

YOUTH IN PHILANTHROPY ADVISORY COUNCILS:

MODULE 2 – GETTING STARTED!

FOREWARD

This document is part of a more comprehensive manual that is being prepared by Community Foundations of Canada. This section is being provided in advance to help those just getting started. We welcome feedback on it, as well as contributions of relevant tools, such as samples of news releases, posters and other materials that proved to be effective for other YACs when they got started.

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INTRODUCTION

Once the community foundation has made the commitment to start a youth advisory council, and one or more board members or staff has agreed to lead its development, it's time to find the youth that will make it a reality! There are various approaches to this part, however whatever approach is taken, make sure sufficient time is allowed to recruit potential YAC members and plan and run an orientation session. In scheduling that first meeting, it will be important to be aware of activities or events in the school or community that may affect attendance, such as exams, spring break, sports tournaments etc.

1. INITIAL RECRUITMENT

Who do we want?

Individual attributes:

Though there is no *ideal* candidate, often there are certain attributes of good council members that rise above others in importance:

- As the effectiveness of the council is based largely (adult advisors and the CF play important roles, too) upon its members, **dependability** is important.
- The **dedication** of each and every member of the council is vital to the survival of the council.
- Members should **not be afraid** to contribute to the council's discussions and debates.
- **Listening** to others and being respectful of other ideas, opinions and perspectives is essential.
- Members that are **critical thinkers** and look at all alternative solutions to problems are key to participating in debates and when deciding on grants.
- **Punctuality** is imperative in order to run a smooth meeting.
- A member who is **aware** of the issues facing his or her town or city and local and global issues can make conscious and conscientious decisions.

Group attributes:

Ideally, the make-up of a youth advisory council should be broadly reflective of the community it serves. It should include a diverse group of young people of different backgrounds, interests, abilities, experience, and cultures, and also reflects the geographic scope of the community foundation. To ensure a range of youth voices, it should be an inclusive group that values diversity and welcomes everyone's contribution.

Adapted from Vancouver Foundation's Youth Philanthropy Council Manual.

Where do we look?

The best places to recruit members are the places that youth are most likely to be. Some examples are the following:

- school counselors, teachers or principals (high schools / alternative schools)
- sports clubs
- community centers
- shopping malls
- service clubs
- cultural organizations
- Cub Scouts and Girl Guides
- career or volunteer fairs
- Youth Parliament, Youth Councils
- youth events
- drop-in centers
- previously funded projects
- YMCA and YWCA
- Boys and Girls Clubs
- United Way
- Big Brothers and Big Sisters
- other youth organizations
- word of mouth

How do we do it?

- **Posters around schools and above-mentioned places**
These can be short blurbs about what Youth in Philanthropy is about and where to attend a first meeting for more info.
- **News releases**
These are usually longer pieces that are published in the local newspaper, written to entice youth from the community to come out and participate.
- **Group presentations**
Often personal appeal is the most effective way to attract new members. Having a student presenting to his/her peers allows a connection to be made and relationships to develop. Questions that arise can also be answered on the spot or can be deferred to the first meeting.
- **Letters of invitation**
A personal invitation can be a powerful way to get people's attention and interest. These can be sent to youth who have attended a community foundation sponsored event, a volunteer fair, or other relevant community activity. For a

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good example, see Revelstoke's recruitment letter in the YIP Resources section of www.yipcanada.org (Members' Area).

How one foundation did it

The Acadian Peninsula Community Foundation took advantage of a \$500 grant from Community Projects Assistance Program (CPAP) to recruit new members to fill vacant positions on their Youth Advisory Committee. As a pre-requisite, candidates had to attend leadership workshops before being nominated. Once nominated and elected, a workshop on philanthropy was organized by the community foundation and the YAC for these new members.

In December 2001, the federal government announced funding over five-years for the Canada Volunteerism Initiative (CVI). The CVI is managed by Volunteer Canada and the Canadian Center for Philanthropy. Funding is provided through Heritage Canada and the Community Partnership Program.

In each of the provinces and territories, a local network has been established. The Local Network NB (LNNB) was established in May of 2003.

The Community Projects Assistance Program (CPAP) was created to encourage volunteering and to assist with small projects in our communities. For more details visit: www.volunteer.nb.ca/index.cfm

2. WHAT NEXT?

Now that you have a group of keen youth, what are you going to do with them?

