



# How to Run an Effective Meeting – Quick Reference/Cheat Sheet

**BART Accessibility Task Force (BATF)**

January 26, 2023, BATF Meeting

Presented by: Elena Van Loo

# Introduction

- Let's start 2023 running effective meetings
- “How to Run an Effective meetings,” as a reminder and helpful steps as quick references
  - Byron Toma from legal dept presented the full presentation in September 2022
  - May be useful for other advisory committees you maybe involved with
    - That follows The Ralph M. Brown Act (The Brown Act)

# The Purpose

- Maintaining order in a business meeting.
- Provides an approved and uniform method of conducting meetings in a fair, orderly, and expeditious manner.

# Remember...



**NO BUSINESS WITHOUT A QUORUM**

Half a number of active members plus one must be present - **Example:** half of 18 active members is 9 – nine active members plus one must be present = 10 in total = A quorum

# Key Principles

- All appointed members have equal rights, privileges, and obligations; rules must be administered impartially
- Minority has rights which must be protected
- Full and free discussion of all motions, reports, and other items of business is a right of all members
- Only one question can be considered at a time; take care of only one thing at a time
- Members must be recognized by the chair and have obtained the floor
- Cannot speak more than twice on the same subject without permission of the assembly. No member may speak a second time on the same subject if anyone who has not spoken on that subject wishes to do so
- In voting, members have the right to know what motion is before the assembly and what affirmative and negative votes mean

# Steps to Making a Motion

1. A member **MAKES** a motion; one motion at a time
2. Another member **SECONDS** the motion
3. The chair **STATES** the motion
4. Members may **DISCUSS** the motion – **DISCUSSION** must stay on topic of motion
  - a. Listen
  - b. Focus on the topic of motion
  - c. Be polite
5. The chair **PUTS** the motion to a vote
6. Roll call is made of members outcome
  - a. Aye (yes)
  - b. Nay (no)
  - c. Abstain (not for all motions)
7. The Chair (or supporting staff) **ANNOUNCES** the result

# Five (5) Types of Motion

1. **Main** – Introduction of an item of business, propose a new action be taken
2. **Subsidiary Motions** – Are motions to modify a motion that is being considered by the members so that it will express more satisfactorily
  - a. *Example:*
    - ✓ “I move to amend the motion by inserting the word, “three,” before the word “representatives.”
3. **Privileged Motions** – Are motions to enable a member to secure an immediate decision that concerns the comfort, convenience, rights etc. of a member even though other business is pending
  - a. *Example:*
    - ✓ “I move to adjourn meeting” or “I move to a 15-minute recess”
4. **Incidental Motion** – Motions arise incidentally out of the immediate pending business at any time and must be decided as soon as they arise
  - a. *Example:*
    - ✓ “I move to withdraw my motion”
    - ✓ “I motion to appeal”
    - ✓ “I move to amend the motion by inserting the word, “three,” before the word “representatives.”
5. **Restorative Motion** – A motion to amend a main motion that was previously approved by members

# Words of Wisdom



- BATF members should be careful not to be engage in serial meetings: discussion matters outside regularly scheduled meetings
- The public must be allowed to participate in the discussion of agenda items
- The public must be allowed to comment on matters outside the agenda
- Only disruptive behavior is subject to taking appropriate and measured sanctions



# BART Advisory Committee Member Code of Conduct – II. Professional Conduct



***II. Professional Conduct*** - Members of District Advisory Committees shall conduct themselves in a manner consistent with the law, this Code of Conduct, District policies, and good judgment. Members shall not commit any act which may bring reproach or discredit upon the District. Speech or behavior that is likely to create an appearance of impropriety is to be avoided. Members shall not involve themselves in altercations or any other act of hostility with District employees, other Committee members, or the public. Neither shall they engage in acts which will subject the District to criticism or adversely affect the interests of the District. It is up to each member to maintain a professional, safe, and productive environment – Link to the complete BART’s Advisory Committee Member Code of Conduct, [bart.gov/sites/default/files/docs/08-08-13%20Advisory%20Committee%20Member%20CofC.pdf](http://bart.gov/sites/default/files/docs/08-08-13%20Advisory%20Committee%20Member%20CofC.pdf)

