



SSH

Society for Simulation in Healthcare

Meetings Policy

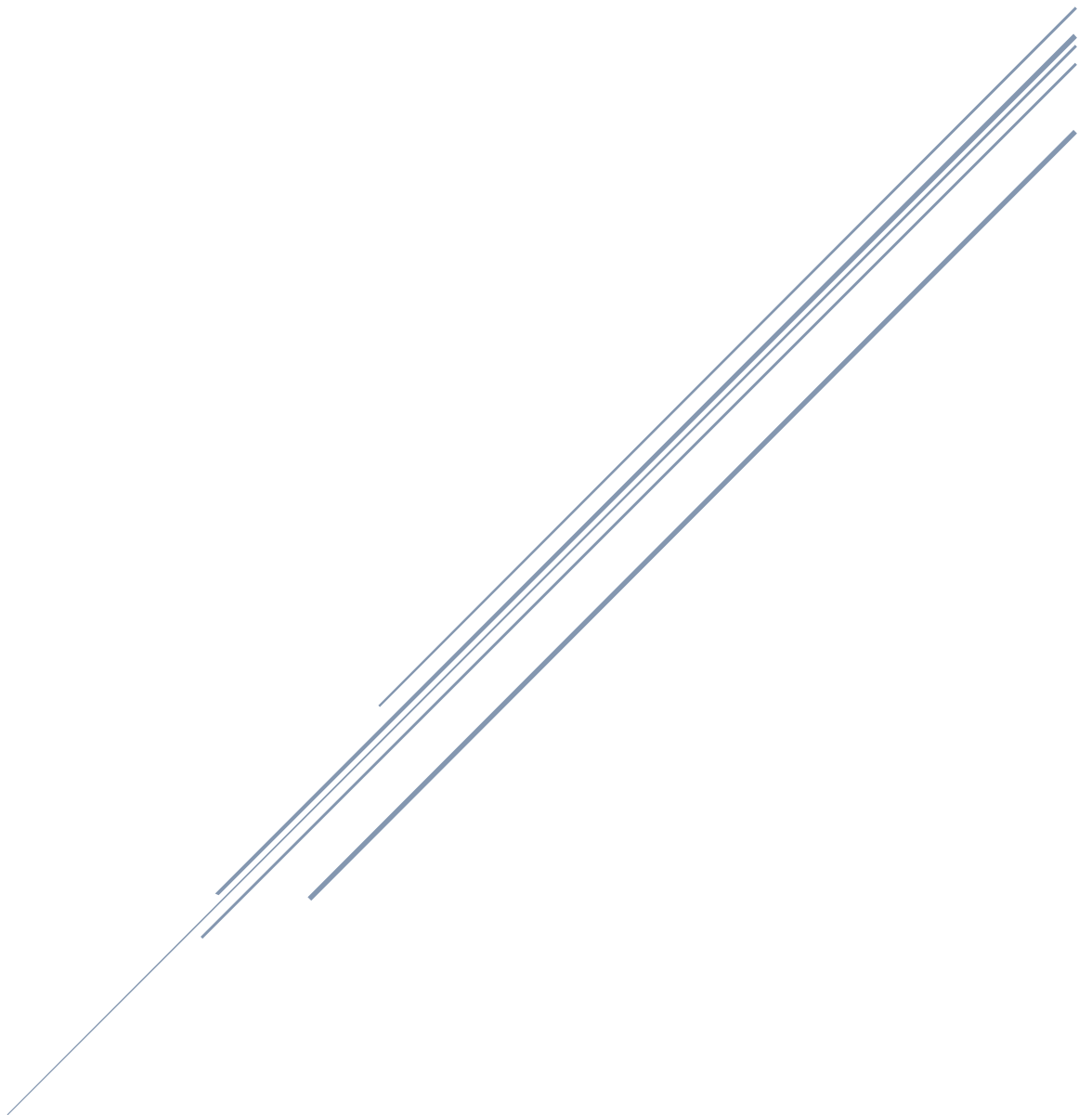



Table of Contents

Parliamentary Procedure 3

Meetings 9

	CREATION DATE 6/09	DATE REVISED 4/17
	POLICY AREA / CATEGORY Meetings	DATE APPROVED / EFFECTIVE DATE 6/09
POLICY TITLE Parliamentary Procedure Policy	VERSION 2.0	DATE REVIEWED 4/17

1. Summary of Purpose

- 1.1. Parliamentary procedure exists to facilitate the transaction of business and to promote cooperation and harmony. Policy groups and governing bodies can use this resource as a guide for implementing parliamentary procedures for running effective meetings.