For the very first meeting, there are several options, depending on how the group has been gathered. If the first meeting is just an introductory session, an orientation-style meeting may be most appropriate. If all participants are already familiar with the community foundation concept and are ready to jump right in, then the first meeting may be used to establish roles and rules of the council. However, it should also include an opportunity to review information about the community foundation and youth philanthropy, and to answer any questions.

Before deciding on what to do at the meeting, there are some key points to consider to help the orientation session and future meetings proceed in the most accommodating, effective and efficient way possible:

Consider the 5 Ws:

Who needs to be there?

- How many people? Aim for a maximum and minimum number
- What ages should they be?
- Adult advisor(s) and community foundation board member(s)

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- How will you ensure that your YAC represents the cultural, social and economic diversity of your community?

What is the best way to notify everyone about the meeting?

- email? telephone? both? other?

Where is the best place to meet?

- Accessibility? – eg. wheelchair access
- Proximity to public transit
- Transportation – Are there places to park? Are they safe? Is there a cost?
- Who needs to be around to open and lock up the room? Eg. janitor, security, etc.

When will you meet?

- before school? after school? after work? weekends? other?
- once a month? once a week? somewhere in between?
- will you meet during the summer?

Establish how long the meeting will be and stick to the time. Some groups prefer to have shorter meetings, more frequently. Others find it easier to have fewer but longer meetings. Either way, remember that at the beginning, more or longer meetings are usually required until initial orientation and training is completed and systems are in place.

Why are you meeting?

- what do you need to discuss, make decisions about, take action on?

How will you conduct the meetings?

- who will chair or co-chair?
- will you use parliamentary procedure? Consensus approach?
- how will you keep records?
- what expectations or group norms will members be expected to adhere to?

Point to Ponder: Remember to be respectful of everyone's time. Only meet when there is something to meet about.

3. ORIENTATION SESSION

The orientation session should have three main goals:

1. to introduce participants to one another in a non-threatening, interactive way
2. to provide information about the community foundation, and the Youth in Philanthropy program.
3. to ensure a common understanding of the program, and obtain a level of commitment from those present to proceed further.

The session should be no more than three hours and held in a comfortable, easily accessible facility with a relaxed atmosphere. It is often helpful to distribute an agenda for the meeting along with some printed background material that participants can take home for review and clarification

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Trying to cover too much information at once can overload participants and cause confusion. Instead, focus on activities that promote participants to learn about each other, talk, and ask questions. Start with ice breakers then follow with other interactive activities throughout the session. Keeping the format as participatory as possible will ensure that everyone present will have ample opportunity to speak and be heard. Having refreshments available throughout and scheduling breaks is also very important for every meeting.

It is often helpful to have several community foundation board members present to provide information and answer questions, as well as to give the foundation a human face. It is also important for board members to have some first-hand involvement with their foundation's Youth Advisory Committee and to meet the youth participants.

It is important to keep in mind that the program's first year will be a flexible period of both planning and doing, and that it may take some time to develop the policies that will guide the Youth Advisory Committee over the long term. Thus, the initial Youth Advisory Committee may be selected by the community foundation, but recruitment policy and procedures may change as new members are required due to attrition, the need to bring in younger members, and/or the desire to have a larger or more diverse committee.

The following is a good basic agenda for all orientation sessions:

1. Welcome, introductions, review of agenda
2. Introduce your community foundation
3. Discuss concepts and definitions of terms such as philanthropy, community foundation and grants
4. Introduce Youth in Philanthropy program
5. Discuss community issues, needs and strengths, particularly as related to youth
6. Break
7. Discuss how a community foundation youth advisory council could make a difference in the community
8. Gives, Gets and Concerns (see box for instructions)
9. Discuss Youth Advisory Committee recruitment – who else should be there and how can they be reached? (see “Group Attributes” above)
10. Set a date for next meeting
11. Adjournment

Gives, Gets and Concerns

Give each participant one each of three different colours of post-it notes. Assign a Gives, Gets and Concerns word to each colour of post-it note, eg. Gives are green, Gets are pink and Concerns are yellow.

Ask the group to think about the following three questions and to write down their responses on the notes:

- Gives: What do I think I can give to the group? What skills, knowledge, experience or attributes do I have to offer?
- Gets: What do I think I can get from being a part of this group? How will I benefit from being involved?
- Concerns: What concerns might I have about being part of this group? What questions do I still have about its purpose, function etc?

