

Effective Meetings

National Indian Head

Start Directors Association

June 26, 2019

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The Gravely Group

Agenda

- Broad Structure
- Members Responsibilities
- Bylaws
- Minutes
- Parliamentary law
- Conducting a Meeting
- Motions

Learning Outcomes:

- Clarify federal regulations, definitions and interpretations to build consistency in parent leadership as well as parent engagement
- Be familiar with parent rights and responsibilities in Early/Head Start programs
- Recognize that the parent leadership process can be a knowledgeable and exciting experience for all families in Early/Head Start programs

Program Governance


- The 2007 Head Start Act **legislates** how Head Start programs should be governed. The Act specifies the types of people who should serve on a governing body and their legal and fiscal responsibilities.
 - It describes the relationship of the governing body to the Head Start Policy Council and the management team.
- The Head Start Program Performance Standards. Describe in detail how Head Start programs should be **managed and run**. The Standards are part of the Code of Federal Regulations (CFR).
 - Parts 1301 through 1311, contains significant implications for the operation of Head Start programs



High Functioning Nonprofit Boards

Quiz

Let's test your knowledge
Answer the following questions about parliamentary
procedure



High Functioning Boards

Board Leadership

Quality leadership is critical for an organization. The Board demonstrates leadership in the manner in which Board members interact with each other, maintain a relationship with the CEO, ensure board diversity and communicate with staff, funders, the public and media.

High Functioning Boards

Standards Of Conduct

Duty of Care

Duty of Loyalty

Duty of Obedience

Parliamentary law

- Parliamentary law is a set of generally-accepted rules
- There are also rules written by the Governing Board.
- These rules are called Bylaws
- Bylaws determine the rights and duties of all members of the board

The Majority Rules

A Quorum must be Present
In order to make decisions

All members are equal

The Rights of the Governing body outrank
the rights of individual members

CONDUCTING MEETINGS

- Members must work together to accomplish the goals of the organization
- There are two types of meetings
 - Regular Meetings
 - Special Meetings
 - Close Meetings





OPEN MEETINGS LAW

- Non-Profit boards operate for the public benefit with support from the general public
- Non-Profit boards provide the public with
 - information about their mission
 - program activities
 - finances
- Non-Profit boards should be accessible and responsive to members of the public who express interest in the affairs of the agency




MINUTES
&
Record
Keeping



What are Minutes?

-  Official record of the proceedings of a Board/Policy Council Meeting
-  Legal public record of a meeting
-  Should reflect what was done in the meeting, not what was said by the members
-  Should never reflect the recorder's opinion, favorable or otherwise

Purpose of Minutes

-  Refresh the memory of the members who were present at the meeting
-  Inform those who were absent from the meeting
-  Make a compiled history of the organization's accomplishments (Office of Head Start)

Who Writes the Minutes?

Secretary

Recording
Secretary

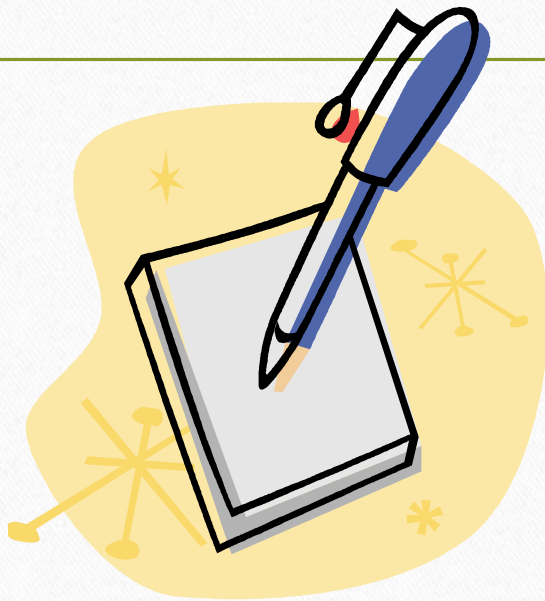
Clerk

Recorder

Scribe



Contents of the Minutes



- First paragraph
- Body
- Last paragraph

Example of First Paragraph of Minutes

- The regular monthly meeting of the ABC Head Start Agency was held on Tuesday, January 11, 20_, at 8:30 P.M., in the Gravelly Room of the Obama Center, the President being in the chair and the Secretary being present. The minutes of the last meeting were read and approved as corrected.

Body of the Minutes



The body of the minutes should have a separate paragraph for each subject matter.





It should never include the secretary's opinion on anything said or done (for example, do not write, "X gave an excellent report on").



The name and subject of a guest speaker or other program may be given, but no summary of the talk

Recording Votes

 If by voice, the fact that the motion was adopted, approved, carried, lost, or defeated

 If by roll call, the names of those voting on each side, as well as sufficient names of those abstaining to indicate a quorum was present

 If by ballot, the complete tellers' report

Last Paragraph Minutes



- The hour of adjournment
- Signed by the person writing the minutes
- After final approval, the word “Approved” with the secretary’s initials and date should be written below

Approving Minutes

- ✎ Proposed minutes are only a draft and do not become *the* minutes until approved
- ✎ Minutes may be approved by
 - ✎ Unanimous consent
 - ✎ Adopted motion
- ✎ Corrections may be made any time an error or material omission is found

Motions

- ◆ Brings business before the board
- ◆ Are made while no other motion is pending
- ◆ Are lowest ranking motion

Main Motion

Subsidiary Motion

- ◆ Is a type of motion by which a policy council deals directly with a main motion prior to (or instead of) voting on the main motion itself
- ◆ Modifies, delays action or disposes of a main motion

Privileged Motion

Incidental Motion

- ◆ Is granted precedence over ordinary business because it concerns matters of great importance or urgency
- ◆ Are not debatable, although in case of questions of privilege, the chair may feel the need to elicit relevant facts from members

- ◆ Relates in varying ways to the main motion and other parliamentary motions
- ◆ Relates to the pending business
- ◆ Do not have rank

Motions That Bring a Question Again Before the Assembly

- ◆ Discharge a Committee
- ◆ Reconsider
- ◆ Rescind;
- ◆ Amend Something Previously Adopted
- ◆ Take from the Table

Why Motions?

- Motions bring business to the meeting
- Motions provide fairness when making important decisions

Highest Ranking	Adjourn
	Recess
	Personal Privilege
	Lay on the Table
	Previous Question
	Limit Debate
	Postpone
	Commit or Refer
	Amend
Lowest Ranking	Main Motion



Main Motion

I move we have a party Saturday night

Primary

and invite two guests



We have a party Saturday night.

Primary & Secondary **four**



and invite two guests



We have a party Saturday night.

Primary

and invite four guests



We have a party Saturday night.

MAIN AS AMMENDED

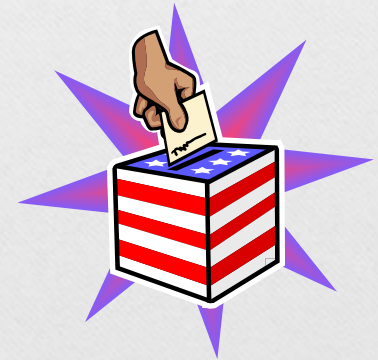
**We have a party Saturday night
and invite four guest.**

Amend

- To "add" or "insert"
- To "strike out"
- To "strike out certain words & insert others."
- To "substitute"
- To divide a motion into two or more motions

Vote

- Voice
- Ballot
- Roll Call
- Show Hands
- Standing



Know Your Organization



The essence of any board lies in:

- what it believes in,
- what it stands for
- what it values.

Effective Meetings



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