2. Scope

- 2.1. Parliamentary Procedures at all SSH meetings
- 2.2. The Governance Committee is responsible for oversight of this policy.
- 2.3. The Board of Directors is responsible for providing approval of this policy.

3. Definitions

- 3.1. None

4. Policy Details

- 4.1. SSH will utilize a combination of both simplified and long-version parliamentary procedures during its meetings.

5. Procedures for Ensuring Compliance

- 5.1. Please refer to the official Robert's Rules of Order for all official parliamentary procedures


5.2. Recommended and Brief Rules of Note

5.2.1. Order of Business

- 5.2.1.1. Call to order
- 5.2.1.2. Roll call
- 5.2.1.3. Minutes, read and approved or corrected
- 5.2.1.4. Report of committees
 - 5.2.1.4.1. Standing committees
 - 5.2.1.4.2. Special committees
- 5.2.1.5. Unfinished or old business
- 5.2.1.6. New business
- 5.2.1.7. Announcements
- 5.2.1.8. Adjournment

5.2.2. Proper Procedure for Handling a Motion


- 5.2.2.1. Member rises or signifies they would like to speak and addresses chairperson
- 5.2.2.2. Chairperson recognizes member by saying name or nodding

	CREATION DATE 6/09	DATE REVISED 4/17
	POLICY AREA / CATEGORY Meetings	DATE APPROVED / EFFECTIVE DATE 6/09
POLICY TITLE Parliamentary Procedure Policy	VERSION 2.0	DATE REVIEWED 4/17

- 5.2.2.3. Member states motion
- 5.2.2.4. Chairperson asks for a second if one is not offered voluntarily
- 5.2.2.5. Chairperson states the motion.
- 5.2.2.6. Chairperson asks for discussion if it a debatable motion.
- 5.2.2.7. When discussion ceases, chairperson restates motion and asks for a vote.
- 5.2.2.8. Chairperson gives results of vote and declares the motion passed or failed. (Some motions do not require all 8 steps see section III for variations).

5.2.3. Motions Most Often Used During a Meeting

- 5.2.3.1. Motions have rank or precedence, those of lower rank yield to those of higher rank, resulting in more than one motion of the floor at one time. A higher ranking motion can be moved during the discussion period of the motion before the assembly. The following motions are listed according to their rank, starting with the lowest.
- 5.2.3.2. The main motion
 - 5.2.3.2.1. Phraseology: *"I move..."*
 - 5.2.3.2.2. Rules for procedure:
 - 5.2.3.2.2.1. Requires the 8 steps as described in proper procedure, section II.
 - 5.2.3.2.2.2. Majority vote
- 5.2.3.3. Amendment (a change in a motion by adding, subtracting or substituting words)
 - 5.2.3.3.1. Phraseology: *"I move we amend the motion by..."*
 - 5.2.3.3.2. Rules for the procedure:
 - 5.2.3.3.2.1. Requires 8 steps in as described in proper procedure
 - 5.2.3.3.2.2. Majority vote
 - 5.2.3.3.2.3. An amendment to an amendment changes or modifies the original amendment. Say, *"I move we amend the amendment by..."*. Use same rules for procedure as above for the original amendment.
- 5.2.3.4. Refer to committee
 - 5.2.3.4.1. Phraseology: *"I move we refer this matter of..."*

	CREATION DATE 6/09	DATE REVISED 4/17
	POLICY AREA / CATEGORY Meetings	DATE APPROVED / EFFECTIVE DATE 6/09
POLICY TITLE Parliamentary Procedure Policy	VERSION 2.0	DATE REVIEWED 4/17

5.2.3.4.2. Rules for procedure:

5.2.3.4.2.1. Requires the 8 steps in proper procedure

5.2.3.4.2.2. Majority vote

5.2.3.5. Postpone to a certain day

5.2.3.5.1. Phraseology: *"I move we postpone consideration of this motion until..."*

5.2.3.5.2. Rules for procedure:

5.2.3.5.2.1. Requires 8 steps in proper procedure

5.2.3.5.2.2. Majority vote

5.2.3.6. Close debate (to stop discussion upon the motion)

5.2.3.6.1. Phraseology: *"I move we close debate and vote immediately on the pending question."*

5.2.3.6.2. Rules for procedure:

5.2.3.6.2.1. Requires 7 steps of the proper procedure - omit discussion (step 5.2.2.6)

5.2.3.6.2.2. Two-thirds vote

5.2.3.7. Lay on the table

5.2.3.7.1. Phraseology: *"I move we table this motion concerning..."*

5.2.3.7.2. Rules for procedure:

5.2.3.7.2.1. Requires 7 steps of the proper procedure - omit discussion (step 5.2.2.6)

5.2.3.7.2.2. Majority vote


5.2.3.7.3. Motion to take from the table is the method used to bring the motion back on the floor for discussion after a period of time has elapsed, Say, "I move we take from the table the motion..." The same rules as for lay on the table apply.