Have each person put their post-its on a flipchart or board at the front of the room, and ask someone in the group to read off all of the Gives and the Gets. Have someone else read the Concerns and respond to each one individually. Look for ways to have the participants also respond to the concerns with their own answers or ideas.

When once is not enough...

Sometimes a second orientation session is required when a small number of youth attend the initial orientation and form a core group who then recruit others to hopefully become involved. At a second session, a similar agenda can be used to make sure that newcomers receive the same information. However, youth that attended the first session should be given some of the responsibility to run the meeting and cover some of the agenda items. Ideally, they will have provided a fair bit of background information to the newcomers during recruitment presentations and conversations.

Usually, a second orientation meeting will move along more quickly because participants are more familiar with the concepts and are getting to know each other. In such cases, once the orientation part of the session is covered, they can move straight into making some of the decisions about how they will function as a group (see first meeting activities, below). It is important to not spend too much time talking and reviewing and to move on to more decision-making and task-oriented activities.

The Youth Advisory Council should ideally be experiential in its approach – that is, learning by doing. And besides – people usually feel better about being part of a group that is actually accomplishing something!

4. MOVING BEYOND ORIENTATION...

First meeting

Once sufficient members have been recruited to form the group, the first meeting is set. This is one of the most important meetings as it will set the tone for the council. In this meeting, there are several important questions and concepts that will need to be addressed, as well as a number of practical decisions that need to be made.

Creating a vision and a mission will help narrow your focus and create a more productive group. Consider these questions to help create your vision and mission.

- Who are we?
- Where are we now?
- Where do we wish to go?
- How will we get there?

1. Focus for the future:

- Create the vision you have for your Youth advisory committee or other youth involvement
 - Give some examples
- Activity idea: Get everyone to draw a picture of the positive difference that the YAC (youth) can make in your community. Afterwards, have everyone hold up their picture and discuss your collective visions for the future.*

2. Define your reason for being

- This is your PURPOSE or MANDATE or MISSION
- Eg. Vancouver Foundation's Youth Philanthropy Council is dedicated to supporting youth-orientated programs through grants and volunteerism.

3. Clarify your role within the community foundation

- Where does the YAC fit in?
- Does it report to the Foundation's Board of Directors in the same way as other Advisory Committees?
- What role will your Adult Advisor and/or other board members have?

Other key elements to discuss include:

4. Clarifying and discussing YAC Promising Practices (we can include this in the Appendix)
5. Define membership terms of office
 - How and when will new members be recruited?
 - How long can each member be a part of the YAC?
6. Decide on how many positions and what the positions will be.

The following is a sample of some common positions (see The Players for more detailed information)

- Chair person (or co-chairs)
- Secretary

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- Contact person
 - Treasurer
 - Different sub-committee heads eg. communications, website maintenance
7. Decide how members assume each position
- By appointment?
 - By vote?
 - Self-select?
8. How will we work together?
- Consider the way decisions will be made: Consensus? Vote? (*see Consensus Decision-Making and Basic Parliamentary Procedure*)
 - What do we expect from each other? Develop group norms or a Code of Conduct. (*see Guidelines for Working Together: Group Norms / Code of Conduct / Terms of Reference*)
 - What are our roles and responsibilities? Create a Terms of Reference.
9. What will we call ourselves? Will we be the ABC Community Foundation Youth Advisory Committee? Is there a suitable acronym that we can make that incorporates the initials of our community foundation's name? Do we want to create a logo?

4. NOW THAT WE KNOW WHAT WE'RE DOING...

Once the group is on track with its purpose and basic functioning, it will be a priority to start exploring its primary roles of endowment building, grantmaking and community leadership. These topics are at the very heart of what community foundations do, but discussing them at length in a first meeting can be overwhelming for new youth. Though they should be referred to during the first few meetings, they are best addressed in depth in later meetings after the "administration" decisions have been made. Please refer to later sections of this manual for more detailed information, as well as CFC's many online resources located on the yipcanada.org website.

Topics for later discussion include:

- Fund development: information and training, creating a plan
- Grantmaking: developing guidelines and application forms, policies and procedures; establishing timelines; training in assessment and monitoring
- Marketing and communications: creating a brochure, press releases, presentations
- Community leadership
- Decide what council will do in addition to grantmaking and fund development, and how time will be spent when not involved in the granting cycle.

