Orbis Cascade Alliance Voting Guidelines
Updated October 2017

Statement of Need:
The Alliance Council has seen significant turnover in deans and directors in the past several months (and years). Council loosely follows Robert's Rules for meetings, but the variations are not codified. Thus, process and procedure that might have been part of a long tradition may no longer be readily apparent to new Council members. This lack of clarity regarding our process has resulted in some confusion. Additionally, members may not offer amendments to action items because they are not aware of how to approach making changes during Council meetings. An outline of Council voting process and procedure follows.

Desired Outcome:
The Alliance Board promotes a culture where all perspectives and experiences are valued and where Council members are empowered to fully participate in governance.

Outline of process and procedure:
1. Board Recommendations to Council
   1.1 The Board of Directors develops the Council meeting agenda which includes Board recommendations for action items at the Council meeting.
   1.2 The Board will do its best to facilitate Council preparation for discussion by:
      ● Scheduling discussion surrounding action items requiring formal adoption by the Council on the first day of the Council meeting;
      ● Posting Board minutes for Council information;
      ● Sharing supporting reports and other documents two weeks prior to the Council meeting; and
      ● Introducing items which warrant deeper discussion at the pre-Council meeting call.
   1.3 During a Council meeting, a Board member will move Board recommendations to allow discussion.

2. On the First Day of Council meetings
   2.1 Discussions at Council
      2.1.1 An individual or group proposing the action will usually briefly summarize the recommendation.
      2.1.2 Open discussion will occur, and Council members are encouraged to speak in favor of the recommendation, against the recommendation, or offer an amendment to the recommendation.
   2.2 Amendments to recommendation
      2.2.1 Amendments may be:
         ● A proposed edit/alternate wording to the recommendation
         ● An addition to the recommendation
         ● A complete change of the recommendation
      2.2.2 Council member/s will explain the reasons behind the proposal.

2.2.3 The Board may accept the amendment (a friendly amendment) or may not accept the amendment (an unfriendly amendment). An unfriendly amendment must be seconded.

    2.2.3.1 The Council member may provide the amendment in writing or review the changes the Board makes to the recommendation to insure the alternate wording captures the idea.

2.2.4 In a case where there are significant changes to the original recommendation, a subgroup may develop a new recommendation for Council to consider on the second day of the meeting.

- The subgroup may include the Council member/s offering the amendment, Board members, and the Executive Director.
- Ideally, the recommendation will be provided to Council prior to the meeting to allow for review and consideration. Often this may be via email between the first and second days of Council.

2.3 Chair closes discussion and introduces the next item of business. No votes occur during the first day of the meeting.

3. On the Second Day of Council meetings
   (We will have some time dedicated to voting on issues introduced on the first day.)

   3.1 Introduction of Board Recommendations to Council
       3.1.1 The Chair restates the Board recommendations indicated in the agenda, one at a time. Recommendations amended during the first day of the Council meeting will also be restated at this time.
       3.1.2 Council members may have a final time to offer an amendment to the recommendation. Follow Amendment process.
       3.1.3 A Council member may offer a completely different motion. Follow Amendment process.
   3.2 Council moves to Discussion
       3.2.1 Follow Discussion process.
   3.3 Council moves to Voting
       3.3.1 Follow Voting process.

4. Voting at Council
   4.1 Chair closes discussion of the action item.
   4.2 Council votes - those in favor, those opposed, those abstaining.
       4.2.1 Proxy votes - if Council members are not able to be in attendance when a final vote is called, they may assign their vote to someone they invited to attend in their place, to the Chair, or to another Council member.
   4.3 The Chair reports the outcome of the vote which is recorded in the meeting minutes according to the minutes procedures.
       4.3.1 When it is not possible to bring a recommendation to a final vote on the second day of the meeting, Council will vote electronically.

4.3.2   The Chair and the Executive Director will coordinate the electronic voting process.

Note: At the beginning of the Council meeting, the Chair will ask whether or not any Council member wishes to have any item removed from the Consent Agenda for deliberation. If any member requests that an item be removed, it will be removed from the Consent Agenda. The item will be put into the agenda for the Council meeting and will follow the Discussion, Amendment, and Voting process.