



ICC Board of Directors Meetings Member's Guide

Welcome! Thank you for attending this board meeting. All are welcomed to attend ICC Board Meetings and are encouraged to speak. To ensure we complete the work set out for us on tonight's agenda, certain guidelines and rules need to be followed.

This guide will help you follow along and let you know when you'll have an opportunity to speak.

Understanding the Agenda

Intros and House reports: Simply state your name, what pronouns you use [for this space], what house you are from, and if you hold an officer position. Board Reps will share the same information and additionally report on what is going on at their houses. After everyone has introduced themselves, anyone in attendance may ask any Board Rep questions.

Agenda Review: The Board of Directors will decide whether they want to add and/or remove any items that are on the agenda. You may request that an item be added. A majority of voting board reps is needed to approve your request before it can be added to the agenda. If you are asking the Board to vote on something and they have not gotten it in writing 24 hours prior to this meeting, then all voting board rep must agree to add your item to the agenda.

Member Time: Every Meeting has 10 minutes set aside for members to speak to the Board on any topic, issue or concern they may have. This is your time to speak.

Minutes Approval: We are approving the minutes from the previous board meeting. Only those who were in attendance may offer corrections and/or additions. The Chair will ask if there are any objections to possible changes. After amending the minutes, Board Reps vote on them. If a majority vote in favor, the minutes are approved and made the official record of that meeting.

Staff and Committee Reports: The Vice Presidents, President, and any team or committee Chairs in attendance report on the activity of their committees and their work outside of the committee. The General Manager and any other staff in attendance report what has been going on in the ICC Office and what projects they are currently working on. After the last report is given is when those in attendance may ask any Vice President, Chair, or staff member questions.

The above items will always be on the agenda for the ICC Board of Directors Meetings. Agenda items that follow may include presentations, discussions, or proposals. You are welcomed to participate in those if you follow these procedures:

- Raise your hand if you'd like to speak; the Chair will be keeping order of who is supposed to speak next and will announce it from time to time to let people know they can speak next.
- Try to refrain from repeating things that have already been said; our time is limited, so show that you agree with something that is being said by twinkling (Hold your hands up, palms facing out and move your fingers).
- Stay on the topic that we are currently talking about.

Kwunsensus: How the ICC BoD votes

As a member you're allowed to participate by:

- Writing a proposal
- Asking clarifying questions
- Participating in the discussion
- Sitting on a Reconciliation Committee
- Offering a strong concern.

These are what every ICC Member has the right to do when the Board is working on a proposal.

Who's Who on the Board and What are Their Rights When Working on Proposals?

Members of the Board do not all have the same rights when working on a proposal. Here is what each different member has the right to do:

19 Board Representatives

There are 19 Board Representatives – one from each house, except Escher has 3 Board Reps & MichMinnies has 2. Board Representatives are the only members of the board who can vote. They get to decided if a proposal passes, if an amendment should be made, etc. Below we'll list a few key things the Board may vote to do, and how many Board Reps it takes for these things to happen.

Calling an amendment friendly: Calling an amendment friendly means that no discussion is necessary before the Board votes on that amendment. If even one Board Rep calls the amendment “unfriendly” the Board will take time to ask questions and discuss the amendment before voting.

Approve an amendment: Every amendment will be voted on. A majority of voting Board Reps is needed for an amendment to pass.

Appeal a decision of the chair: The Chair is granted special rights, such as calling for a break without a vote, calling a proposal to question (meaning calling it to a vote before discussion is complete), and a few others listed below. However, the Board reserves the right to appeal decisions that the Chair makes. In order to appeal the decision of the chair, a majority of Board Reps must vote to overturn.

Call to suspend the rules: Sometimes the Board needs to operate outside the Standing Rules. For instance if a Standing Rule says that a plan must be passed by a certain date but the committee or team needs more preparation time, the Board can suspend the particular standing rule that lists the due date. Suspending the Standing Rules is not a free-for-all and a 2/3 majority is needed.

Call to table: Sometimes an agenda item no longer makes sense to discuss – maybe the Board planned to discuss the budget, but the VP of Finance is out sick, or a PowerPoint presentation was going to be given about Staffing, but the projector isn't working. These are situations where it makes sense to table the agenda item until next meeting. A majority of Board Reps is needed to make this decision.

Call to reconciliation: Calling a proposal to reconciliation means that you don't approve of the proposal in the current form and you want it to be modified before passing. Because kwuncensus gives power and voice to the minority, it only takes one voting Board Rep to call a proposal to reconciliation once a proposal is called to reconciliation amendments and modifications will be made by a reconciliation committee. This is made up by the person or committee who wrote the proposal, the Board Rep(s) who called it to reconciliation, and any other interested members.

Call for immediate reconciliation: Similar to the above description. The difference is that while in a normal reconciliation, the new proposal will be brought back at the next meeting to be voted on, the immediate reconciliation means that the reconciliation committee must form and meet at the Board meeting and bring a new, modified proposal back by the conclusion of the meeting. Immediate reconciliation needs a 2/3 majority of Board Reps to occur.

Call for rejection: Sometimes the Board may see a proposal that they disagree with and don't want to bother amending and reconciling. They can reject the proposal, but the decision has to be unanimous.

Vote on reconsideration: When voting on the proposal that came out of a reconciliation committee, 85% of voting Board Reps must approve.

6 Vice Presidents

There are 6 Vice Presidents – they are non-voting Board Members. They can share perspective with voting Board Reps, bring up new ideas, and suggest amendments, but they are ultimately not the one who decide the course of the organization. Each of the following things a VP is able to do must be voted on by Board Reps. VPs can offer amendments, appeal a decision of the

chair, call to suspend the rules, motion to close debate/call the question, call to table, sit on a reconciliation committee, call for rejection, offer a strong concern.

1 General Manager

The ICC General Manager acts as an advisor to the Board. Their role is to supply additional perspective and information for the Board to make sound decisions. The GM has the same rights as the 6 VPs.

1 President

The ICC President chairs the Board meetings and has the same rights as the Vice Presidents. Additionally, the ICC President can table agenda items, call to items to question, and call for a break without a vote needed. Any member of the board can appeal a decision of the Chair but it needs to be supported by a majority of the voting Board Reps for the Chair's decision to be overturned.

This Member Guide was created by Jeremiah Devlin-Ruelle ICC President 2010-2011 and updated by Rebecca Kephart Truth House Board Representative 2014-2015