5. GUIDELINES FOR WORKING TOGETHER

Group Norms / Code of Conduct / Terms of Reference

Often it is recommended to establish group norms or a code of conduct and governance for your YAC. The Kingston YAC has developed a YAC Terms of Reference, as shown on the page below, which incorporates many of the elements discussed above. A YAC 'Terms of Reference' is a document outlining what the committee is responsible for, as well as the purpose, structure, and other various guidelines the committee will follow. Creating your own 'contract' will be key to providing structure and guidance for your YAC.

Community Foundation of Greater Kingston YAC - Terms of Reference

Objectives:

1. to work as a catalyst to strengthen youth involvement in the community
2. to support non-profit youth endeavors through The Community Foundation of Greater Kingston's approved granting process
3. to actively support and participate in community projects through volunteerism
4. to be open, accessible and respectful to all people who come in contact with YAC

Composition: The Youth Advisory Committee shall be composed of members aged fourteen to twenty-two from the Greater Kingston area and an elected executive committee responsible for the operation of the committee.

Terms of Office:

- members are expected to take part in any special events, etc
- members regularly attend meetings
- members have no other elected position on the Youth Advisory Committee
- members will be e-mailed YAC updates and will be contacted by phone as well

Responsibilities: The Youth Advisory Committee shall be responsible for the following:

- call for grant applications
- call for member applications
- review of applications and making recommendations to the Board on distribution of funds
- evaluation of funded programs
- fund development and sustainability initiatives to support the program

Meetings: There will be a minimum of one meeting per month (Sept. – June) at the call of the Chair.

Reporting: Minutes of the committee meetings will be kept on file at the Foundation office. The Chair will submit reports to the Board of Directors when appropriate.

6. THE PLAYERS

Here are some key positions to consider:

Chair: This person is responsible for:

- developing the agenda (with input from the other members)
- starting the meeting on time
- making sure everyone has a say
- letting everyone know what is expected, so that they'll be 'recognized' by the Chair (Does a member need to raise his/her hand before speaking? Or can you just jump in with a comment when there's a gap?)

You may choose to share this position between 2 people – Co-chairs
Or you may want to have a ...

Vice-Chair: This person acts in absence of the Chair, or

Rotating Chairs: Everyone takes a turn chairing the meetings

Board Contact: This person – who may be the Chair or another member – keeps the board informed of YAC activities

Reporter: This person notes actions/ next steps; keeps a member database

Public Relations / Communications Officer: This position is helpful for getting the word out to the media

Treasurer: This person's job is to keep track of the budget

7. MEETING PROCEDURES

For meetings to work, each committee member should make every effort to follow a simple set of rules. A sample of these rules might include:

- Be on time
- Make the commitment
- Listen to others
- Treat each other with respect and equality
- Listen to the Chair
- Be cooperative

There are many different ways to run a meeting. One of the more formal ways to run a meeting is adapting the parliamentary style of conducting business and decisions. Known as Robert's Rules of Order, a detailed explanation can be found at the end of this module. For many YACs, decisions are made most often by consensus. The following has been adapted from the Vancouver Foundation Youth Philanthropy Manual:

Consensus Decision Making

What is Consensus?

Consensus is a process for group decision making. It is a method by which an entire group of people can come to an agreement. The input and ideas of all participants are gathered and synthesized to arrive at a final decision acceptable to all. Through consensus, we are not only working to achieve a better solution, but also to promote the growth of community and trust.

Consensus vs. Voting

Voting is a means by which we choose one alternative from several. Consensus, on the other hand, is a process of synthesizing many diverse elements together. Voting is a win or lose model, in which people are more often concerned with the numbers it takes to 'win' than with the issue itself. Voting does not take into account individual feelings or needs. In essence, it is a quantitative, rather than qualitative, method of decision making.

With consensus, people can and should work through differences and reach a mutually satisfactory position. It is possible for one person's insights or strongly held beliefs to sway the whole group. No ideas are lost; each member's input is valued as part of the solution.

A group committed to consensus may utilize other forms of decision making, (individual, compromise, majority rules) when appropriate. A group that has adopted a consensus model may use alternative forms for any item that brings up a lot of emotions, concerns people's ethics, politics, morals or other areas where there is much investment.

What Does Consensus Mean?

