Appendix 4:   Additional Resources

Table of Contents

Guiding Principles to Build Credibility of SEAC

- ✓ Showing respect for people
- ✓ Demonstrating honest and ethical behavior
- ✓ Setting a good example
- ✓ Showing a warm and caring attitude
- ✓ Collaborating with others
- ✓ Being loyal to people
- ✓ Celebrating the successes
- ✓ Recognizing that I don't know it all, others have much to offer

Interdependence is the paradigm of we.

We can do it, we can cooperate, we can combine our talents and abilities

and create something greater together.

Some good strategies

- Use the "I" message, "I understand that…"
- Listen silently
- Repeat back what has been said "I heard you say…"
- Use humour to build a positive, productive atmosphere.

Parliamentary Procedures - Robert's Rules of Order Basic Principles

- Parliamentary procedure exists to facilitate the transaction of business and to promote cooperation and harmony.

- All members have equal rights, privileges, and obligations.
  - The majority has the right to decide.
  - The minority has rights, which must be protected.

- A quorum must be present for the group to act.

- Full and free discussion of every motion considered is a basic right.

- Only one question at a time can be considered at any given time.

- Members have the right to know at all times what the immediately pending question is, and to have it restated before a vote is taken.

- No member can speak until recognized by the chair.

- No one can speak a second time on the same question as long as another wants to speak a first time.

- The chair should be strictly impartial.

  Adapted from Roberts Rules of Order, 10th edition

Source: *Leading Effective Meetings: Making Basic Parliamentary Procedure Work*, Attachment 2, On-line pdf file, Northeast College, Houston Community College, Student Services Department

Parliamentary Procedure Language or "Lingo"

Motion

A proposal or resolution by a member that the assembly take a certain action or express a certain view. A motion is considered out of order if it conflicts with the constitution or by-laws of the group.

Main Motion

A motion to introduce a principal subject. Only one main motion may be considered at a time and must be disposed of before another main motion may be considered.

Motion to Lay on the Table (or Tabling)

A motion to lay aside a pending question for an indefinite amount of time.

Motion to Take from the Table

A motion enabling the assembly to resume consideration of a previously tabled item

Point of Order

To object to a proceeding as being in conflict with the rules of procedure. The chair must recognize the point of order.

Friendly Amendment

A small change to an original motion. Those who made and seconded the original motion must agree to the amendment.

Motion to Adjourn

A motion made at the conclusion of a business meeting or at the final business session.

Majority Vote

More than half of the votes, or 50%+1

Quorum

The number of members required in the by-laws to hold a legal meeting.

Adapted from the ABC's of Parliamentary Procedure, Arnold Air Society-Silver Wings

Source: *Leading Effective Meetings: Making Basic Parliamentary Procedure Work*, Attachment 2, On-line pdf file, Northeast College, Houston Community College, Student Services Department

Parliamentary Procedures - Handling a Motion

Three steps by which a motion is brought before the group

1. A member makes a motion.

2. Another member seconds the motion.

3. The chair states the question on the motion.

Three Steps in the Consideration of a Motion

1. The members debate the motion (unless no member claims the floor for that purpose).
2. The chair puts the question to a vote.

> A. The chair restates the question.

> B. The chair takes the vote:

>> "All in favor of the motion, say aye."

>> "Those opposed, say no."

Note: A vote passes with a simple majority, except in cases of suspending the rules; previous question; limit or extended debate; and, amend a previously adopted motion; which require a 2/3 vote.

3. The chair announces the result of a vote. A complete announcement should include:

> A. Report on the voting itself, stating which side prevailed (and giving the count if a count prevailed).

> B. Declaration that the motion is adopted or lost.

> C. Statement indicating the effect of the vote or ordering its execution.

> D. Where applicable, announcement of the next item of business or stating the question of the next motion that consequently comes up for a vote.

Adapted from Roberts Rules of Order, 10th edition Source: *Leading Effective Meetings: Making Basic Parliamentary Procedure Work*, Attachment 2, On-line pdf file, Northeast College, Houston Community College, Student Services Department

Parliamentary Procedures at a Glance - Chart

To do this…	You say this…	May you interrupt the speaker?	Must you be seconded?	Is the motion debatable?	What vote is required?
Adjourn meeting*	I move that we adjourn	No	Yes	No	Majority
Recess meeting	I move that we recess until…	No	Yes	No	Majority
Complain about noise, room temp., etc.*	Point of privilege	Yes	No	No	No vote
Suspend further consideration of something	I move we table it	No	Yes	No	Majority
End debate	I move the previous question	No	Yes	No	2/3 vote
Postpone consideration of something	I move we postpone this matter until…	No	Yes	Yes	Majority
Have something studied further	I move we refer this matter to committee	No	Yes	Yes	Majority
Amend a motion	I move this motion be amended by…	No	Yes	Yes	Majority
Introduce business (a primary motion)	I move that…	No	Yes	Yes	Majority
Object to procedure or personal affront*	Point of order	Yes	No	No	No vote, chair decides
Request information	Point of information	Yes	No	No	No vote
Ask for actual count to verify voice vote	I call for a division of the house	No	No	No	No vote
Take up a matter previously tabled*	I move to take from the table…	No	Yes	No	Majority
Reconsider something already disposed of*	I move we reconsider our action relative to…	Yes	Yes	Yes	Majority
Vote on a ruling by the Chair	I appeal the Chair's decision	Yes	Yes	Yes	Majority

*Not amendable   Adapted from Roberts Rules of Order, 10th Edition

Source: *Leading Effective Meetings: Making Basic Parliamentary Procedure Work*, Attachment 2, On-line pdf file, Northeast College, Houston Community College, Student Services Department

Example SEAC Meeting Evaluation Forms

XYZ District School Board
Special Education Advisory Committee
Meeting Evaluation Form

The purpose of this form is to obtain feedback from members on the SEAC meeting. This information will assist in seeing how meetings can be improved. Completed forms will be sent to the Research Department for analysis. Do not include your name.

For each of the statements below, please select one response that reflects your view. Use the *not applicable* where necessary.

Statement	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable
The Agenda was structured appropriately					
The Agenda items were timed appropriately					
Meeting time was used effectively					
Sufficient background information on issues was provided					
I had an opportunity to voice my opinions					
Decisions, recommendations and next steps were clear					
Members were respectful of each other					
Members worked together in a constructive way					

What suggestions do you have, if any, for improving future meetings?

_____
_____
_____
_____

A Checklist for SEAC Meetings

- Do the minutes accurately report all key items, discussions and decisions?

- Do the minutes go to the trustees before they are approved by the members of the SEAC?

- Is approval of the minutes a regular item on your SEAC agenda?

- If the minutes need to be amended, then do they come back again for approval?

- Is a SEAC report a regular item on the school board agenda?

- Who reports to the board on behalf of SEAC?

- Who reports back?

- How frequently does your SEAC pass motions, recommending a specific course of action to the school board?

- What happens to those motions?

- Who reports back from the board to SEAC?

- How frequently does your SEAC appear in front of the school board as a delegation?

- When do you get major reports in advance of the meeting?

- Is your SEAC functioning strictly in accordance with the SEAC regulation?

Source: Learning Disabilities Association of Ontario