

I C C T A
ILLINOIS COMMUNITY COLLEGE TRUSTEES ASSOCIATION

*North Suburban Region
Trustees Dinner Meeting*

March 10, 2004

Agenda

Procedure for Small Boards

Consent Agenda

Hosted by

MCC
McHenry County College

ICCTA North Suburban Region Trustees Dinner Meeting
Wednesday, March 10, 2004
6 p.m.

Attendees

Gary Davis
Mike Monaghan
Jake Rendleman
David Powers

College of Lake County

Richard Anderson
Barbara Oilschlager
Russ Peterson – Exec VP

Oakton

Joan W. DiLeonardi
Jeffrey Rosen

Harper

Laurie Stone, Chair
Barbara Barton, Vice-Chair
Kris Howard
Dick Kolze

Triton

Steve Kubiczky

MCC

George Lowe
David Murphy
Nick Kachiroubas
Frances Glosson
Carol Larson
Mary Miller
Chris Elsner

Walt Packard
Jim Gray
Deb Patton
Marlene Kopala

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RAISING POINTS OF ORDER: THE BOARD CHAIR AND PARLIAMENTARY PROCEDURE

By George E. Potter

Board meetings have one thing in common with athletic events, other games, and society as a whole. All must be conducted in accordance with rules unless anarchy is to prevail. Both houses of Congress and most state legislatures have adopted their own rules of procedure. Most other organizations, including almost all community college boards, have adopted Robert's Rules of Order for conducting their meetings.

It is not necessary for a board chair to be a certified parliamentarian to be an effective presiding officer of a meeting. But it is important for any person who serves as a board chair to have a working knowledge of the basic rules of procedure for conduct of a board meeting, particularly those rules pertaining to issues that commonly arise.

The current authoritative publication on Robert's Rules of Order is *Robert's Rules of Order Newly Revised*, 10th Edition, published by Perseus Publishing in Cambridge, Massachusetts. There are other publications which use the term "Robert's Rules of Order," but the right to establish the official rules is held by Robert's Rules Association, of which the current trustee is Henry M. Robert III.

A board may, by specific reference to a specific edition or publication, adopt a Robert's Rules of Order other than those set forth in the 10th Edition of *Robert's Rules of Order Newly Revised*. If a board has adopted a bylaw or policy which requires its meetings to be conducted in accordance with Robert's Rules of Order, Robert's Rules of Order Revised, Robert's Rules of Order Newly Revised, or the latest edition of Robert's Rules of Order, then the 10th Edition of *Robert's Rules of Order Newly Revised* is the authoritative work for conducting the board's meetings.

Most trustees have a rudimentary knowledge of Robert's Rules and believe that their board follows those rules. However, experience has shown that most trustees do not know Robert's Rules of Order as well as they think they do and, consequently, most boards fail to comply with the rules in one or more ways.

Procedure for Small Boards

The most common mistake made by trustees is lack of awareness that Robert's Rules has a special procedure for small boards, which are defined as those with not more than about a dozen members. In a board meeting where there are not more than about a dozen members present, some of the formality necessary in a large assembly would hinder business. The rules governing such meetings are different from the rules that hold in other assemblies in the following respects:

- Members are not required to obtain the floor before making motions or speaking, which they can do while seated.
- Motions need not be seconded.
- There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally should not be entertained.
- Informal discussion of a subject is permitted while no motion is pending.
- Sometimes, when a proposal is perfectly clear to all present, a vote can be taken without a motion having been introduced. Unless agreed to by unanimous consent, however, all proposed actions of a board must be approved by vote under the same rules as in other assemblies, except that a vote can be taken initially by a show of hands, which is often a better method in such meetings.
- The chairman need not rise while putting questions to a vote.

- The chairman can speak in discussion without rising or leaving the chair and, subject to rule or custom within the particular board (which should be uniformly followed regardless of how many members are present), he usually can make motions and usually votes on all questions. (Robert's, Section 49)

Motion to Table

Probably the most misused and misunderstood motion is the motion to table or, as it is more correctly called, "motion to lay on the table." A motion to lay on the table is intended to be used solely for the purpose of laying the pending proposal aside temporarily when something else of immediate urgency has arisen, with the intent of removing the proposal from the table later during the same meeting.

