

**LCN 2008 Annual Convention
Mock ULC Board Meeting
03-29-08**

Cast of Characters: Moderator: Serge Haddad
President: Ramzi Nasr
President-Elect: Julien Chemali
Vice-President: Diana Ayoub
Secretary: Patrick Sislian
Treasurer: Karim Khoury
Director A: Sevag Sislian
Director B: Shadia Kawa

MODERATOR - Opening

The purpose of today's session is to illustrate some key points regarding best meeting practices and parliamentary procedure. Please note that the main goal of the session is to illustrate some best practices and parliamentary procedure for conducting effective meetings.

MODERATOR - Scene 1

Welcome to the Unorganized Lawless Club (ULC) board meeting in Habibi Sports Bar. The board sits at the half-baked table amid the ringing one-arm bandits and big screen TVs. The board meeting is scheduled to begin at 1:30 PM. It is now 1:40 PM and everyone is seated around a very small table with the exception of the president. Let's join the board as they wait for the president.

(Actors Note: Ramzi should be off-stage. Shadia should sit next to Sevag).

Scene 1

Treasurer:

(Karim Khoury)

I guess it is my turn to buy a round, does anyone want another beer?

Director B:

(Shadia Kawa)

Yeah, I'll have one of those new microbrews.

President-elect:
(Julien Chemali)

That sounds good to me.

Vice-president:
(Diana Ayoub)

It looks like our President is late again.

Secretary:
(Patrick Sislian)

Well I hope he did not forget about our meeting. Last month he went all the way home when his mom reminded him that he had a board meeting to attend.

STOP: MODERATOR

So let's take a moment to look at this situation.

[Slide 1: When a member of the Board is consistently late to a meeting, should the presiding officer:

- 1) *Start on time**
- 2) *Wait for the Board Member*
- 3) *Buy another round*

That's right; the correct answer is the presiding officer to start on time. The Board did not start on time at this meeting. In this case, it is the presiding officer is late, so beginning the meeting depends on who has authority. Your bylaws typically delegate authority to the vice president or president elect in the president's absence. However, let's rejoin the board meeting.

President (RAMZI NASR) comes running into the room

President
(RAMZI NASR):

I am really sorry I am late, but I had to drop off my outfit at the dry-cleaner.

Treasurer:
(Karim Khoury)

Ah don't worry about it; it gave us a chance to order another round of beer. (kilna ashab, mish baynetna)

President
(RAMZI NASR): Well let's get started. Here is the agenda; I hope I made enough copies (*RAMZI NASR passes out copies*).

*Moderator:
(Serge Haddad) You should note, the President (RAMZI NASR) is passing out the agenda for the first time, but there does not seem to be enough copies.*

President
(RAMZI NASR): Did everyone get a copy?

Treasurer:
(Karim Khoury) No.

Vice President:
(Diana Ayoub) No.

Director B:
(Shadia Kawa) I didn't get one either but I have to leave at 3:00 for my dabke class so I can share one with Karim.

STOP : MODERATOR

Slide 2: *When should the agenda ideally be distributed?*

1. *At the meeting*
2. *When the President feels like it*
3. *2 days before the meeting*
4. *2 weeks prior to the meeting**

While Robert's Rules does not specify when the agenda should be distributed, best practices suggest that the agenda be sent at least 2 weeks prior to the meeting to allow for review, comment and revisions to the agenda. Distributing in advance of the meeting may also lead to more productive discussion as board members are more likely to be prepared. OK, let's re-join the board meeting as they begin the roll call.

START WHEN DIRECTED BY MODERATOR

President
(RAMZI NASR): Mr. Secretary, would you please call roll?

Secretary:
(Patrick Sislian) Ramzi

President
(RAMZI NASR): Here

Secretary:
(Patrick Sislian) Julien

President-elect:
(Julien Chemali) Here

Secretary:
(Patrick Sislian) Diana

Vice-president:
(Diana Ayoub) Here

Secretary:
(Patrick Sislian) Karim

Treasurer:
(Karim Khoury) Here

Secretary:
(Patrick Sislian) Shadia

Director B:
(Shadia Kawa) Here

Secretary:
(Patrick Sislian) Sev (pause) Sevag Sislian (In Arabic)-Weino?

