## NATIONAL SOCIETY OF BLACK ENGINEERS

# GUIDE TO RUNNING EFFECTIVE CHAPTER EXECUTIVE BOARD MEETING

**Version 1.0**

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## KEYS TO A SUCCESSFUL EXECUTIVE BOARD MEETING

1. **MAKE YOUR OBJECTIVE CLEAR.**
   a. A meeting must have a specific and defined purpose. Think about what you plan to discuss and ask yourself:
      i. What do I seek to accomplish?
      ii. Are you seeking input from others on a problem facing the entire board or only a single zone?
      iii. Are you looking to arrive at a decision at the conclusion of the meeting or establish an action plan?

   Recurring meetings with agenda items with vague purposes, such as "status updates," are rarely a good use of time so limit status updates to 5 minutes maximum and send more time on mission critical items.

2. **CONSIDER WHO IS INVITED.**
   a. When you're calling a meeting, take time to think about who really needs to be there. Think about the following when determining who to invite:
      i. If you're announcing a position change or major process change, invite the people who are affected by the announcement.
      ii. If you're trying to solve a problem within the chapter, invite the people who will be good sources of information for a solution.

   When people feel that what's being discussed isn't relevant to them, or that they lack the skills or expertise to be of assistance, they'll view their attendance at the meeting as a waste of time and their inclination to attend in minimal.

3. **STICK TO YOUR SCHEDULE**.
   a. Create an agenda that lays out everything you plan to cover in the meeting (See Template)
      i. Utilize a realistic timeline that allots a certain number of minutes to each item.
      ii. If items require much discussion put those in the beginning of the meeting, but try to limit the number of major discussion items.
      iii. A rule of thumb for discussion items and introducing new business is to allot a minimum of 20 minutes to explain and discuss the topic.
      iv. Email the agenda to executive board members in advance and encourage team members to review materials in advance.
      v. Once you're in the meeting, put that agenda up on a screen or whiteboard for others to see. This keeps people focused.

4. **Start on time, end on time**.
   a. If are a Chapter President and Vice President it is your utmost obligation to have regular meetings with the executive board on a monthly to bi-monthly basis.
   b. Develop a reputation for starting and ending promptly, you will be amazed how many of your board members will make every effort to attend your meetings.
   c. People appreciate it when you understand that their time is valuable.
   d. Do not schedule any meeting to last longer than an hour unless they are working meetings.
   e. Working meetings consist of groups that are between 2 -5 individuals.
   f. Sixty minutes is generally the longest time workers can remain truly engaged.

5. **Ban technology.** The reality is that if people are allowed to bring iPads, cellphone and laptops into the room, they won't be focusing on the meeting or contributing to it. Instead, they'll be emailing, surfing the web, or just playing around with their technology. Eyes up here, please.

### LAST BUT MOST IMPORTANT STEP…

6. **Follow up using Action Items.**

   a. It's quite common for people to come away from the same meeting with very different interpretations of what went on.

   b. To reduce this risk of misinterpretation, do the following:

      i. Have the chapter Vice President of Secretary email a memo highlighting what was accomplished to all who attended within 24 hours after the meeting.

      ii. Document the responsibilities given, tasks delegated, and any assigned deadlines.

      iii. Use a standard web-based template via Google, Smartsheet, ToDoist, Asana or any other project management tool to maintain all tasks assigned and hold members accountable. (See Template)

*Reference: http://www.forbes.com/sites/forbesleadershipforum/2014/02/05/seven-steps-to-running-the-most-effective-meeting-possible/*

## NAVIGATING THROUGH A MOTION
*(Script to properly navigate through a motion)*

### *CHAPTER PRESIDENT Entertains a Motion*

**President:** I will now entertain a motion to **"Insert Motion"**

**Board Member 1:** So Move

**Board Member 2:** Second

**President or Parliamentarian:** The motion has been properly moved and seconded, maker would you like to speak to the motion.

**Board Member 1:** This person can speak on whether they are for or against the motion on the floor.

**President or Parliamentarian:** Seconder would you like to speak to the motion.

**Board Member 1:** This person can speak on whether they are for or against the motion on the floor. Their opinions do not have to support the Makers opinions.

**President or Parliamentarian:** We will now open the floor for a "**Time Interval**" discussion.

(DISCUSSION BEGINS USING A SPEAKERS LIST MAINTAINED BY THE PARLIAMENTARIAN)

*During the motion there are a number of secondary motions that can be made please reference the Parliamentary Procedure at a Glance Document for motions such as: Move to Table, Move (Call) the Question, Move to Ammend, etc.)*

**President or Parliamentarian:** Time for discussion has ended we will now move into a **"Type of Vote"** vote.

*Types of Votes: Consensus, Roll Call, Raise of Hands or Yay/Nay

**President or Parliamentarian:** Motion **"Voting Outcome"** Yes Votes- No Vote- Abstain Votes [i.e., Motion Passes 2-1-0]

*Voting Outcome: Pass, Fail, Division (equal).

If in the case of Division the President will have a final vote.

** The Chapter President can **never** make a motion unless s/he is **not** presiding over the meeting.

### EXECUTIVE BOARD MEMBER Makes a Motion

A. The objectives of this organization shall coincide with those of the National Society of Black Engineers, which shall hereafter be referred to as the National Society.

**Board Member 1:** I move to **"Insert Motion"**

**Board Member 2:** Second

**President or Parliamentarian:** The motion has been properly moved and seconded, maker would you like to speak to the motion.

**Board Member 1:** This person can speak on whether they are for or against the motion on the floor.

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## 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 that we adjourn" | NO | YES | NO | NO | MAJORITY | NO |
| Call an intermission | "I move that we recess for...." | NO | YES | NO | YES | MAJORITY | NO |
| Complain about the 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 table the motion" | NO | YES | NO | NO | MAJORITY | NO [1] |
| End debate and amendments | "I move the previous question" | NO | YES | NO | NO | 2/3 | YES [2] |
| Limit-Extend Limits of Debate | "I move that the debate on the pending motion be limited (extended) to …" | NO | YES | NO | YES | 2/3 | YES |
| 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 [3] |
| Amend a motion | "I move to amend the motion by...." | NO | YES | YES [4] | 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 [5] | NO |
| Vote on a ruling of the chair | "I appeal from the chair's decision" | YES | YES | YES | NO | MAJORITY | YES |
| Suspend the rules temporarily | "I move to suspend the rules so that...." | NO | YES | NO | NO | 2/3 | NO |
| Avoid considering an improper matter | "I object to consideration of this motion" | YES | NO | NO | NO | 2/3 [6] | YES [7] |
| Verify a voice vote by having members stand | "I call for 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 | YES | YES [8] | NO | MAJORITY | NO |

**NOTES:**

1 - Affirmative votes may not be reconsidered.

2 - Unless vote on question has begun.

3 - Unless the committee has already taken up the subject.

4 - Unless the motion to be amended is not debatable.

5 - Unless the chair submits to the assembly for decision.

6 - A 2/3 vote in <u>negative</u> is needed to prevent consideration of main motion.

7 - Only if the main question has not been debated yet.

8 - Unless the motion to be reconsidered is not debatable.

Adapted and compiled for the National Society of Black Engineers