

# MC GOVERNANCE

## Council Meeting Script 2025-2026

### Call Meeting to Order

"I call this meeting of the \_\_\_\_\_ (name of your council) Council to order." As a reminder, all Council meetings are open to the College community (Article 4: Section A of the Constitution).

This council meeting is being recorded via Zoom for the recording of meeting minutes only and will be discarded after the council approves the minutes of this meeting and subsequent publishing minutes on the Governance Website. No one else is allowed to record the meeting. Please note that the use of digital notetaking applications, including any Artificial Intelligence (AI) applications such as Otter.ai, is strictly prohibited at all MC governance meetings.

Welcome to any (guest--College employee or MC Student) attending the (name) of Council. While all governance meetings are open to the College Community, only elected and appointed members are allowed to speak and actively participate in the meeting. If you have any questions or concerns, please submit a governance inquiry from the governance website. <https://www.montgomerycollege.edu/about-mc/governance/index.html>. A member of the council will follow up with you.

### Roll Call

**Now the secretary will call the roll.** Once the roll is called... The chair acknowledges that we have the required quorum and we can conduct governance business. (*Quorum is one-half of the council membership plus one.*)

### Approval of Minutes

**Generally, a vote is not needed, just a motion to approve and a second to approve. Only vote if there are major changes based on decisions or statement errors.**

The secretary should share the draft of the minutes from the previous meeting via email in advance so that council members can review them. This also allows the secretary to skip reading the minutes at the meeting or to have printed copies at the meeting. If the minutes have been reviewed, the chair says, "**Are there any additions or corrections to the minutes? [Pause.] If there are not corrections or additions, the minutes will stand approved as written.**" **If there were corrections, then say "The minutes will stand approved as corrected."** A motion should be made by a

council member and approved by another council member to be approved as read or approved as corrected. The chair should say, "The minutes have been approved." (NOTE: No vote is necessary here for minor changes.) *Examples of minor corrections or typos could include incorrect dates, misspellings of names, or titles. However, if there are recorded decisions or needed action steps that are stated erroneously and need correcting, a vote may be required.*)

## Constituent Concerns

**"There is now time for any concerns from guests to our meeting."** If guests are present and would like to speak, the chair can recognize them and ask them to **state their name and the topic they wish to discuss**. At this point, you may advise them that they have up to 5 minutes to address the council. *(According to the By-laws, there are 2- five-minute time slots available on a first-come, first-served basis. Anyone wishing to speak should notify the council chair at least two business days prior to the meeting. If there are open slots, anyone can speak during the open concern period of at the meeting. If no one signs up before the meeting, the chair can recognize anyone with a concern. Also, the chair can provide any anonymous concerns.)* The council will not engage in dialogue with them, although a council member may ask a brief question for follow-up. After listening to the concerns, you should thank the guest. If the topic is considered to be a topic for additional consideration, you can place the item on a future agenda; however, the subject will not be discussed in the current meeting. If there are no comments, then you can move to the next item on the agenda.

*(Note: See Governance Constituency Concerns Process Informational Sheet for additional information about how to handle concerns brought to the Council.)*

## Chair's Report

The chair's report is a good opportunity to briefly share any updates from the College Council or from the leader liaison for the Council. If the leader liaison wishes to share any comments with the Council, they may do so or may send any information to the chair for inclusion. The chair can also share other information here for the good of the council. Each chair's report should address the uniqueness of the council's constituencies. Some campus councils also include a provost's report in addition to the chair's report. This is acceptable but not required.

## Unfinished Business

**"The topic of unfinished business before the council now is X."** You may state very briefly what the key points of the issue are." Depending on the topic, if there is no already a particular stand or action that the council wants to take, you may wish to allow the council to have a short amount of time to discuss the topic. The goal of the discussion should eventually be for the council to take a stand or action. After a bit of discussion, you can ask, **"Having learned more about this issue, does the Chair have a motion for the council to take a particular action on this?"**

Such a motion is the main motion, a motion that brings before the council any particular subject and is made when no other business is pending. If passed, it commits the council to take action or make a statement. If there is a motion for an action (e.g., recommend, refer to another council, refer to another area/department, etc.), then say **"Does the motion have a second?"** Once seconded, say, **"The motion has been made and seconded. Now the council has an opportunity to debate the merits of the motion."** (Note-- the motion in every instance must be restated.) The person making the motion has the right to speak first in support of the motion. After that, a good way to manage debate is to ask who else would like to speak to the motion and whether they would like to speak in favor of it or against it. Having that list, you can recognize alternate viewpoints. For the group to decide on any new business brought up at a meeting, remember the required elements: a motion, a second, an opportunity for discussion/debate, and a vote.

## **Making a Motion...About Motions (RRO):**

### **MOTIONS**

The proper way for an individual to propose that the group take a specific action is by making a motion.