Treasurer:

(Karim Khoury) I saw Sev last night and he said he was going to his alma mater's football game tonight. Did you guys know he was the schools mascot, a turkey, for two years? He was one of the best gobbler's they ever had.

President-Elect:
(Julien Chemali) Sev and I were in school and the same fraternity together. He would wear the turkey mascot outfit to some of our frat parties. If you ever want to see some great pictures of him, you can find them on Facebook.

President
(RAMZI NASR): Well let's keep going.

Secretary:
(Patrick Sislian) Mr. President, we have a quorum.

President
RAMZI NASR: Are there any changes to the agenda?

Vice-president:
(Diana Ayoub) Mr. President, I would like to add revising the hookah-get-together event.

President
(RAMZI NASR): Thank you Diana, we will make that item 6.3 on the agenda.

Treasurer:
(Karim Khoury) Mr. President, I would like us to find a better place to meet. The beer here is just too expensive and they only give us this stale salty popcorn for a snack.

President
(RAMZI NASR): Thank you Karim, we will make that item 6.4 on the agenda. If there is nothing else, I

would look for a motion to approve the agenda as revised.

Treasurer:
(Karim Khoury)

So move.

Director B:
(Shadia Kawa)

Second

President
(RAMZI NASR):

We have a motion and it has been seconded for the approval of the agenda. Is there any discussion? (pause) Hearing none, I will call the question. All in favor say aye.

Everyone:

Aye

President
(RAMZI NASR):

All opposed say nay. (pause) The motion carries. Item 3.0 is approval of the minutes from the last meeting. Mr. Secretary, do you have the minutes from our last meeting?

Secretary:
(Patrick Sislian)

Yes I do; I just finished them last night.

Secretary (Patrick Sislian) passes out the minutes from the last meeting.

President:
(RAMZI NASR):

Are there any corrections to the minutes?

President-elect:
(Julien Chemali)

I see I was supposed to contact Dr. Joseph Haboub from North-South University about their request for assistance in establishing a new University Lebanese Club. How did I ever forget to do that?

Treasurer:

(Karim Khoury)

Mr. President, can we take a few minutes to review the minutes. I also need to hit the men's room. You know this beer goes right through me.

President
(RAMZI NASR):

Let us take a five minute break to review the minutes.

Director B
(Shadia Kawa)

Yeah and I have to go to my dabke class.
See you all later.

Director B (Shadia Kawa) leaves the room.

STOP: MODERATOR

[Slide 3: The recommended time for Minutes to be distributed is:

- 1. A week after the meeting**
- 2. Within 30 days of the meeting*
- 3. 10 days prior to the next meeting*
- 4. Only when a full moon is present*

[Moderator discussion: what does your organization?]

Obviously it is important that the minutes are distributed well in advance of the next meeting but it is also important that the meeting notes are distributed shortly after the actual meeting as most people will forget what was discussed. The best answer is a week after the meeting. Let's again rejoin the meeting as they continue through the agenda and are on the 3rd round of beverages and popcorn.

START WHEN DIRECTED BY MODERATOR

The board is on agenda item 6.0 New Business

President

(RAMZI NASR):

The next item on our agenda is 6.0 New Business. The first item is approval of the Award Committee's recommendation. In your board packet, is the Award Committee's recommendation as well as a summary of all the applicants.

Secretary:

(Patrick Sislian)

Mr. President, I believe the Award Committee has made a major mistake. You will note applicant 8 has the highest grade point average and the committee did not choose him. What was the committee thinking?

Vice-president:

(Diana Ayoub)

Grade point is only one of the criteria the committee uses to evaluate the applicants.