Consensus does not mean that everyone thinks that the decision made is necessarily the best one possible, or even that they are sure it will work. What it does mean is that in coming to that decision, no one felt that his/her position on the matter was misunderstood or that it was not given a proper hearing. Hopefully, everyone will think it is the best decision; this often happens because, when it works, collective intelligence does come up with better solutions than could individuals.

Consensus takes more time and member skill, uses lots of resources before a decision is made, creates commitment to the decision, and often facilitates creative decision. It gives everyone some experience with new processes of interaction and conflict solution, which is basic but important skill building. For consensus to be a positive experience, it is best if the group has:

1. common values
2. some skill in group processes and conflict resolution or a commitment to let these be facilitated
3. commitment and responsibility to the group by its members
4. sufficient time for everyone to participate in the process

Forming the Consensus Proposals

During discussion, a proposal for resolution is put forward. It is amended and modified through more discussion, or withdrawn if it seems to be a dead end. During this discussion period it is important to articulate differences clearly. It is the responsibility of those who are having trouble with a proposal to put forth alternative suggestions.

The fundamental right of consensus is for all people to be able to express themselves in their own words and of their own will. Fundamental responsibility of consensus is to assure others of their right to speak and be heard. Coercion and trade-offs are replaced with creative alternatives, and compromise with synthesis.

When a proposal seems to be well understood by everyone, and there are no new changes asked for, the facilitator can ask if there are any objections, there can be a call for consensus. If there are still no objections, then after a moment of silence you have your decision. Once consensus does appear to have been reached, it really helps to have someone repeat the decision to the group so everyone is clear on what has been decided.

Some more rules about consensus:

Consensus doesn't necessarily mean that everyone agrees with the decision... but that everyone is willing to live with it. When a decision you do not support is on the verge of being reached, there are a number of ways to express your objections.

Standing aside: if you don't agree with the direction that the group is heading in but you're not willing to stop the rest of the group from going ahead with the generally accepted idea, you can choose to stand aside. This should only be done after you have clearly articulated your concerns and there has been a discussion in the group about these. If there are more than one or two people standing aside, it would be wise to continue to search for other ideas.

Non-support: If you do not support the decision, perhaps because you do not see the point or need, but are willing to go along with it, you may do so by voicing your non-support for the decision.

Reservations: Similarly, this describes when you are hesitant about the decision or its intended impact. As with other difficulties, all reservations should be stated and discussed at length.

Blocking: One individual has the power to block a decision, even if it goes against something that the rest of the group agrees on. Again, this should only be done after lengthy discussion, and only in situations where you feel that the decision is morally wrong and would harm the group or other people in some way. Good conflict management skills are necessary in these situations to try and work out solutions.

Modified Consensus: Some groups use a modified form of consensus that allows for a fall-back to voting if consensus is not working, or if someone is blocking a decision that the group feels strongly about. A vote must be taken to determine if a vote will take place. Both votes must usually garner 75% approval.

Excerpted, with edits, from Vancouver Foundation's Youth Philanthropy Council Policies and Procedures Manual.

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Parliamentary Procedure

In **Basic Parliamentary Procedure**, there are four basic principles:

1. Justice and courtesy to all
2. One thing at a time
3. The rule of the majority
4. The right of the minority

In order for an organization to conduct business in a professional and effective manner, rules and procedures should be adopted so that all members know the correct process. Robert's Rules of Order is the most commonly used "rule book" for the conduct of business in organizations. This outline is designed to provide some basic information about parliamentary procedure to assist student leaders as they work within their organization. For additional information about parliamentary procedure, obtain a copy of Robert's Rules of Order from a library, bookstore, or online.

Securing the floor

When a member wishes to bring a matter before the house, he/she must first secure the floor. To do this, the following steps are necessary:

1. Member raises hand or rises
2. Member addresses the chair
3. Chair recognizes the member. Recognition may come in form of calling a name or by a nod of the head. A common mistake is for the member to assume that he/she has the floor as soon as he/she has spoken to the chair

Introducing business

After securing the floor, a member is ready to introduce business. As in the first stage, there are three distinct steps to be taken:

1. One member makes a motion by saying, "I move that" or "I move to
2. Another member seconds the motion in the form: "I second the motion." A motion must be seconded in order to indicate that more than one person is in favor of the matter under consideration. It is not necessary to secure the floor in order to second a motion.
3. The chair states the motion by saying, "It is moved and seconded that... are there any remarks?"