5.2.4. Other Useful Motions

5.2.4.1. Withdraw a motion (to retract, recall or take back a proposed motion)

5.2.4.1.1. Phrase: *"I wish to withdraw the motion concerning..."*
This is made by the originator of the motion.

5.2.4.1.2. Rules for procedure:

	CREATION DATE 6/09	DATE REVISED 4/17
	POLICY AREA / CATEGORY Meetings	DATE APPROVED / EFFECTIVE DATE 6/09
POLICY TITLE Parliamentary Procedure Policy	VERSION 2.0	DATE REVIEWED 4/17

5.2.4.1.2.1. If a member objects to the withdrawal, a motion by another member is in order.

5.2.4.1.2.2. Requires 7 steps of the procedure- omit requirement of a second. (step 5.2.2.4)

5.2.4.1.2.3. Majority vote.

5.2.4.2. Reconsider (motion to bring an old motion on to the floor)

5.2.4.2.1. Phrase: *"I move we reconsider the vote on the motion..."*

5.2.4.2.2. Rules for procedure:

5.2.4.2.2.1. Requires 6 steps of the proper procedure - omit interruption of speaker (step 5.2.2.1) and recognition by chairperson (step 5.2.2.2)

5.2.4.2.2.2. Majority vote

5.2.4.3. Point of order (member indicates an error in parliamentary procedure)

5.2.4.3.1. Phrase: *"I rise to a point of order."*

5.2.4.3.2. Rules for procedure:

5.2.4.3.2.1. May interrupt a speaker; does not need recognition; does not need a second

5.2.4.3.2.2. Decision made by chairperson

5.2.4.4. Parliamentary inquiry (member asks if an error has been made in procedure)

5.2.4.4.1. Phrase: *"I rise for parliamentary inquiry."*

5.2.4.4.2. Rules for procedure: same as for Point of Order

5.2.4.5. Division (to obtain an accurate account of the vote)

5.2.4.5.1. Phrase: *"I call for division."*

5.2.4.5.2. Rules for procedure: same as for Point of Order


5.2.4.6. Questions of privilege (matters concerning personal comfort)

5.2.4.6.1. Phrase: *"I rise to a question of privilege,"*

5.2.4.6.2. Rules for procedure: same as for Point of Order

5.2.4.6.3. Variation: individual raises hand of request and states "personal privilege."

5.2.4.7. Adjourn (motion to end the present meeting)

	CREATION DATE 6/09	DATE REVISED 4/17
	POLICY AREA / CATEGORY Meetings	DATE APPROVED / EFFECTIVE DATE 6/09
POLICY TITLE Parliamentary Procedure Policy	VERSION 2.0	DATE REVIEWED 4/17

5.2.4.7.1. Phrase: *"I move we adjourn."*

5.2.4.7.2. Rules for procedure:

5.2.4.7.2.1. Requires 7 steps in proper procedure - omit discussion

5.2.4.7.2.2. Majority vote

5.2.5. How to Attempt to Pass a Motion

5.2.5.1. Second the motion immediately.

5.2.5.2. Give arguments for it during the discussion.

5.2.5.3. Vote for the motion.

5.2.5.4. Vote against any motion to postpone the original motion indefinitely.

5.2.5.5. Move to amend it, to perfect or improve it.

5.2.5.6. Vote against the motion to close debate in order to continue to discuss the motion's good points.

5.2.5.7. Vote against the motion to table.

5.2.5.8. Vote against the motion to recess.

5.2.5.9. Vote against the motion to reconsider.

5.2.5.10. Carry out motions immediately, so the motion to rescind cannot be used.

5.2.5.11. Vote against motion to adjourn.

5.2.5.12. The only way to carry a motion is to get the votes. Have your supporters at the meeting and encourage them to vote your way.