Secretary:
(Patrick Sislian)

But it should be the most important one!
(ARABIC) Shoobek?

President Elect:
Julien Chemali

I see applicant 8's major is Basket Weaving in Ancient Civilizations. He also has the same last name as you. Do you know this applicant?

Secretary:
(Patrick Sislian)

Well (pause) sort of. He is my favorite cousin's youngest son. And I heard that he loves Lebanese food!

Treasurer:
(Karim Khoury)

I believe the Award Committee picked a fine applicant and I **move** we accept applicant 7 based on their recommendation.

STOP: MODERATOR

Slide 4: When there is an apparent conflict of interest, should the person

1. *recuse themselves from the discussion**
2. *disclose the conflict to the Board**
3. *Bribe your fellow board members*
4. *partake in the discussion but not vote*

According to most common law and code of ethics, it is best for the board member to not only disclose the conflict to the board but also should recuse themselves from the discussion. At a minimum you must immediately disclose the conflict. For some matters, your input in the discussion may be acceptable. Let's re-join the board as they continue their discussion about the scholarship applicant.

START WHEN DIRECTED BY MODERATOR

Secretary:
(Patrick Sislian)

But her grade point average is only 3.2

Treasurer:
(Karim Khoury)

That is true, but she was the President of her University Lebanese Club. She also volunteers every other weekend at the hospital. She seems like a well rounded person.

President:
(RAMZI NASR)

We have a motion on the table. Is there a second?

President-Elect:
(Julien Chemali)

I second the motion.

President:
(RAMZI NASR)

Is there any discussion?

Secretary:
(Patrick Sislian)

I **move** we award the scholarship to applicant 8.

STOP: MODERATOR

Slide 5: According to Roberts Rule, can a second motion be made when one is presently on the table?

1. *Never**
2. *It's the custom for the Board to allow for it*
3. *When he/she feels like it*
4. *When there is a tie vote*

A second main motion can never be made. However, a person can offer an amendment to the motion on the table.

START WHEN DIRECTED BY MODERATOR

President
(RAMZI NASR):

Sorry Patrick, a motion can't be made right now. We have a motion on the floor.

(The group is silent) – waits 5 seconds

President

(RAMZI NASR): I will call the question on the motion to accept the committee's recommendation. All in favor say aye.

**Everyone except
Secretary (Patrick Sislian): Aye**

President

(RAMZI NASR): All opposed say nay.

Secretary:

(Patrick Sislian) Nay

President:

(RAMZI NASR) The motion carries.

Secretary (Patrick Sislian) throws his hands up and shakes his head in disgust – says something in ARABIC

President

(RAMZI NASR): Next on the agenda is the establishment of the Wazwaz Award. The Awards Committee has declined to take action on my request to establish this award. Does anyone wish to make a motion?

(The group is silent) – waits 5 seconds

President

(RAMZI NASR): Then I will move the board require the Awards Committee to establish the Wazwaz Award. Is there a second?

(The group is silent) – waits 10 seconds

President
(RAMZI NASR): Isn't anyone going to second my motion?
(Pause) This award was going to be the
hallmark of my term as President.

STOP: MODERATOR

Slide 6: *According to Roberts Rule, the presiding officer can make motion when:*

1. *Never**
2. *If there are less than 12 Board members present*
3. *When he/she feels like it*
4. *When there is a tie vote*

In general, the answer is NEVER. The presiding officer facilitates discussion but should never make a motion. It is best for the presiding officer to remain neutral on all issues during a meeting. A neutral position often ensures that all sides of a discussion are considered. However, if the presiding officer turned over the gavel and someone else is presiding (such as to make a report for a committee the presiding officer chairs) then the presiding officer can make a motion as in that instant someone else is filling the role of presiding officer. Like everything else in life, if there is a rule, there are likely exceptions to this rule. Let's rejoin the board again.

START WHEN DIRECTED BY MODERATOR

President
(RAMZI NASR): The next item on our agenda is amending our Falafel cooking procedure for the Falafel Festival. Would you please start the discussion?

