

MUSOMA UTALII COLLEGE – TABORA



MUC- MEETING PROCEDURES

Approved by the Musoma Utalii Advisory board

Certification

We hereby certify that this Document (Musoma Utalii College's Meeting Procedures) was approved by the college advisory board on March 2017

Chairperson of the advisory board

.....

1. INTRODUCTION

This document will be used as a guideline for conducting meetings at Musoma Utalii College – Tabora. All formal meetings in the college must be properly convened in accordance with the association's rules as demonstrated in this document

2. General procedures for conduction meetings

As the chairperson prepare for the meeting, all staff members (teaching staff and non-teaching staff) of Musoma Utalii College – Tabora must be notified about

- What type of meeting will be held
- The place, date and time of the meeting; and
- The business (agenda) to be considered at the meeting, including the full text of all motions that will be put to members at the meeting.

3. Notice and Agenda of the meeting

- i. The purpose of a notice of meeting is to inform all staff members of when and where the meeting will be held. The agenda informs the members of what is to be discussed and done at the meeting so that the members can decide:
 - whether or not they want to attend the meeting; and
- ii. Usually, the agenda is attached to or combined with the notice so members are informed of all the necessary details at once. Agendas, confirmation of meeting details and any reports should be sent out in advance to allow people time to read the documents.
- iii. The minimum time a notice may be sent before a meeting is three to one day before the meeting, and must be strictly adhered to. Inadequate notice of meetings may result in a meeting being invalid.
- iv. Notice periods vary in accordance with the type of meeting to be held. For example, a departmental meeting may require only a single days' notice, whereas the notice period for the academic and disciplinary meeting could be as long as three days.
- v. All members who are entitled to attend a meeting must be given proper notice in accordance with the Musoma Utalii College's meeting procedures

- vi. In case of emergence (very urgent issue), a notice for a meeting can be put in not less than two hours before the commencement of the meeting
- vii. If members are notified of the Agendas to be discussed at the meeting, then the meeting must be confined to dealing with those particular matters. The chairperson should ensure any new agenda items raised during the meeting are put on the agenda for the next meeting and not discussed at the current meeting. This allows members time to consider matters properly

4. Commencement of the meeting

- i. Before the commencement of the meeting the chairperson and the secretary of the meeting must be in the meeting venue and ready to call the meeting to an order
- ii. When the meeting has commenced, it is important to first establish that there is a quorum to satisfy the quorum requirements in the Institution's rules.
- iii. If there are not enough (less than 2/3) members present at the meeting, it will be invalid and any motions passed may not be effective.
- iv. If there is a quorum, then all voting and passing of resolutions must be carried out in accordance with the rules and recorded accurately in the minutes.

5. The Chairperson

- i. A proper meeting must have a chairperson to chair the proceedings. The chairperson is required to control the meeting procedures and has the task of:
 - Making sure proper notice is given and there is an agenda listing all items needing to be covered
 - Checking (and usually signing) the minutes of previous meetings
 - Keeping time (important – to ensure the meeting gets through its business in the allocated time)
 - Dealing with the agenda of the day
 - Facilitating discussion
 - Keeping order
 - Ensuring everyone has an opportunity to speak

- Making sure decisions are reached on issues discussed and that everyone understands what the decisions are
 - Receiving motion and putting them to vote
 - Declaring the result of any motions
 - Declaring the meeting is closed/ adjourned
- ii. The chairperson does not usually vote on a motion but is entitled to do so, as long as he or she is a member with voting rights. This ‘deliberative’ vote must be made at the same time as all other members vote. The rules may provide that the chairperson has an additional ‘casting’ vote (mandate to decide) if there is a tie in the vote

6. A Quorum

- i. A quorum is the minimum number of people required for the meeting to be valid. The Act requires that a quorum be stated in the rules of the association for both general meetings and committee meetings as stated in this document (Art 4.iii) In the case of sub-committees, the management committee may set the quorum. The quorum may be set as a percentage of the membership rather than a set number, to allow for changing membership numbers
- ii. If a quorum is not present, the meeting may
- Be reconvened to another date
 - Continue, with the chairperson declaring (and the minutes show) a quorum is not present. The decisions made at the meeting then carry the weight of recommendations to be approved

7. Motions and resolutions

- i. A motion is a proposal that is put before a meeting for discussion and a decision. If a motion is passed it becomes a resolution. Resolutions are binding and should be recorded in the minutes
- ii. An association’s rules will provide details about how motions should be dealt with and these should be observed
- iii. It is best practice for motions to be placed on the agenda so members have adequate time to consider them before the meeting

