

Chair Training-Spring 2010

- Maintain Efficient meeting process
- Review pertinent Roberts Rules
- Review NFRC meeting guidelines
- Review negative processing per NFRC 710-Operating Policy Manual

Procedural Documents

- NFRC 710-2010-NFRC Operating Policies Manual
 - NFRC Meeting Guidelines embedded and supplied in meeting booklet at each meeting
- Robert's Rules
 - Referenced by meeting guidelines
 - Staff has a copy for reference
 - Online references:
 - www.rulesonline.com
 - www.robertsrules.com

Meeting Fundamentals

- Meetings are for action, voting
- Come prepared to vote
 - Insist task groups meet prior to meeting to go over ballots or significant issues
 - Come to meeting with resolutions to debate and vote on
- This is the most important step!



Meeting Fundamentals

- Subcommittee chair approval of all membership meeting Task Group meetings required (NFRC 710, section 3.1.1)
- For NFRC Committee Weeks – including virtual summer 2010, no task groups
- In 2011 face-to-face task group meetings at fall member meeting only

Meeting Fundamentals

- Chair leads meeting
 - Direct discussion to chair
 - Do not allow “cross talk”

Meeting Fundamentals

- Chair leads meeting
 - Recommend individuals speak only twice on each issue
 - Recommend individuals speak for two minutes or less
- Staff will assist
 - With time limits
 - With speaker frequency
 - Motion reminder
 - Use cards to prompt

Meeting Fundamentals

- If you hear repetition, ask speaker if they have something new to add
- If conversation becomes circular, encourage members to vote on motion

Meeting Fundamentals

- Presentations
 - Required 15 days prior to meeting
 - Limit to ten minutes
 - Chair must ensure it is pertinent, new information
 - Providing presentation to staff within a few moments of actual presentation can be difficult
 - Memory stick compatibility, performance
 - Locate file on stick
 - *Not possible for virtual meetings*

Meeting Fundamentals

- Extensive, highly technical reports/presentations
 - Consider distributing written version to interested parties prior to meeting
 - Limit membership presentation to a brief summary

Ballot Resolution

- Chair must review ballot responses
 - Staff liaison will ensure distribution
- Responses must be clear, concise, well supported
- BEFORE membership meeting, chair classifies negative as (NFRC 710, section 4.4.3):
 - Substantive
 - Editorial
 - Not Germane
- For not germane, contact negative author to inquire

Ballot Resolution

- Highly recommend chair contact response authors for resolution prior to meeting
 - Staff can assist
 - If many negatives, task group web meeting could help
 - If significant negatives anticipated, schedule task group meeting at membership meeting
- Develop motions that will resolve negatives prior to meeting
 - Staff has all forms necessary, will assist

Ballot Resolution

- Simple majority vote then completes resolution as persuasive or non persuasive
- Minutes record negative's resolution
- If non persuasive motion vote fails
 - New persuasive motion must be voted on
- If persuasive vote fails
 - New non persuasive motion must be voted on

Ballot Resolution

- Persuasive and Editorial
 - Forward for approval
- Persuasive and Substantive
 - Back to task group
 - Ensure clear task group instruction prior to leaving meeting
 - Appoint new task group if necessary

Task Groups

- Formed at Committee or Subcommittee's discretion
 - Members and non-members welcome
 - Set clear goals, timing
 - Dissolve at conclusion of mission
 - If task group does not meet after two membership meetings, consider dissolving

Conducting Meetings



- Again, Chairs must:
 - Encourage motion to BEGIN discussion
 - Ensure a motion is on the floor before major discussion
 - Ensure discussion is directed towards chair, not across the room
 - Consider allowing an individual to speak two times only per motion
 - Consider two minute maximum speaking time
 - Give speaking preference to those who have not spoken yet

Motions

- Conducting Meetings
 - Motion to approve minutes and agenda is not necessary
 - Chair may simply ask for approval and seek “general consent”
 - Create motion forms prior to meeting
 - Task group calls enable participants to develop motion with staff
 - Prepared motions can be more briefly discussed at SC meeting, then vote

Motions

- After motion is seconded, Chair must state the motion clearly before debate
- Board motions do not need a second (recommendation)
- Call to question quickly
 - Don't allow circular discussion
 - Chairs, step in when discussion is stagnant

Motions

- Members may make a motion to “call to previous question” to end debate
 - Required 2/3 vote to pass
 - Not debatable
 - May end debate quickly
- This is a powerful motion!!!

Friendly amendments

- Before chair states motion
 - Only motion maker may approve
- After chair states the question
 - Assembly must approve

Quorums

- Board/Committee:
 - Majority of roster
- Subcommittee/Task Group:
 - No requirement, but.....
 - Chair must ensure, “broad representation of active participants” (per operating policy)
- Staff has membership list on site if necessary to confirm anything

Chairs and Voting

- Chair should remain impartial but...
 - Chair may vote to break a tie
 - If a vote's affirmative exceeds the negative by only one vote, the chair may vote negative to create a tie defeating the motion
 - Valid for majority or 2/3 vote

Proxies

- Committee or subcommittee only
 - Not Board
- NFRC Member gives proxy to any other voting member
- One proxy per voting member
- Filed with NFRC staff prior to meeting
 - Forms available online prior to meetings

Alternates

- Member company may designate any member company coworker to vote
 - Includes member company subsidiaries
 - Proxy may be given from voting member to voting member

Minutes

- Minutes shall record:
 - All action items
 - All votes taken and the results thereof
 - Any other items deemed pertinent and appropriate inclusion by the chair
 - (NFRC 710, section 3.2.5)

Minutes

- Minutes will include critical details:
 - Chair/minute taker names
 - Roll call results
 - Quorum status
 - Date
 - Report list
 - Minute approval record

Questions?

- Staff will help at all times
- If you need a Robert's Rule Reference, contact Ray McGowan
- Enjoy the meeting!