Vice-president
(Diana Ayoub) Thank you Mr. President. The current way of cooking the falafel before our annual Falafel Festival is deep frying them in oil. I am recommending we start baking them instead since it is much healthier.

Secretary:
(Patrick Sislian)

If we adopt the new cooking method we would be cooking falafel in a way that a lot of people are not used to, and might not be willing to even try them.

Vice-president:
(Diana Ayoub)

More people nowadays are very cautious about their eating habits and their diets.

Treasurer:
(Karim Khoury)

But is it even called “falafel” if it’s not deep-fried?

Vice-president:
(Diana Ayoub)

Yes, it will probably even taste the same.

President-Elect:
(Julien Chemali)

How about we do both this year and find out which kind is preferable?

Vice-president:
(Diana Ayoub)

I think that it is a good idea, and we should definitely use some good canola oil for deep-frying instead of the engine oil we used last year.

STOP: MODERATOR

Slide 7: *What's wrong with this discussion?*

- 1) *Nothing** (it represents a constructive and balanced discussion.)*
- 2) *It's out of control*
- 3) *The facts are inaccurate*
- 4) *It's beyond the allotted discussion time for any subject*

Whether you like the topic or not, there is nothing wrong with this discussion it actually represents a constructive discussion with balanced inputs and a purpose. As a facilitator, you might want to monitor the length of such discussion to ensure all topics are covered. If the board were not able to reach a conclusion to vote on or consensus, you might table the topic after a predetermined time. Of course this depends on what's left, you can always come back to it after the other items or if necessary have a separate meeting.

Of course this does not represent the complete process here... According to Robert's Rules in order to have this discussion, there needs to be a motion on the floor to initiate this discussion. However, the intention here was to provide you with an example of some good dialog between the board members.

MODERATOR

Scene 3, The board is now on agenda item 8.0, Adjournment.

START WHEN DIRECTED BY MODERATOR

President

(RAMZI NASR):

I think we're done. That moderator sure talks a lot. Our agenda for today is complete. Our next meeting will be on April 11, 2008. Does anyone have a preference for where we meet?

President-elect:

(Julien Chemali)

We could meet at my place. I am sure my roommates will not mind. We would not be able to be too loud.

Treasurer:
(Karim Khoury) There is a new argileh bar on the eastside that just opened up. We should try meeting there.

President
(RAMZI NASR): Let's meet at Julien's in April and Karim you checkout the new argileh bar and report back at our next meeting.

Treasurer:
(Karim Khoury) OK, that sounds good to me.

President
(RAMZI NASR): We had a lot of good discussion and we accomplished a lot. Thank you Mr. Secretary for taking the minutes. This has been a very productive meeting. I will look for a motion to adjourn.

Treasurer:
(Karim Khoury) I will so move.

President-elect:
(Julien Chemali) Second

President
(RAMZI NASR): We have a motion to adjourn the meeting and it has been seconded. I will call the question. All in favor say aye.

Everyone: Aye

President
(RAMZI NASR): All opposed say nay. (pause) The motion carries and our meeting is adjourned.

STOP: MODERATOR

Slide 8: *What did the board miss before adjourning the meeting?-*

- 1) *Discuss weekend plans*
- 2) *Review action items***
- 3) *Dividing up the beer bill*
- 4) *Summarizing achievements***
- 5) *Thanking **other** Board Members for their participation***

You should always thank volunteers for their participation and time. The secretary typically reviews the action items. It is also important to get acknowledgement from the assignee and of course establish a due date. You should also summarize the achievements from the meeting and most importantly declare the meeting a success.

These were just a few best practices and procedures for you to consider at your next board meeting. While there are many variations of parliamentary procedures for various organizations, LCN does use Robert's Rules as the guiding parliamentary procedure. We have provided a handout with tips on running an effective meeting along with a sample agenda you might use for your ULC.

We hope you enjoyed this edition of the ULC Mock Board Meeting.