Unfortunately, most persons use the motion to table to postpone consideration of a proposal to a later meeting or attempt to kill the proposal without debate by tabling it. In fact, if the intent is to postpone consideration of a proposal to a later meeting, for example to obtain more information, the correct motion is a "motion to postpone to a certain time." Similarly, if the intent is to kill or avoid dealing with a proposal, the correct motion is a "motion to postpone indefinitely."

The major difference is that a motion to table is not debatable. Since the intent is to put something aside only temporarily, there is no compelling reason to have debate on the motion. Further, a motion to lay on the table is not subject to reconsideration. On the other hand, motions to postpone are debatable and are subject to reconsideration. (Robert's, Sections 11, 14, and 17)

Approval of Minutes

It is common practice for boards and other organizations to have a motion to approve the minutes of previous meetings. This is absolutely unnecessary. The chair merely asks whether there are any corrections to the minutes. If none are offered then the chair declares the minutes approved as published. If a correction is offered and nobody objects, the chair then declares the minutes as published and corrected are approved. Only if a member offers a correction and another member objects to the proposed correction is it necessary to take a vote. In that instance, the member offering the correction makes a motion to correct the minutes which is then voted upon. (Robert's, Section 48)

Motion to Receive Reports

One of the more silly motions commonly employed by boards is the motion to receive or accept a report. In fact, the report is received when it is given to the board. In the words of Robert's:

A common error is to move that a report "be received" after it has been read — apparently on the supposition that such a motion is necessary to order for the report to be taken under consideration or to be recorded as having been made. In fact, this motion is meaningless, since the report has already been received. Another error — less common, but dangerous — is to move, after the report has been read (or even before the reading), that it "be accepted," when the actual intent is that of the mistaken motion to receive, as just explained. (Robert's, Section 51)

Only if the report calls for some action to be taken by the board is a motion appropriate. In that situation, the board can either vote to approve or accept the report or a motion can be made to implement the recommendations contained in the report.

Amendments and Substitute Motions

A motion may be made to amend an existing proposal. However, the amendment must be germane, that is, relate to the subject matter of the main motion. Further, an amendment to the proposed amendment may be offered. However, the amendment to the amendment must be germane to the original amendment. There can be no amendment to an amendment to an amendment. However, additional amendments can be offered after earlier amendments have been acted upon and before the main motion has been acted upon.

One of the more silly motions commonly employed by boards is the motion to receive or accept a report.

A "motion to substitute" is nothing more than a motion to amend by substituting some or all of the language in the main proposal with new language. A motion to substitute can completely change the intent of the original motion but must be germane to the original motion. That is, the pro-

posed substitute motion must pertain to the same subject matter as the original motion.

When a vote is taken on a substitute motion, the first vote is whether to substitute the new proposal for the original one as the proposal under consideration by the board. If the board decides to substitute the new proposal for the original one, the board then must take a second vote on adopting the substitute proposal. (Robert's, Section 12)

Complying With the Law

Obviously, if there is a federal or a state law which supersedes Robert's Rules of Order, then the board must comply with the law. In fact, it is recommended that a board's bylaws contain a provision similar to the following: "Board meetings shall be governed by the rules contained in the latest edition of *Robert's Rules of Order*

Newly Revised, except where they are inconsistent with these bylaws and any special rules of order adopted by the board, or are inconsistent with federal or state law."

As long as the board complies with federal and state law in matters such as role call votes, open meetings, etc., a board may adopt any rules of procedure the majority desires. A board, for example, can adopt Robert's Rules of Order but provide in its bylaws that all motions need to be seconded. However, most boards have merely adopted Robert's Rules of Order as the rules governing their meetings and, in those cases, the rules should be followed.

