

Cheat Sheet for Committee Chairs

**Action: Call to Order**

Chair: *“The meeting will come to order at 3:00 p.m.”*

Secretary: (Take attendance once meeting begins.)

**Action: Approval or correction of minutes**

Chair: *“The committee secretary emailed you the minutes last week, and you have a copy in front of you. Please let me know now if you found any errors.* (Pause, and take corrections until there are no more.)

*If there are no further corrections, the minutes stand approved.”*

**Action: Discuss items on Agenda in the order they are listed**

Chair: *“The first item for discussion on the agenda is…”*

(Agenda items may be divided into old and new business. As agenda items are being deliberated, members may choose to make a motion. A motion is a proposal by a member of the group. It’s a statement that describes an action or a decision. It’s how decisions are made among the committee.

Committee members may make a motion to do one of the following:

* Discuss an item that’s not on the agenda
* Amend an item, document, etc. under consideration
* Delay discussion of an item until the next meeting
* Take a vote on an issue

**Optional Action: Voting**

Chair: (Describe the issue or item up for vote.) *“All those in favor, say ‘aye.’* (Pause.) *All those opposed, say ‘nay.’* (Pause.) *Are there any abstentions?*” (Pause. Proceed accordingly.)

(For smaller committees, voting usually isn’t necessary unless you are electing officers, but anyone can make a motion for the committee to vote on something.

In order to take a vote, you MUST have a **quorum** of members present. Robert’s Rules of Order does not provide specific guidelines for calculating quorum. The Mountwest *Faculty* Constitution states that 60% of voting members must be present in order to have quorum and take a vote. Other committees may determine this differently or choose to define quorum as 2/3 (roughly 66%) of the voting body.

(Continued on back)

**Optional Action: Executive Session**

A committee member or Chair can make a motion that the committee enter into an **Executive Session** during a meeting. During **Executive Sessions**, all outside members and non-voting members must leave. Discussion that takes place during an Executive Session is considered confidential and does not have to be shared.

**Action: Announcements**

Leave a few minutes at the end of your meeting to make any quick announcements or updates that don’t require discussion.

**Action: Adjournment**

Chair: *“This meeting is now adjourned.”*

**After the meeting**:

The secretary should proofread and organize the minutes and email them to all committee members to review before the next meeting. The minutes should include the date, time, and location of the meeting, the names of those present, a summary of all motions and actions taken, and any decisions made.

The Chair should communicate with committee members between meetings to share reminders about any tasks that were assigned at the last meeting, materials that need to be reviewed, or other pertinent information about committee work. The Chair should also ask members to contribute items to the agenda at least a few days prior to the meeting.