## Share (request):

- Mail small print laminated quick reference on standard size paper (8x11)
- Braille
- Large Print laminated quick reference on standard size paper (8x11)
- Email

# Thank you...Questions?

# **Advisory Committee Member Code of Conduct**

## **I. Application of the Advisory Committee Members Code of Conduct**

District Advisory Committees provide input and advice to assist the Board and staff deliberations in the conduct of District business. Since these committees are advisory only, the actions and statements of Advisory Committee members do not necessarily reflect the official positions or policies of the San Francisco Bay Area Rapid Transit District or its Board of Directors. This Code of Conduct applies to all members of District Advisory Committees.

Currently, the District's Advisory Committees are the BART Accessibility Task Force, the Bicycle Advisory Task Force, the Business Advisory Council, the Citizen Review Board, the Earthquake Safety Program Citizens' Oversight Committee, the Title VI/Environmental Justice Advisory Committee, the Limited English Proficiency Advisory Committee and the Transit Security Advisory Committee. This Code applies to these Advisory Committees as well as to any Advisory Committees which are created subsequent to the adoption hereof.

## **II. Professional Conduct**

Members of District Advisory Committees shall conduct themselves in a manner consistent with the law, this Code of Conduct, District policies, and good judgment. Members shall not commit any act which may bring reproach or discredit upon the District. Speech or behavior that is likely to create an appearance of impropriety is to be avoided. Members shall not involve themselves in altercations or any other act of hostility with District employees, other Committee members, or the public. Neither shall they engage in acts which will subject the District to criticism or adversely affect the interests of the District. It is up to each member to maintain a professional, safe and productive environment.

## **III. Conflicts of Interest**

Advisory Committee members shall not participate in providing advice or comments to the District's Board, staff or other Committee members on any matter in which they know or have reason to know that they have a financial interest. Additionally, Advisory Committee members shall not participate in the making of any District contract in which they have a financial interest. If an Advisory Committee member has a conflict of interest he/she shall disclose such conflict to the other members of the Committee and file a written statement disclosing the conflict with the District Ethics Officer.

## **IV. Confidential Information**

Advisory Committee members shall not use or disclose, other than in the performance of their official duties and responsibilities (or as may be required by law), confidential District information gained in the course of or by reason of their position.

## **V. Use of District Resources**

Advisory Committee members shall not use or permit the use of District resources, including but not limited to facilities, materials, equipment, information, intellectual property such as trademarks and copyrighted material, and District staff time, for activities other than the performance of their duties as Advisory Committee members.

## **VI. Official District Communications**

Advisory Committee Members shall not claim or imply that they are speaking on behalf of the District unless they have been specifically approved to do so by the District's Communications Department.

## **VII. Non-Discrimination/Sexual Harassment**

Advisory Committee members shall not, in the performance of their responsibilities as Committee members, engage in unlawful discrimination of any sort, including discrimination against any person on the basis of race, sex, color, national origin, religion, handicap, age, marital status, sexual orientation, or veteran status. Advisory Committee members shall not engage in sexual harassment.

## **VIII. Discussion of Future Employment**

Advisory Committee members shall not use their position to influence any District decision regarding prospective employment with the District.

## **IX. Penalties for Non-Compliance**

In addition to any other penalty as provided by law, Advisory Committee members who violate this Code are subject to removal from the Committee.

## **X. Interpretation**

The District Ethics Officer, in consultation with the Office of the General Counsel, is charged with advising District management regarding ethical issues and questions involving the interpretation and application of this Code of Conduct. Advisory Committee members and District managers may contact the Ethics Officer with questions regarding this Code of Conduct.



**BART Accessible Task Force (BATF)**  
**How to Run an Effective Meeting**  
**Sturgis Parliamentary Procedure**  
\*\* (Quick Reference – Cheat Sheet) \*\*

**The Purpose:** Maintaining order in a business meeting. Provides an approved and uniform method of conducting meetings in a fair, orderly, and expeditious manner.