For example, in a board of about 12 members or less it is improper for the board chair to rule a motion dies for lack of a second. As stated previously, Robert's Rules of Order provides a second to a motion is not required in a meeting of a small board.

Overcoming Old Habits

Old habits are difficult to overcome. A good board chair will be familiar with the rules of procedure for small boards and the other rules that apply to motions frequently made at board meetings. A good board chair will use

If there is a federal or a state law which supersedes Robert's Rule Order, then the board must comply with the law.

that knowledge to educate fellow board members about proper use of Robert's Rules of Order. For example, the chair can announce when it comes to approval of the minutes that no motion is necessary to approve the minutes unless a member objects to the accuracy of the minutes.

If a trustee moves to table a proposal until a specified later meeting to obtain more information, the board chair should rule that a motion to table

is out of order but then accept the motion as a motion to postpone further discussion until a certain date.

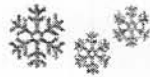
As stated previously, the motion to postpone to a certain date is debatable, unlike a motion to table, but otherwise achieves the same result.

Similarly, if the trustee moves to table without specifying a specific date, then the chair can accept the

motion as a motion to postpone indefinitely, which, like the motion to postpone to a definite date, is debatable. It still achieves the same result as the motion to table but gives the board the opportunity to discuss whether it is appropriate to not take action on the proposal.

Properly used, Robert's Rules of Order will help ensure the meeting is conducted fairly and with some semblance of order. A trustee who doesn't understand Robert's Rules of Order, or who is unwilling to apply the rules properly, should not serve as board chair.

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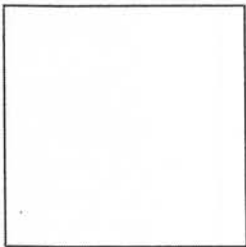
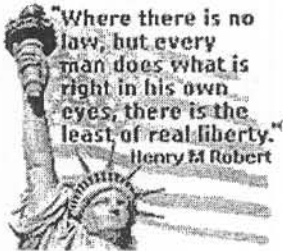


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Handling Motions Procedure in Small Boards:

In large boards business is transacted the same as in the society meetings; but in small boards the same formality is not necessary or usual, the informality observed by committees being generally allowed. In a board meeting where there are not more than about a dozen present, for instance, it is not necessary to rise in order to make a motion, nor to wait for recognition by the chair before speaking or making a motion, nor for a motion to have a second; nor is there any limit to the number of speeches, nor does the chairman leave the chair when making a motion or discussing a question. The formalities necessary in order to transact business in a large assembly would hinder business in so small a body.

For additional information, refer to [RONR](#) 10th ed. pp. 470-471.



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BOARD OF TRUSTEES
McHENRY COUNTY COLLEGE DISTRICT #528

January 22, 2004
Regular Board Meeting
7 p.m.

Board Room
8900 U.S. Highway 14
Crystal Lake, IL 60012

AGENDA

1. CALL TO ORDER
- *RC 2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES: Regular Board Meeting December 18, 2003
Regular Board Meeting December 18, 2003 Closed Session
6. OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS
7. COMMITTEE OF THE WHOLE REPORT
8. ICCTA REPORT
9. FRIENDS OF MCC FOUNDATION REPORT
10. PRESIDENT'S REPORT
11. PRESENTATION
Laser Shot Demonstration, Mr. Ron Geary, Department Chair, Criminal Justice Program
12. COMMUNICATIONS
 - A. Faculty Report
 - B. Staff Council Report
 - C. Student Trustee Report
- *RC 13. APPROVAL OF CONSENT AGENDA
For Approval
 - A. Executive Summary
 - B. Financial Statements
 - a. Treasurer's Report
 - b. Voucher 855 - \$1,767,928.23, Board Report #04-1
 - c. Voucher 856- \$122,883.80, Board Report #04-2
 - C. Quarterly Chargeback Report, Board Report #04-3
 - D. Request to Purchase
 - a. Replacement Steamer/Kettle System, Board Report #04-4
 - b. Service Contract Network LAN Switch and PIX Firewall, Board Report #04-5
 - E. Resolution Regarding Taping of Closed Sessions, Board Report #03-191 Addendum

