

## Minutes February 8, 2017

### I. Call to order

Melissa Fadler called meeting to order.

introduced himself to members present.

### II. Guest Speaker-

Vicki Barrilleaux addressed the council about SHSU Goes Blue in March 2 for National Colon Cancer

Mall Area, with the possibility of a health fair and other associated activities. A flyer with more information on how to get involved is attached to the minutes for review.

Natalie Payne addressed the council about the upcoming implementation of Windows 10. This is set to

roll out across campus at the end of the spring semester. If your department has an issue with roll out schedule, please let Natalie know. The benefits to Windows 10: faster log on times, enhanced security, many feature updates and a new interface. Before the roll out, please make sure your external devices (printer, label maker, scanner) and software are compatible with Windows 10. If you foresee issues

the roll out schedule, requesting trainers and featured Windows 10 articles. There will be 11 Windows 10 training sessions offered after Spring Break.

### III. Reading/Approval Minutes

On January 12, Megan Barrett emailed all members the minutes meeting from the January 11 meeting. No changes were requested and a motion to approve the minutes was made by Natalie Payne. Jessica Carranza seconded the motion. All members were in favor, none opposed. Minutes approved.

Megan Barrett circulated the sign-in sheet for all present members to acknowledge attendance.

### IV. Treasurers Report

Megan Hobbs-Barrett read the submitted report from Rhonda Redmond. The balances are as follows:

E Board: \$739.55  
Friends of Staff Council: \$2,170.47  
Professional Development: \$1,283.00  
Staff Development: \$148.08  
News & Networking: \$73.20  
Special Events: \$2,243.46

### V. Chair's Report

Melissa Fadler met with President Hoyt on February 3, they discussed everything Staff Council has been doing to date and plans for the Spring/Summer semesters. The President was encouraged by our outreach to new staff and the increased Social Media presence. She did present a couple of ideas for



## VIII. New Business: Updates, Discuss or Action

Robert's Rules of Order handout was handed to members present. Melissa expressed a desire to follow parliamentary procedure as much as possible, especially when we are deciding or voting on items.

Natalie Payne, Staff Affairs Committee Chair, addressed the council about the concerns from the students about the hours of the Disorientation Student Center (DSC) hours. The Council was regarding this issue. Discussion amongst the Council body, and revisions to the presented memo were made. A motion to approve the memo with revisions was made by Rachel Erickson and David Arriola seconded the motion. Majority of members were in favor of sending the letter, one opposed. Memo submission approved.

Melissa Frazier addressed the Council about the opening on the Campus Art Review committee in the absence of Jessica Collier. Derrick Alexander volunteered to serve on the Campus Art Review Committee. A motion to appoint Derrick Alexander as the Staff Council representative for the Campus Art Review Committee, was approved by a majority.

Melissa Frazier addressed the Council about the opening on the newly created Sustainability Committee. Lisa Clark volunteered to serve on the Sustainability Committee. A motion to appoint Lisa Clark as the Staff Council representative for the Sustainability Committee, was approved by a majority.

No additional new business was presented.

## IX. Upcoming/ Future Events

- Spotlight on Staff, Rhonda Reddoch, Friday at 10:30 CHSS 290

March 31st - W-H The Woodlands Saturday, April 1

Huntsville State Park Cleanup, Huntsville, Saturday, April 22

Professional Development Conference, March 14

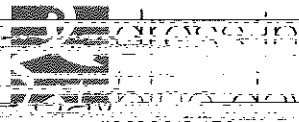
Next Staff Council Meeting, Wednesday, March 9 in I SC 215

## X. Adjournment

The meeting was adjourned.

Meeting was adjourned.

Minutes submitted by: Megan Hobbs-Barrett



COLON CANCER ALLIANCE

## SHSU Goes Blue for Colon Cancer Awareness Month

Did you know colon cancer is the second leading cause of cancer death in the United States? But it doesn't have to stay this way. Early detection through screening can dramatically reduce your risk!

March is Colon Cancer Awareness Month and Thursday, March 2nd is National Dress in Blue Day at SHSU.

Let's slash these stats by joining the "It's Time to Fight" campaign. Through this national campaign to promote awareness, we can knock colon cancer out of the top three cancer killers for good!

Visit [www.ccoloncancer.org](http://www.ccoloncancer.org) to learn more about colon cancer and how you can get involved. Do not forget screening saves lives! For any questions, please contact Mike Derville by calling (800) 904-1051.

email [adm\\_vbh@shsu.edu](mailto:adm_vbh@shsu.edu)

**RTS RULES CHECK SHEET**

Amendable	Debatable	Interrupt Speaker	Seco Need	Vote
No	No	No	Yes	Majority
Yes	No	No	Yes	Majority
No	No	Yes	No	Majority
No	No	No	Yes	Majority
Yes	No	No	Yes	Majority
Yes	Yes	No	Yes	Majority
Yes	Yes	No	Yes	Majority
Yes	Yes	No	Yes	Majority
Yes	Yes	No	Yes	Majority

