

Guide to the GLACUHO Business Meeting



Welcome! Use this guide as a reference to learn and follow along with the business meeting. If you have any suggestions for items to include on this document in the future, please email secretary@glacuho.org.

General Information

- **The business meeting is an opportunity to learn about the business operations of the association.** It is open to everyone!
- **Each institution will designate a voting delegate for the year.** This is the person who will receive official email communications regarding online elections in the spring, as well as any by-law changes that are proposed for online voting. It is typically the senior housing officer from your institution, but in their absence it may be the highest ranking staff member from the institution in attendance. It is important that we have a voting delegate on record for each institution. If you have questions about who your voting delegate is, or need to change the voting delegate later, email secretary@glacuho.org.
- **When someone would like to conduct business (ask a question, call to questions etc.) raise your institution's placard.** The president will call upon the institution. We ask each speaker to stand, if you are able, while speaking.
- **Any member present is allowed to engage in the business meeting.** You do not have to be the voting delegate to participate in the business meeting.

Agenda

- **Call to Order.** The president will open the business meeting.
- **Appointment of Parliamentarian.** A member well versed in parliamentary procedure (*'parli pro'*) is selected to ensure *parli pro* is being followed and to assist when questions arise. See the reverse side for a quick guide to *parli pro*.
- **Announcement of Quorum.** To ensure business can be conducted, our by-laws specify that quorum must be met. We define quorum as more than 50% of the institutions represented at the conference present. This is why it is important for all institutions to have a representative at the business meeting.
- **Approval of Business Meeting minutes from the previous year.** Minutes are available on our website under the *About Us* heading. The president will entertain a motion to approve the minutes, followed by a second, which will subsequently be voted on by the membership.
- **Old Business.** This includes any business not finalized from the previous year, including any updates from the previous Business Meeting.
- **New Business.** This is for any new agenda items presented to the membership that have not been presented prior.
- **Reports.** Elected officers from the Board of Directors, as well as the conference hosts, will share brief reports from the year.
- **Guest Presentations/Reports.** GLACUHO has a relationship with both GLACURH and CAACURH, and these organizations send student representation to our conference. They will share brief reports on the happenings in their organizations.
- **ACUHO-I Presentation.** A representative on behalf of ACUHO-I will update membership on ACUHO-I business.
- **ACUHO-I Foundation Regional Representative.** Our regional representative will update members on the ACUHO-I foundation, as well as GLACUHO's endowment in the ACUHO-I Foundation.
- **Announcements.** The floor will be open for announcements from members. Please raise your placard and wait to be recognized.
- **Adjournment.**

Parliamentary Procedure Quick Reference

| Action Type | What You Say | Second needed | Discussion | Can amend | Votes Needed |
|---|---|---------------|------------|-----------|-----------------|
| Make a Motion | "I move to ___" | Yes | Yes | Yes | Simple Majority |
| End discussion / move to vote | "I call the question" or "I move to vote" | Yes | No | No | 2/3 Majority |
| Postpone a motion | "I move to table" | Yes | No | No | Simple Majority |
| Question about the process | "Point of order" | No | No | No | Not voted on |
| Modify/Change the motion | "I move to amend the motion..." | Yes | Yes | Yes | 2/3 Majority |
| Modify/Change the motion already in discussion (friendly amendment) | "I propose a friendly amendment..." | Yes | Yes | Yes | 2/3 Majority |

Motions and Voting

- A **motion** is a formal proposal by a member that the assembly take a certain action.
 - A motion is a noun as it is a thing; the act of proposing a motion is to move.
 - Example, "I *move* to approve the minutes from the previous year's business meeting." (rather than "I *motion* to approve...")
- Once a motion has been proposed and recognized by the president, it requires a **second**.
 - A second is simply another member indicating that they wish to see the proposed motion brought forward for consideration or discussion.
 - A second is not an endorsement of the motion; someone may second a motion and subsequently vote against the motion.
- When the president recognizes a motion and a second, a period of discussion or debate begins.
 - Members who wish to contribute to the discussion should raise the institution's placard and wait to be recognized by the president.
 - This discussion or debate continues until either:
 - The president is satisfied that all views have been stated and calls the motion to a vote, or
 - A member can force discussion to end by raising their placard, and when recognized by the president, *call the question* (also known as previous question) by saying "I call the question". If this receives a second, the president will immediately call for a vote on whether to end discussion (a $\frac{2}{3}$ majority vote is required to end discussion.)
- Once discussion ends and a formal vote begins, the president will call for the voting delegates to vote either verbally by saying "Aye" (yes) or "Nay" (no), or by raising their placards to be hand-counted. Typically, a verbal vote is sufficient for approving the minutes or adjourning a meeting; a hand counted vote is used on other more significant business.