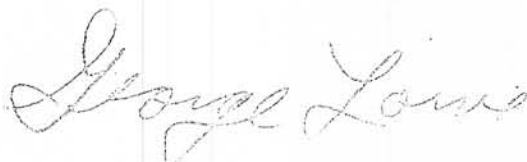
*Roll Call

- F. Establishment of New Positions and Elimination of Positions for FY 2005, Board Report #04-6
- G. Fee Revisions for 2004-05, Board Report #04-7
- H. Personnel
 - a. Personnel Adjustments for Spring 2004 Trans. & Occup. Courses, Board Report #02-204 Addendum
 - b. Continuing & Professional Education Personnel Considerations for Spring 2004, Board Report #04-8
 - c. Resignation, Board Report #04-9
 - d. Salary/Advanced Placement Adjustments, Board Report #04-10

For Information

Quarterly Report on Grants

- 14. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA
- 15. OPEN FOR BOARD MEMBERS
- 16. CLOSED SESSION
- 17. ADJOURNMENT



George Lowe
Chair

MINUTES
REGULAR BOARD MEETING
of McHENRY COUNTY COLLEGE

The Regular Meeting of the Board of Trustees of McHenry County College was held on Thursday, January 22, 2004, in the Board Room, Room A217, in Building A on the Campus.

Chair Lowe called the meeting to order at 7 p.m. Secretary Kachiroubas called the roll and the following were present:

Dr. Glosson
Mr. Kachiroubas
Mrs. Larson
Mr. Lowe
Mr. Murphy
Ms. Walters
Mr. Elsner

Absent: Ms. Miller

Attorney Sandra Kerrick was present as legal counsel.

PLEDGE OF ALLEGIANCE

Chair Lowe led the group in the Pledge of Allegiance.

APPROVAL OF AGENDA

Chair Lowe called attention to a revision in the format of Board Report #04-6, Establishment of New Positions and Elimination of Positions for FY 2005. He also stated that Item 13 E., Resolution Regarding Taping of Closed Sessions, Board Report #03-191 Addendum, should be removed from the agenda. Chair Lowe stated that the agenda stands as amended.

APPROVAL OF MINUTES: Regular Board Meeting December 18, 2003
Regular Board Meeting December 18, 2003 Closed Session

Following circulation of the Closed Session minutes, Chair Lowe stated that hearing no objections, all minutes stand approved.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

There were no visitors or presentations at this time.

COMMITTEE OF THE WHOLE REPORT

Ms. Walters reported on the following from the Committee of the Whole meeting: (1) Update on Campus Master Plan by Mr. Demonica of Legat Architects; (2) Information from Mr. Linehan about upcoming computer equipment purchases and direction from the Board that he contact at least 15 to 20 companies for bids; and (3) Vice President Ally's presentation of the Five-Year Financial Plan.

ICCTA REPORT

Trustees Larson, Lowe, Murphy and Kachiroubas reported on the recent ICCTA meeting presentation on College Boards and Foundation Boards and on Keeping Trustees Informed on the College's Financial Situation. Comments were shared about the State Board of Education and the lack of state funding. Mr. Murphy reported on a very favorable meeting that he had with Mr. Obrzut, ICCB, and also stated that the retirement celebration for Dr. Cipfl was very nicely done. Trustee Kachiroubas talked of his work with the students and plans for upcoming Lobby Day.

FRIENDS OF MCC FOUNDATION REPORT

Ms. Walters, Foundation liaison, reported on the upcoming Foundation meeting. The following were also noted: (1) Get together with College and Foundation Boards on Friday, January 23; (2) \$29,961 awarded by the Foundation in mini-grants; (3) the next ABC breakfast to be held on January 28; (4) two separate donor lists for the second quarter of FY04; and, (5) the Winter issue of *New Directions*.

