resources...

1. Roberts Rules of Order web site –  
<http://robertsrules.com/>
2. Simplified Parliamentary Procedure Manual
3. Iowa Code



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Let's do an exercise...

True/False



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- T F 1.) A county Extension and Outreach Council meeting agenda should always be posted in a location easily accessed by the public and at least 24 hours in advance of the meeting.

True



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### 21.4 Public notice.

1. a. Except as provided in subsection 3, a governmental body shall give notice of the time, date, and place of each meeting including a reconvened meeting of the governmental body, and the tentative agenda of the meeting, in a manner reasonably calculated to apprise the public of that information. Reasonable notice shall include advising the news media who have filed a request for notice with the governmental body and posting the notice on a bulletin board or other prominent place which is easily accessible to the public and clearly designated for that purpose at the principal office of the body holding the meeting, or if no such office exists, at the building in which the meeting is to be held.

b. Each meeting shall be held at a place reasonably accessible to the public and at a time reasonably convenient to the public, unless for good cause such a place or time is impossible or impracticable. Special access to the meeting may be granted to persons with disabilities.

2. a. Except as otherwise provided in paragraph “c”, notice conforming with all of the requirements of subsection 1 shall be given at least twenty-four hours prior to the commencement of any meeting of a governmental body unless for good cause such notice is impossible or impractical, in which case as much notice as is reasonably possible shall

be given.

b. When it is necessary to hold a meeting on less than twenty-four hours' notice, or at a place that is not reasonably accessible to the public, or at a time that is not reasonably convenient to the public, the nature of the good cause justifying that departure from the normal requirements shall be stated in the minutes.



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- T F 2.) Members cannot approve minutes of the previous meeting if they were not in attendance.

False



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A member that did not attend the previous meeting can vote to approve the minutes. There is no stipulation in Roberts Rules of Order that a member needs to be present to approve of previous minutes.

(Sources: <http://robertsrules.forumflash.com/index.php?/topic/21396-approval-of-minutes/> and <http://www.hoatalk.com/Search/ForumSearch/tabid/87/view/topic/postid/137314/Default.aspx>)



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- T F 3.) Items of business can be added to the agenda after the roll call has been taken and a quorum confirmed.

False



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### 21.4 Public notice.

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- T F 4.) A consent agenda is a tool that can be used to improve the efficiency of meetings.

True



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## March 4<sup>th</sup>, 2017

Example agenda...

**Strong Iowa County Extension and Outreach Council Meeting**  
**Saturday, March 4<sup>th</sup>, 2017**

**1. Call to Order and Welcome:** John Krisper, 2017 Council Chair

**2. Roll Call:** Terry Wellington, 2017 Extension Council Secretary

<input type="checkbox"/> John Krisper	<input type="checkbox"/> George Frieder	<input type="checkbox"/> Randy
<input type="checkbox"/> Terry Wellington	<input type="checkbox"/> Jane Baker	<input type="checkbox"/> Debra Carner
<input type="checkbox"/> Tom Macke	<input type="checkbox"/> Anna Rodriguez	<input type="checkbox"/> Tammy Sparks

**3. Consent Agenda Items**

- Minutes of February 5<sup>th</sup>, 2017 Meeting
- New Volunteer List, if any
- Staff Written Reports
- Other informational reports (Program Specialists, Partnering Organizations)
- Correspondence



# IECA Conference

## March 4<sup>th</sup>, 2017

Example agenda...

**4. Treasurer's Report and Voucher Report Approval**

Allowable spending through June 30, 2017: \_\_\_\_\_  
Amount spent to date (since July 1, 2016): \_\_\_\_\_  
Operating Checks: # \_\_\_\_\_ through # \_\_\_\_\_  
Electronic Fund Transfers and Bank Charges: \_\_\_\_\_  
Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

**5. Open Forum:** Opportunity for visitors to address Council (Guests may be limited to 5 minutes or at the discretion of the chair.)

- Gary Bricker – ISU Extension and Outreach Farm Management Specialist
- Hallie Williams – County Youth Coordinator

**6. Council Committee Reports:**

- Program/Marketing
- Personnel
- Fiscal/Legal
- Property

**7. Educational Programming Needs and Updates:**

- Strengthening Family report
- Safety Day camp volunteers

**8. Old Business:**

**9. New Business:**

- Review purchase of new Office Manager computer
- Review Family Storyteller program support proposal

**10. Announcements, Trainings, Updates**

- IECA Convention – Ames - March 4<sup>th</sup>, 2017
- Set Program Committee meeting date
- Next meeting: April 8<sup>th</sup>, 7:00 p.m.

**11. Adjournment**



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## One county's example:

The Xxxxxx County Extension Council allows time for public forum, where the public may present information or concerns to the council. Each participant will be limited to 3 minutes. There will be no action taken at this meeting but concerns may be an agenda item at future meetings. No defamation of character or slander will be tolerated during this forum and office personnel issues will be directed to the proper chain of command and not discussed in this forum.



