

# 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!