8. Putting forward and voting on a motion

- i. A member of the meeting puts forward a clear and concise proposal for a decision or action to the meeting via the chairperson. This is called a motion
- ii. The Chairperson then opens up debate on the motion, often by saying 'does anyone wish to support/speak against the motion?' The mover of the motion can speak to the motion – outlining why he or she thinks the motion should be passed
- iii. After sufficient debate, the person who originally moved the motion has a right of reply
- iv. The motion is read aloud and voted on (as demonstrated in ART. 12)
- v. If the motion is passed, it becomes a resolution. A resolution passed by a simple majority of votes (more than half of the members who cast a vote)
- vi. The resolution is formally documented in the minutes along with the name of mover and seconder
- vii. Resolutions become binding on the association as long as the people making the decision have the authority to pass them. It is a good idea to always follow up a resolution with a clear understanding of how the resolution will be implemented, by whom and by which date
- viii. Generally, the chairperson does not put forward motions as they are primarily the facilitator of the meeting. However, they may put forward procedural motions that relate to the conduct rather than content of a meeting such as moving acceptance of the minutes.

9. Amendment of the motion or resolution

- i. The mover with the agreement of the meeting can usually amend a motion. Alternatively, someone may wish to move an amendment to the original motion, which if successful creates a second motion
- ii. Motions to amend motions can create confusing discussion if everyone is not clear on exactly which motion is being debated – the original motion, the amended motion, a motion to amend, or a motion to amend an amendment
- iii. It is important the chairperson keeps proceedings as simple as possible. If a motion does not fully express the view of the meeting, it is sometimes easier to simply vote on it and let it be defeated.
- iv. Resolutions can be withdrawn or cancelled at the same meeting by following the same procedure that applies for moving and adopting a resolution

10. Special resolution

- i. There is one occasion when the Act requires something more than a simple majority vote to pass a resolution such as:
 - a vote to amend the rules (or to change the name or objects) of the College
- ii. A special resolution may need majority of 85% to pass a resolution through a referendum

11. Point of interruption

- i. In general, rules of the meeting state that “someone should not be interrupted while he/she is speaking” unless
 - The chairperson interrupts in the interest of orderly conduct
 - There is a point of interruption
- ii. A point of interruption is addressed to the chairperson by someone standing up and saying “*Point of interruption*” or “*I wish to raise a point of order*”. This means that the person making the challenge is saying the speaker should stop because he or she has breached a principle of the meeting or he/she has something to add or rather to critic on the presented idea
- iii. The chairperson takes the point of interruption, listens to the reasons why the point of interruption has been raised
- iv. It is the task of the chairperson to rule on/out the point of interruption and his or her decision is final

12. Voting Methods

- i. Show of hands: members vote by raising their hand. The chairperson calls for those in favor of the motion to raise their hand and a count is taken. The process is repeated for those voting against. The method is suitable for small meetings as counting can become difficult with large groups
- ii. Voice vote: a simple method by which members indicate their vote by saying “Ndio” or “Hapana” .The decision is based on the volume of sound
- iii. Rising method: members exercise their vote by standing up. The chairperson calls for those in favor of the motion to stand and a count is taken. The process is repeated for those voting against.
- iv. Ballot: members indicate their vote in writing. This is generally used for very important matters and when secrecy or confidentiality is required. Once the

vote has been taken, the chairperson or returning officer (an independent person) collects and counts the papers.

- v. Chairperson's casting vote: if the votes are equal or tied the chairperson may exercise a second or casting vote to decide on a motion, but the rules need to provide for this

NB: Management committee, Disciplinary Committee and Academic Committee decisions are often made by consensus. Where voting is required it is usually by voices or show of hands

13. Absence for the meeting

- i. Anyone who fail to attend the meeting may be penalized
- ii. Single absence for the meeting may lead to a “Warning Letter”
- iii. Failure to attend three meetings in a year may lead to a fine not exceeding Tsh 20000/=.
- iv. Failure to attend four meetings (yearly) may lead to expelled from work

14. Minutes

- i. It is must to keep accurate minutes of all colleges’ meetings, whether general meetings, Departmental meetings, Committees meetings or Students Meetings
- ii. Apart from being a record of what transpired, the minutes are also evidence and can provide protection for individuals who act on the decisions of the association
- iii. Chairperson must make sure that someone is selected to take the minutes
- iv. The one who takes the minutes of the meeting must:
 - Keep a record of proceedings during the meeting
 - Make sure that attendances and any apologies are noted
 - Present previous minutes for approval
 - Identifying the approved minutes
 - Keeping the approved minutes

15. Other Rules and Regulations

- i. Someone should not be interrupted while he/she is speaking
- ii. Show up on time and come prepared
- iii. Stay physically and mentally present
- iv. Let everyone participate
- v. Listen with an open mind
- vi. Remain Clear headed even though the topic is emotional

- vii. Stay on point and on time
- viii. Attack the point/problem, not the person
- ix. Any misbehaving may be penalized
- x. Innuendos and any kind of insults are not allowed