5.2.6. How to Attempt to Defeat a Motion

5.2.6.1. Do not second the motion.

5.2.6.2. Give arguments against it during the discussion.

5.2.6.3. Vote against the motion.

5.2.6.4. Move to postpone indefinitely in an attempt to "kill" it.

5.2.6.5. Move to amend it to make it undesirable or complicated.

5.2.6.6. Move to refer it to a committee to delay action.


5.2.6.7. Move to postpone it to the next meeting to delay action.

5.2.6.8. Move to close debate to stop further discussion of good points.

5.2.6.9. Move to table the motion.

5.2.6.10. Move to take a recess to delay the discussion and vote.

5.2.6.11. If opponents win, move to reconsider the motion.

	CREATION DATE 6/09	DATE REVISED 4/17
	POLICY AREA / CATEGORY Meetings	DATE APPROVED / EFFECTIVE DATE 6/09
POLICY TITLE Parliamentary Procedure Policy	VERSION 2.0	DATE REVIEWED 4/17

5.2.6.12. If opponents win and action has not been taken, move to rescind it.

5.2.6.13. Move to adjourn in order to prevent voting.

6. Appendices / Attachments


6.1. Cann's Keys to Better Meetings: Parliamentary Procedure Simplified , Majorie Mitchell Cann, HB Publications, 1990.

6.2. Robert's Rules of Order-Newly Revised, General Henry M. Robert, The Scott, Foresman and Company, 1990.


6.3. The New Robert's Rules of Order, Mary A. De Vries, Signet, 1990.

6.4. Robert's Rules of Order, Batam Book, 1982.

6.5. Robert's Rules of Order Revised, General Henry M. Robert, Morrow Quill Paperbacks, 1979.

	CREATION DATE October 12, 2021	DATE REVISED
	POLICY AREA / CATEGORY Meetings	DATE APPROVED /EFFECTIVE DATE November 20, 2021
POLICY TITLE Meetings	VERSION 1.0	DATE REVIEWED November 20, 2021

1. Summary of Purpose
 - 1.1. This policy is intended to outline the key concepts that will support effective, efficient, and secure meetings.
2. Scope
 - 2.1. Applies to all SSH meetings except for Councils (that have standing rules to cover this content) or where specified.
3. Definitions
 - 3.1. Group: a generic term used in this document that includes committees, commissions, Board of Directors or similar (except Councils) that are named in the SSH Bylaws.
4. Policy Details
 - 4.1. Agendas
 - 4.1.1. Meetings shall have an established agenda.
 - 4.1.2. Agendas shall be created prior to the scheduled meeting in coordination with the leadership of the group.
 - 4.1.2.1. Agendas should include the topic, presenter, and expected time allotted to the item as possible and/or known.
 - 4.1.3. Agendas shall be distributed to the group at least two (2) business days prior to the scheduled meeting (eg by 0700 two days prior to the meeting that begins at 0700).
 - 4.2. Meeting Hosting
 - 4.2.1. SSH meetings shall be conducted using SSH accounts (eg Zoom).
 - 4.2.2. Meetings shall be conducted using the concepts in Robert's Rules of Order.
 - 4.3. Recordings
 - 4.3.1. Meetings shall not be recorded unless there is a specified need for the recording that is not met by the information captured in the minutes.
 - 4.3.1.1. For any recordings that occur, these must be permanently deleted as soon as they are no longer needed (eg key people have listened; transcription of content as needed)
 - 4.3.2. The following meetings shall not be recorded unless explicit approval is received from the Chair and the Executive Director
 - 4.3.2.1. Board of Directors (and EC) meetings
 - 4.3.2.2. Governance Committee meetings
 - 4.3.2.3. Finance & Audit Committee meetings
 - 4.3.2.4. Nominations Committee meetings
 - 4.3.2.5. Meetings or any portion of meetings where individuals are discussed, eg for elected positions, appointments to positions, or performance of individuals

	CREATION DATE October 12, 2021	DATE REVISED
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5. Procedures for Ensuring Compliance
 - 5.1. SSH Staff Liaisons shall collect agenda items (from multiple sources) and work with the group leadership to finalize agendas.
 - 5.2. Minutes shall be taken by the SSH Staff Liaison and/or designee.
 - 5.3. Minutes shall be reviewed and approved as appropriate for each group.

6. Appendices / Attachments
 - 6.1. Robert's Rules of Order tips: <https://www.boardeffect.com/blog/roberts-rules-of-order-cheat-sheet/>
 - 6.2. Full Robert's Rules or Order: <http://www.rulesonline.com>
 - 6.3. See Committee Minutes Policy for items related to minutes