PRESIDENT'S REPORT

President Packard reported on the following:

- Recognition by President Bush regarding increased funding for community colleges;
- Opening Spring workshop on Safety and Security, with various sessions available to staff;
- 7.8% increase in headcount for Spring;

- Presentation by Luisa Lauf, counselor, and Sandol Brining, multicultural outreach specialist, at the annual statewide conference for Teachers of Linguistically and Culturally Diverse Students;
- Meetings that Vice President Ally has had with students to provide them with information and answer questions on the Five-Year Financial Plan;
- Student Senate volunteering at PADs, and Phi Theta Kappa being recognized for its role in recycling;
- Interviews for Vice President of Learning and Student Support Services being held February 2 through February 12, with a recommendation to be made on February 13;
- Welcome reception for adult students planned for the last week in January;
- NCA visit in March regarding our request to offer Distance Education degrees; and
- Negotiations with faculty to be starting soon.

PRESENTATION

Laser Shot Demonstration, Mr. Ron Geary, Department Chair, Criminal Justice Program

Dr. Packard invited the Board and guests to move to the Bersted Lecture Hall. Ms. Maxwell introduced Mr. Ron Geary who gave a demonstration of the Laser Shot Firearms Training Simulator. Mr. Geary explained that this simulator is a computerized system for training firearm safety and use and is being used by the Criminal Justice Department. Student Trustee Elsner represented the Board as a volunteer in this demonstration.

COMMUNICATIONS

a. Faculty Report

Dr. Chandler reported that due to personal reasons Mr. Hand has had to resign from the faculty negotiating team. She noted that Ms. Galloway will be taking his position.

b. Staff Council Report

Ms. Ritter thanked the College and Dr. Ally for bringing parity to the health insurance plan. She acknowledged several administrators for their work on a situation involving job titles with different salaries.

c. Student Trustee Report

Student Trustee Elsner reported on student activities including the following: (1) Club Fair on January 27 for recruiting new students; (2) Valentine's Day Dance on February 14 hosted by the student leadership team with himself being a part of the date auction; (3) caricature artist, hip hop dance lessons and other activities held to welcome students back; (4) Battle of the Bands in March with auditions taking place next Saturday; (5) meetings with students regarding upcoming tuition increase where no opposition was detected; and, (6) Phi Theta Kappa helping with the Relay for Life.

APPROVAL OF CONSENT AGENDA

For Approval

- A. Executive Summary
- B. Financial Statements
 - a. Treasurer's Report
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For Information**Quarterly Report on Grants**

Mrs. Larson made a motion to approve the Consent Agenda ~~with Board Report #03-191 Addendum~~^{mk} removed and Mr. Kachiroubas seconded the motion. Secretary Kachiroubas called the roll and all were in favor. The motion carried.

ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

No items were removed from the Consent Agenda and there was no action at this time.

OPEN FOR BOARD MEMBERS

Dr. Glosson reported on her attendance at the McHenry Council Industrial Council luncheon and thanked Dr. Packard for his remarks.

CLOSED SESSION

Dr. Glosson made a motion to move into Closed Session to discuss (1) collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees; (2) the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired; and (3) litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. Mrs. Larson seconded the motion. The roll was called and all were in favor.


Mr. Kachiroubas made a motion to move out of Closed Session. Ms. Walters seconded the motion. The roll was called and all were in favor. The motion carried.

Dr. Packard confirmed the Board's position of not serving alcohol at the College for the Woodstock Mozart Festival or any other special occasions on the College campus.

Dr. Packard reported that a \$440,000 grant was awarded to CCED for employee training and asked the Board whether they would be agreeable to having the Governor come to the College. No objections were expressed.

ADJOURNMENT

At 9:50 p.m., with no further business, the meeting adjourned.



Nicholas S. Kachiroubas, Secretary

BOARDS CAN SAVE TIME WITH A CONSENT CALENDAR

Many college boards benefit from the use of "consent calendar," a consolidated motion that permits trustees to transact routine, noncontroversial business quickly. The board can then use the saved time to explore more difficult issues.