**Main Motions** have for their object the bringing of questions, or propositions, before the council for consideration. **Only one main motion can be considered at a given time by the council.**

**Subsidiary Motions** have for their object the modification or disposition of the main motion being considered. It is in order to propose them while a main motion is still before the council, and to vote upon them before voting upon the main motion.

**Privileged Motions** have no connection whatsoever with the main motion before the council, but are motions of such importance that they are entitled to immediate consideration. The main business before the council may be temporarily set aside to address a privileged motion.

**Incidental Motions** arise "incidentally" out of the business of the council, and have very common characteristics.

### **PROCESS FOR HANDLING A MOTION**

**1. A member addresses the chair.** The member should be addressed as 'Mr.' or 'Madame' Chairman.

**2. The chair recognizes the member.** When a member has been recognized, the member is the only member entitled to present or discuss a motion.

**3. The member proposes a motion.** The motion should begin with "I move that," followed by a statement of the proposal. It is not permissible to discuss the merits of the motion either before or immediately following the formal proposal of the motion.

**4. Another member seconds the motion.** The member simply states, "I second the motion." If nobody seconds the motion, the chair may ask, "Is there a second to the motion?" If there is none, they may declare "The motion is lost for want of a second."

**5. The chair states the motion to the council.** When a motion has been properly proposed and seconded, the chair repeats the motion to the council. It may then be spoken of as a "question", a "proposition", or a "measure."

**6. The council discusses or debates the motion.** To speak, a member must obtain the floor in the same manner as when presenting a motion.

**a.** The chair should show preference to the proposer of the motion.

**b.** A member who has not spoken has a prior claim over one who has already spoken.

**c.** The chair should alternate between proponents and opponents of the motion.

**d.** The chair should recognize a member who seldom speaks, rather than one who frequently speaks.

**DISCUSSION MUST BE CONFINED TO THE QUESTION THAT IS "BEFORE THE COUNCIL".**

**7. The chair takes the vote on the motion.** Before taking the vote, the chair asks, "Is there further discussion?" or "Are you ready for the question?" The chair proceeds to take the vote by announcing, "All in favor of the motion (STATE THE MOTION) say 'aye'. The chair then says, "Those opposed say 'No'."

**8. The chair announces the results of the vote.** The chair announces the vote by saying, "The motion is carried; therefore (STATE THE INTENT OF THE MOTION)," or if the vote is in the negative, the chair states, "The motion is lost."

**9. Another motion is then in order.**

## **AMENDING A MOTION**

The purpose of the motion to amend is to modify a motion that has already been presented in such a manner that it will be more satisfactory to the council. The following are common methods of amending:

**1. By addition or insertion** to add something to the motion that it did not contain.

**2. By eliminating or striking out** to subtract or eliminate something from the original motion.

**3. By substitution** to eliminate something from the original motion and substitute something else in its place.

### **TYPES OF AMENDMENTS:**

1. Amendment of the First Rank - An amendment to the motion.

2. Amendment of the Second Rank - An amendment to an amendment, that modifies and relates directly to the amendment, and NOT to the original motion.

**NO AMENDMENT BEYOND THE SECOND RANK IS POSSIBLE.**

If it is desired to amend two separate and unrelated parts of a motion, then it must be done with two amendments of the first rank. Until an amendment of the second rank is voted on, no other amendment of the second rank is in order. Until the amendment of the first rank is voted upon, no other amendment of the first rank can be proposed.

## ORDER OF VOTING ON AMENDMENTS:

Amendments are voted upon in inverse order of proposal.

1. A discussion is held, and a vote is taken on the amendment to the amendment.
2. Discussion is called for and the vote is taken upon the amendment to the motion.
3. When the vote on the amendment has been taken, discussion on the motion as amended is opened and when completed, a vote is taken upon the motion as amended.

## New Business

New business is handled the same way as unfinished or old business. For the group to decide on any new business brought up at a meeting, remember what is required: a motion, a second, an opportunity for discussion/debate, and a vote. ***"The topic before the council now is X."*** Once the listed items are discussed, you can ask, ***"Is there any new business?"*** If there is time, you may address these. If not, you can put them on future agendas.

Here is the time to add any constituency concerns items to the agenda:

- 1) Assign the concern for someone to research,
- 2) Refer the employee or student to the appropriate office to address the concern, or
- 3) Refer the concern to the appropriate council.

The chair should make every effort to communicate to the person(s) who brought the concern what action is being taken.

## Adjourn

Request a motion and second to end the meeting. Then state, ***"Without objection, the meeting is adjourned."*** (No official vote is needed here.)

## Final Thank You!

**Thank all the council members for their participation and thank any meeting speakers for their participation and presentation.**