**A Quorum:** Half a number of active appointed, attended members, plus one

- No business without a quorum

**Key Principles**

- All appointed members have equal rights, privileges, and obligations; rules must be administered impartially
- Minority has rights which must be protected
- Full and free discussion of all motions, reports, and other items of business is a right of all members
- Only one question can be considered at a time; take care of only one thing at a time
- Members must be recognized by the chair and have obtained the floor
- Cannot speak more than twice on the same subject without permission of the assembly. No member may speak a second time on the same subject if anyone who has not spoken on that subject wishes to do so
- In voting, members have the right to know what motion is before the assembly and what affirmative and negative votes mean

**Steps to Making a Motion**

1. A member **MAKES** a motion; one motion at a time
2. Another member **SECONDS** the motion
3. The chair **STATES** the motion
4. Members may **DISCUSS** the motion – **DISCUSSION** must stay on topic of motion
  - a. Listen
  - b. Focus on the topic of motion
  - c. Be polite
5. The chair **PUTS** the motion to a vote
6. Roll call is made of members outcome
  - a. Aye (yes)
  - b. Nay (no)
  - c. Abstain (not for all motions)
7. The Chair (or supporting staff) **ANNOUNCES** the result

**Five (5) Types of Motions**

1. **Main – Introduction** of an item of business, propose a new action be taken
2. **Subsidiary Motions** – Are motions to modify a motion that is being considered by the members so that it will express more satisfactorily
  - a. *Example:*
    - i. “I move to amend the motion by inserting the word, “three,” before the word “representatives.”
3. **Privileged Motions** – Are motions to enable a member to secure an immediate decision that concerns the comfort, convenience, rights etc. of a member even though other business is pending
  - a. *Example:*
    - i. “I move to adjourn meeting” or “I move to a 15-minute recess”
4. **Incidental Motion** – Motions arise incidentally out of the immediate pending business at any time and must be decided as soon as they arise
  - a. *Example:*
    - i. “I move to withdraw my motion”
    - ii. “I motion to appeal”
    - iii. “I move to amend the motion by inserting the word, “three,” before the word “representatives.”
5. **Restorative Motion** – A motion to amend a main motion that was previously approved by members

## Examples of motions

<u>Action</u>	<u>What to say (1<sup>st</sup> motion)</u>	<u>Can interrupt speaker?</u>	<u>Need a 2<sup>nd</sup> motion</u>	<u>Can be debated</u>	<u>Can be amended</u>	<u>Votes needed</u>
Adjourn	"I move that we adjourn..."	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Approve draft minutes	"I move to..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move to amend the motion by..."	No	Yes	Yes	Yes	Majority
Move to remove an agenda item to a future meeting	"I move to..."	No	Yes	Yes	Yes	Majority
Adjourn the meeting	"I move to adjourn the meeting	No	Yes	No	No	Majority
New member nomination	"I move to nominate (name (s)..."	No	Yes	Yes	No	Majority
Election of Officers: Chair, Vice-Chair, 2 <sup>nd</sup> Vice Chair	No motion needed	-	-	-	-	-

## Words of Wisdom

- BATF members should be careful not to be engage in serial meetings: discussion matters outside regularly scheduled meetings
- The public must be allowed to participate in the discussion of agenda items
- The public must be allowed to comment on matters outside the agenda
- Only disruptive behavior is subject to taking appropriate and measured sanctions

## BART Advisory Committee Member Code of Conduct

**II. Professional Conduct** - Members of District Advisory Committees shall conduct themselves in a manner consistent with the law, this Code of Conduct, District policies, and good judgment. Members shall not commit any act which may bring reproach or discredit upon the District. Speech or behavior that is likely to create an appearance of impropriety is to be avoided. Members shall not involve themselves in altercations or any other act of hostility with District employees, other Committee members, or the public. Neither shall they engage in acts which will subject the District to criticism or adversely affect the interests of the District. It is up to each member to maintain a professional, safe, and productive environment – Link to the complete BART’s Advisory Committee Member Code of Conduct, [bart.gov/sites/default/files/docs/08-08-13%20Advisory%20Committee%20Member%20CofC.pdf](http://bart.gov/sites/default/files/docs/08-08-13%20Advisory%20Committee%20Member%20CofC.pdf)