ON-THE-GO TSSU CHAIRING GUIDE

As Chair, your job is to ensure the meeting time is used effectively, to enable people’s views to be heard, and to allow for further action to happen outside the meeting.

BEGINNING THE MEETING

- Sit where you can see everyone clearly.
- Ensure someone (not you) is taking minutes

MEETING PROCEDURES

- As you go through the meeting agenda, announce each item number and title, and ask if anyone would like to speak to it.
- MOTIONS: Any action item that requires the committee’s approval before proceeding requires a motion, which then requires a vote:
  1. Ask someone in the meeting to move the motion (“Can I get a motion that...?”)
  2. Ask another committee member to second the motion (“Can I get a seconder?”)
  3. Open up the motion to discussion (“I would like to now open up the motion to further discussion.”)
  4. End the discussion by calling the vote (“I call the question.”)
     - Present three options: In Favour, Opposed, and Abstaining.
- SPEAKER’S LIST: Regulate discussion by taking a list of people who have indicated an intent to speak, and call on those names in order.
- MOVING ONTO THE NEXT AGENDA ITEM: Check that there are no further questions or discussion on the current item.

ENDING THE MEETING

- End the meeting with an adjournment.
- If all agenda items were not covered in the meeting, you will need a motion to table the remaining items, or to extend the end time.
ON-THE-GO TSSU MINUTING GUIDE

As Minutes-taker, your job is to record important points of discussion from the meeting - including all motions that are passed.

BEGINNING THE MEETING
- To ensure consistency, it is best to minute using an electronic copy of the agenda (you can ask the chair to send you one).
- Ensure the date and time is correct in the header.

MINUTING PROCEDURES
- **GENERAL FORMAT:** TSSU meetings always have the same general agenda items. Minutes should be taken for these items, as follows:
  - **INTRO AND WELCOME:** No minutes needed.
  - **APPROVAL OF CURRENT MEETING’S AGENDA AND PREVIOUS MEETING’S MINUTES:** Minute motion to approve for each, and if amendments were made to either (“as amended” or “with amendments”).
  - **ROUNDS:** Minute full names of all attendees (or include before INTRO, under “Present”).
  - **OLD & NEW BUSINESS:** Minute all notable discussion and all motions.
  - **ANNOUNCEMENTS:** No minutes needed.
- **WHAT TO RECORD?:** Focus on summarizing key points from of the discussion, rather than recording everything. Know also that motions must always be minuted, and that YOU may be the one tasked with writing and reading the motion - so pay attention!
  - All motions begin with **BIRT** or **BIFRT** ("Be It [further] Resolved That").
  - All motions that pass end with **M/S/C** ("Motion, Second, Carry").
  - Names are not typically minuted for motions that pass unanimously. However, any attendees who disagree with the “majority vote” on a motion may want their name and vote noted, and should be asked this.

ENDING THE MEETING
- **DISTRIBUTING THE MINUTES:** Once the meeting has adjourned, email the minutes to the committee chair only. It’s their job to look over and distribute them - not you!