Debating the motion

Debate, or remarks on the motion, is not in order until after the chair has stated the motion and called for remarks. In the interval between the second and third stages, after the motion is stated and before it is put to vote, the motion may be debated.

Principal motions

When a motion has been made, seconded and stated by the chair, the assembly is not at liberty to consider any other business until the motion has been disposed of. If the motion is long and involved, the chair may ask the mover to hand it in writing to the secretary. The mover cannot withdraw his motion after it has been stated by the chair. All motions must be seconded.

To adjourn

This motion is always in order except:

1. when a speaker has the floor
2. when a vote is being taken
3. after it has been voted down
4. when the assembly is in the midst of business that cannot be abruptly stopped

Under all the above circumstances, the motion is not debatable. When a motion is made to adjourn to a different place, and time, it is debatable.

To amend

This motion is “to change, add or omit words” in the original main motion. This motion is debatable and needs a majority vote in order to pass.

To amend the amendment

This is a motion to change, add, or omit words in the amendment. This motion is debatable and needs a majority vote in order to pass. An amendment can be amended only once. Voting on amendments can be confusing. The first vote is on changing words of second amendment, the second (if first vote adopts change) on first amendment is changed; the third vote is on adopting main motion as changed.

To commit

When a motion becomes involved through amendments or when it is wise to investigate more carefully, it may be moved to commit the motion to a committee for further consideration. This motion is debatable and amendable. The chosen committee must report finding, and a new motion must be made in considering the topic.

Personal privilege

Request by a member to have an item of some concern to himself as a member of the organization considered by those attending the meeting such as noise, temperature, etc.

Point of information

A request that is made when a member desires clarification of details. The member may interrupt a speaker and need not obtain the floor.

Point of order

This motion is always in order, but can be used only to present an objection to a ruling of the chair or some method of parliamentary procedure. The form is “I rise on a point of order” or “Point of order.” The Chair need not recognize the member. The chairman: “Please state your point of order.” If the member is not satisfied, he/she may appeal the decision of the chair. The Chairman then addresses the assembly, “Shall the decision of the chair be sustained?” This is debatable and the presiding officer may discuss it without leaving the

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chair. It is voted on like any other motion, and a majority or tie vote sustains or reverses the decision of the chair.

The previous question

Moving to a previous question is to close debate on the pending question. This motion may be made when debate becomes long and drawn out. It is not debatable. The form is “I move the previous question.” If this motion is seconded and adapted by a two-thirds vote, the question before the assembly is immediately voted upon. Note the difference between moving to the previous question and calling the question: calling the question is simply an opinion and does not require a vote. If objected to, debate continues.

To reconsider

The motion to reconsider a motion that was carried or lost is in order if made on the same day or the next calendar day, but must be made by one who voted with the prevailing side (for clarification: if the motion passed, one who voted yes would need to make a motion to reconsider; if the motion failed, one who voted no would need to make a motion to reconsider). Motion in question can be twice reconsidered. The motion is debatable and needs majority rule.

Methods of voting

There are many different methods of voting. It can be the most crucial part of the meeting and therefore the method of voting should be decided beforehand. Once a debate has concluded, following a motion of the previous question or due to lack of debate, the chair should relate the question. Several methods of voting can be used, and some are best for particular types of business. The chair or any member of the board may suggest a voting method.

- **Voting by consensus** - A vote used when a unanimous decision is expected, such as approval of minutes. Once a motion is made, the chair asks, “Are there any objections to voting by consensus?” Lack of response indicates a unanimous vote in favour of the motion.
- **Voting viva voice** - This is a form generally used when taking the vote in an ordinary motion. The form is “All who are in favour of the motion will say aye,” (meaning yes). In response, the members who are in favour of the motion should say “aye” clearly and distinctly, and loud enough to be heard. The chair will then put the negative in this manner: “All who are opposed will say No,” and those opposed will say “No.” After the negative vote has been taken, the chair announces the result by saying either, “The ayes have it, the motion is carried,” or “the no’s have it, the motion is lost.”
- **Show of hands** - This vote is carried out similar to viva voice vote, as the chair asks for those in favour and those opposed. This vote, however, allows for an exact number count of “aye” and “nay” votes, and may be called for following a voice vote.
- **Abstention** - An option for a voting member of a board when a conflict of interest is present. This allows for a member to be present, but not voting. Beware of abstentions used as an easier way of opposing the majority – members may abstain instead of casting a vote different than their peers.