Robert's Rules of Order Newly Revised ((1900 edition) makes clear that consent calendars may be used to efficiently dispose of routine business, (p. 356).

As the presiding officer, the board chair usually confers with the college president to propose each regular meeting agenda for the board. During their consultations on the proposed agenda, the board chair and president can attempt to identify agenda routine and noncontroversial items. These items can be grouped together as a consolidated motion called the "consent calendar."

Most boards that use a consent calendar place it toward the beginning of their agenda. Sometimes it is transacted when the board is, for some reason, in a waiting mode. The proposed agenda is usually circulated to board members a few days before the meeting. Board members are encouraged to call the president or the board chair before the meeting if they have questions about a consent calendar item. Nevertheless, when the presiding officer directs the board to take up the consent calendar, she or he first asks if there are any "informational questions" about any of its items.

The board chair then asks if any member of the board would like to request that a consent calendar item be removed. The chair might say, "You each should have before you a printed copy of the consent calendar. Is there a request by any member to extract any item from the consent calendar?"

If so, the board member may say, "Yes, I request that resolution (or item) number 6 of the consent calendar be extracted." Resolution number 6 is then extracted.

(over)

When an item is extracted it can be debated immediately, before the remaining elements of the consent calendar are voted as a group. It is more common, however, for boards to move ahead with a vote on the modified consent calendar and then take up the extracted item at a later point in the meeting. Some boards routinely take up the extracted item immediately after the consent calendar is voted. Other boards are in the habit of taking up extracted items in conjunction with related items to which they are related. For example, an extracted personal item might be taken up during the personnel section of the regular agenda. Other boards have the practice of taking up extracted items after all of scheduled business is finished

Each board should have a procedure for the handling of extracted consent calendar items. Like all standard operating procedures of the board, this one can be changed when necessary.

It is important to stress that whenever a board member asks that an item be extracted, the item will be removed from the consent agenda. No vote is necessary. If one member asks that an item be extracted from the consent calendar then his or her wish is honored..

Even bylaws amendments can be placed on the consent agenda when they are noncontroversial and when the consent agenda is adopted by the margin necessary for a bylaws amendment to take place.

It is not necessary for each item on the consent calendar to be read into the record as long it is presented in writing. The purpose of the consent calendar is to save the board's time.

The consent calendar. Try it. You'll like it!

Gary Davis, Ph.D., CAE
Executive Director
Illinois Community College Trustees Association

The information provided in Clarity...by AXI serves one very important purpose - to provide readers with sufficient understanding of an issue so that they are able to identify potential issues within their organization and then, when necessary, discuss, challenge and question the advice of their internal or external paid advisor related to that issue as it impacts their organization. With that purpose in mind, we will provide information in very clear, non-technical language and we will use the word "generally" and its synonyms a great deal. Much of the complexity of technical and/or legal topics relates to the language used and the need to address every conceivable and obscure exception. This column is for information purposes only, and AXI will not be responsible for any errors or omissions...consult your paid advisor before acting.

Consent Agenda

The consent agenda is not a way to push things through without proper discussion and debate. In fact, it should not be used for decision items.

Items that are for information only, and do not require a decision or any Board action, should be included in the consent agenda. The consent agenda allows all of the reports to be received with one motion.

When individuals have included a written report for information, they somehow feel compelled to speak to their report. That is not done with a consent agenda. However, board members can ask all the questions that they want related to the consent agenda items. Once any questions are dealt with, the vote on the single motion addresses all the consent agenda reports. Quick. Fast. Good for everybody!

Note: Some people are under the mistaken impression that if people want to ask questions about a consent agenda item, that it should be removed from the consent agenda. That is not required. The only time that an item should be removed from a consent agenda is if it is determined that action, a decision is required, or significant further discussion is needed. Any Board member can request that an item be removed from the consent agenda, but the majority should decide.

The consent agenda is part of the regular agenda for the meeting. Typically it is one of the first agenda items.

This can be an effective way to improve meetings...if and when it is properly understood.