Interrupt Speaker	Seco Need	Vote
No	Yes	Majority
No	Yes	Majority
Yes	No	Majority
No	Yes	Majority
No	Yes	Majority
No	Yes	Majority
No	Yes	Majority
No	Yes	Majority

Debatable	Interrupt Speaker	Seco Need	Vote
No	No	Yes	Majority
No	No	Yes	Majority
No	Yes	No	Majority
No	No	Yes	Majority
No	No	Yes	Majority
No	Yes	No	Majority
No	Yes	No	Majority
No	Yes	No	Majority
No	Yes	No	Majority

Interrupt Speaker	Seco Need	Vote
Yes	Yes	Majority
Yes	Yes	Majority
Must be done before new motion	Yes	Majority
Yes	No	Majority
Yes	Yes	Majority
Yes	Yes	Majority
No	No	Majority
Yes	Yes	Majority

## PROCEDURE FOR HANDLING A MAIN MOTION

**NOTE:** Nothing goes to discussion without a motion being on the floor.

### Obtaining and assigning the floor

A member raises hand when no one else has the floor

- The chair recognizes the member by name

### How the Motion is Brought Before the Assembly

The member makes the motion: *I move that (or "to")* and resumes his seat

- Another member seconds the motion: *I second the motion* or *I second it* or *second*.
- The chair states the motion: *It is moved and seconded that ... Are you ready for the question?*

### Consideration of the Motion

1. Members can debate the motion
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor if he claims it properly.
4. Debate must be confined to the merits of the motion.
5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

### The chair puts the motion to a vote

The chair asks: *Are you ready for the question?* If no one rises to claim the floor, the chair proceeds to take the vote.  
(response.) *Those abstained please say 'Aye'.*

1. The ayes have it, the motion carries, and ... (indicating the effect of the vote) or
2. The nays have it and the motion fails

2. Focus on issues, not personalities

3. Avoid questioning motives

# HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

## MAIN MOTION

You want to propose a new idea or action for the group.

- After recognition, make a main motion
- Member: "Madame Chairman, I move that \_\_\_\_\_."

## AMENDING A MOTION

You want to change some of the wording that is being discussed.

- After recognition, "Madame Chairman, I move that the motion be amended by adding the following words: \_\_\_\_\_."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words: \_\_\_\_\_."
- After recognition, "Madame Chairman, I move that the motion be amended by adding the following words: \_\_\_\_\_."

## REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, "Madame Chairman, I move that the question be referred to a committee made up of members Smith, Jones and Brown."

## POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time of day, and have it come up for further consideration.

- After recognition, "Madame Chairman, I move to postpone the question until \_\_\_\_\_."

## PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "Madame Chairman, I move the previous question."

## LIMIT DEBATE

consideration of the question.

speaker."

## POSTPONE INDEFINITELY

You want to kill a motion that is being discussed.

After recognition, "Madam Moderator, I move to postpone the question indefinitely."

## POSTPONE INDEFINITELY

After recognition, "Madame President, I move to postpone the motion indefinitely."

## RECESS

You want to take a break for a while.

## ADJOURNMENT

You want the meeting to end.

- After recognition, "Madame Chairman, I move to adjourn."

## PERMISSION TO WITHDRAW A MOTION

You have made a motion and after discussion, are sorry you made it.

- After recognition, "Madam President, I ask permission to withdraw my motion."

## CALL FOR ORDERS OF THE DAY

At the beginning of the meeting, the agenda was adopted. The chairman is not following the order of the approved agenda.

- Without recognition, "Call for orders of the day."

## SUSPENDING THE RULES

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.

After recognition, "Madam Chairman, I ask to suspend the rules to position 2."

## POINT OF PERSONAL PRIVILEGE

The noise outside the meeting has become so great that you are having trouble hearing.

- without recognition, "Point of personal privilege."
- Chairman: "State your point."
- Member: "There is too much noise, I can't hear."



## COMMITTEE OF THE WHOLE

You are going to propose a question that is likely to be controversial and you feel that some of the members will try to kill it by various maneuvers. Also you want to keep out visitors and the press.

Without recognition, "Madame Chairman, I move that we go into a committee of the whole."

## POINT OF ORDER

It is obvious that the meeting is not following proper rules.

Without recognition, "I rise to a point of order," or "Point of order."

## POINT OF INFORMATION

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.

- Without recognition, "Point of information."

## POINT OF PARLIAMENTARY INQUIRY

You are confused about some of the parliamentary rules.

Without recognition, "Point of parliamentary inquiry."

## APPEAL FROM THE DECISION OF THE CHAIR

Without recognition, "I appeal from the decision of the chair."

### Rule Classification and Requirements

Class of Rule	Requirements to Adopt	Requirements to Suspend
Charter	Adopted by majority vote or as proved by law or governing authority	Cannot be suspended
Bylaws	Adopted by membership	Cannot be suspended
Special Rules of Order	Previous notice & 2/3 vote, one majority of entire membership	2/3 Vote
Standing Rules	Majority vote	Can be suspended for session by majority vote during a meeting
Modified Roberts Rules of Order	Adopted in bylaws	2/3 vote