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## March 4<sup>th</sup>, 2017

### Use of a Secretary's minutes template...

**Strong Iowa County Extension and Outreach Council Meeting**  
Saturday, March 4<sup>th</sup>, 2017

**1. Call to Order and Welcome:** John Krisper, 2017 Council Chair

**2. Roll Call:** Terry Wellington, 2017 Extension Council Secretary

<input type="checkbox"/> John Krisper	<input type="checkbox"/> George Frieder	<input type="checkbox"/> Randy
<input type="checkbox"/> Terry Wellington	<input type="checkbox"/> Jane Baker	<input type="checkbox"/> Debra Carner
<input type="checkbox"/> Tom Macke	<input type="checkbox"/> Anna Rodriguez	<input type="checkbox"/> Tammy Sparks

**3. Consent Agenda Items**

- Minutes of February 5<sup>th</sup>, 2017 Meeting
- New Volunteer List, if any
- Staff Written Reports
- Other informational reports (Program Specialists, Partnering Organizations)
- Correspondence

Motion by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_  
Vote: \_\_\_\_\_ Yea (Yes) \_\_\_\_\_ Nay (No) \_\_\_\_\_ Abstain

**4. Treasurer's Report and Voucher Report Approval**

Allowable spending through June 30, 2017: \_\_\_\_\_  
Amount spent to date (since July 1, 2016): \_\_\_\_\_  
Operating Checks: # \_\_\_\_\_ through # \_\_\_\_\_  
Electronic Fund Transfers and Bank Charges: \_\_\_\_\_  
Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
Vote: \_\_\_\_\_ Yea (Yes) \_\_\_\_\_ Nay (No) \_\_\_\_\_ Abstain



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- T F 5.) A quorum for an Extension and Outreach Council meeting is six since the Chair cannot vote.

False



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**Is it true that the president can vote only to break a tie?**

***Answer:***

No, it is not true that the president can vote only to break a tie. If the president is a member of the voting body, he or she has exactly the same rights and privileges as all other members have, including the right to make motions, to speak in debate, and to vote on all questions.

(Source: <http://robertsrules.com/faq.html#1>)



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- T      F      6.) A council member can call for a vote on an item by saying, “I motion that...”.

False



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The correct way to make a motion is to say, “I move that...”

(Source: Simplified Parliamentary Procedure, p. 7)



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- T F 7.) A motion must be made and a second must be received before there is any discussion on the motion.

True

Why?



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- T F 8.) A “friendly amendment” is an acceptable method of changing a motion on the floor being debated.

False



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How do you deal with a “friendly amendment”?

***Answer:***

On occasion, while a motion is being debated, someone will get up and offer what he or she terms a “friendly amendment” to the motion, the maker of the original motion will “accept” the amendment, and the chair will treat the motion as amended. This is wrong. Once a motion has been stated by the chair, it is no longer the property of the mover, but of the assembly. Any amendment, “friendly” or otherwise, must be adopted by the full body, either by a vote or by unanimous consent.

Source: (<http://www.robertsrules.com/faq.html#8>)



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- T F 9.) The correct parliamentary procedure method would be to vote on the amendment to the motion first, and then the motion as amended.

True



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After the chairperson has stated the motion, any member may propose changes to the motion before the motion is voted on. The amendment requires a second. The amendment is then debated, and a vote is taken on the amendment to the original motion. It takes a simple majority vote to pass an amendment. After the amendment has been voted on, the discussion of the motion as amended, continues and then a vote on the motion as amended takes place.

(Source: Simplified Parliamentary Procedure, p. 9)



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## Sample Motion to Amend

Motion: “I move that we buy a new table for the conference room.”

Second to Motion: “I second the motion.”

Chairperson: “There has been a motion and a second to buy a new table for the conference room.”

Move to Amend: “I move to amend by inserting ‘not to exceed \$500’ at the end of the motion.”

Second to the Amendment: “I second the amendment to the motion.”

(Source: Simplified Parliamentary Procedure, p. 9)



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- T F 10.) A motion that is seconded is recommended to adjourn a meeting.

True



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A motion to adjourn is a privileged motion that requires a second and is not debatable or amendable.

Source (<http://www.rulesonline.com/rror-03.htm>)



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- T F 11.) The minutes of the council meeting should capture as much information as possible as a part of the permanent record.

False



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**Isn't it necessary to summarize matters discussed at a meeting in the minutes of that meeting in order for the minutes to be complete?**

***Answer:***

Not only is it not necessary to summarize matters discussed at a meeting in the minutes of that meeting, it is improper to do so. Minutes are a record of what was done at a meeting, not a record of what was said.

Source: (<http://robertsrules.com/faq.html#15>)



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## Other Extension and Outreach Council Thoughts and Best Practices:

- An unofficial assembly of 5 or more council members could be considered a meeting.
- Previewing the council packet in advance of the meeting, provides for a more efficient meeting.
- The chair leads the meeting and expects members and guests to act in a responsible and respectful manner.



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Questions??

Thank-you!

