

## August 2024 Council Meeting Packet

### Minutes received and added:

- ~~CCSPA~~
- ~~EIS~~
- ~~ELA~~
- ~~CNHS~~
- ~~GBM~~
- ~~EOS~~
- ~~LHB~~
- ~~UED~~
- ~~CF-Caucus~~
- Disability caucus
- FOC caucus
- Women's Caucus
- LGBTQ+ caucus

### COLLEGE/UNIT MEETINGS

- Packets can be found at <https://www.metrostatefa.org/>
- [A calendar of future meetings and packet deadlines can be found here.](#)
- Consult your convener for the time and room location of your meeting.

### IFO COUNCIL MONTHLY MEETING

- Thursday, August 29, 2024, 10am-12:00pm
- Zoom link: <https://minnstate.zoom.us/j/97206813716>
  - Meeting ID: 972 0681 3716
  - Passcode: 294759
- Consider updating your Zoom client with the freshest version.

### IFO FA (UNION) OFFICIALS

- President – **Cindy Harley**
- Resident Faculty (RF) Vice President. – **Alec Sonsteby**
- Community Faculty (CF) Vice President 1-- **Emily Oliver**
- Community Faculty (CF) Vice President 2-- **Matt Ryg**
- Secretary – **Allen Bellas**
- Treasurer – **Ailesa Ringer**
- Representative to Statewide Negotiating Team - **Gary Starr**
- Current Grievance Officers: **Gary Starr, Matt Filner, Cindy Harley, James Robinson, Michelle Filkins, Loi Nguyen**

#### Current Statewide IFO Board Members –

- **Scott Cooper** (FA board representative)
- **Kathleen Cole** (FA board representative)
- **Cindy Harley** (IFO executive committee)
- **Alec Sonsteby** (IFO statewide Treasurer)
- **Matt Ryg** (Contingent Faculty Caucus)

### UPCOMING PACKET

- Packet materials for ~~September~~ are due **August 30th**. Send to [Cynthia.Harley@gmail.com](mailto:Cynthia.Harley@gmail.com)

- **Minutes submission**

- Use this form for your minutes.
- Upload your minutes here: <https://www.metrostatefa.org/minutes>
- Alternatively, email minutes to Allen Bellas: [Asbellas66@gmail.com](mailto:Asbellas66@gmail.com)

For more information about our union, archives of minutes, or a current copy of the contract go to our website [www.metrostatefa.org](http://www.metrostatefa.org). For information about the statewide IFO, go to the statewide website at [www.ifo.org](http://www.ifo.org). We welcome your feedback! Please feel free to contact Cindy Harley [cynthia.harley@gmail.com](mailto:cynthia.harley@gmail.com) with comments, questions, and concerns.

**I. APPROVAL OF MINUTES**

- A. Motion:** Approve May 2024 IFO FA Council Minutes located at <https://www.metrostatefa.org/minutes>  
**Motion for Approval. Seconded. Approved.**

**II. CALL TO ORDER**

Call for additional agenda items or reordering the agenda.

**III. FA PRESIDENT'S REPORT**

**A. Statewide IFO News**

1. We have a Metro organizing budget of \$2500 and we need to decide how we will spend our allocation, we could create an organizing committee which was mentioned when we end-dated the action committee.
2. The statewide IFO has long been housed in the American Lung Association Building on Concordia. The Lung association has sold the building and IFO will be moving to a new space. There are exciting things in process but I do not feel comfortable sharing an update until things are closer to being finalized.

**B. Highlights from over the summer**

1. Pay issues
  - a) I was contacted by many people following the workday shift that had indicated they were not being paid, were being paid too little, being paid too much, or had inappropriate withholdings taken out. The biggest issue has been CF who were not paid for their summer course. We have been advocating locally and at the system level to get this wrong righted and are planning work with HR to prevent it from happening again. What can you do? Check your pay and make sure it is correct! If it is not submit a ticket to HR and contact me.
  - b) One thing we can do to help is make sure the onboarding paperwork is completed in workday. This can result in pay issues if it is not finished. It would be good to let folks know that this is important to get done.
2. Strategic Planning
  - a) I have been the co-chair of the strategic planning committee along with Dean Rick Kurtz. We along with members from several bargaining units have been working with consultants to create a strategic plan that represents Metro. The draft plan will be unveiled during convocation. I encourage you to go to sessions and make sure the faculty voice is reflected within the plan. A special thanks to Queen Booker, Scott Cooper, Robert Wilson, and Kathy Horowski who spent much of their summer providing feedback on behalf of faculty.
3. Budget discussions

- a) When we left, there were a flurry of discussions about budgeting and I did keep a discussion document updated with information as we continued meeting with our administration and learning about how our projected deficit would be managed. We have all felt the financial pinch in terms of course sections, duty days, reassign time, and college M&E. Thanks to sacrifices across the institution and bargaining units, we have come out balanced. We will continue to advocate for the needs of our people and welcome conversations surrounding hardships that these budget cuts have caused. I must also remind you to not do work that is uncompensated.

While things at Metro have been less than ideal, it is important to also mention that 3 of the Minnstate institutions (St Cloud, Bemidji, Moorhead) are going through retrenchments. This is undoubtedly due to the systematic underfunding of higher education that has impacted all of us for the past several years as enrollment has declined. As it is a budget year for our legislature, we will be asking for your involvement of lobbying for more funds for higher education. Our hearts go out to those impacted by these issues and know that the IFO is helping them in any way they can.

4. Exciting news
- a) Thanks to our advocacy we now have a 40 person computer lab in LIB 312. This will be incredibly beneficial to our nursing program which is increasing cohort sizes.
- b) The September meeting will be hyflex.
- c) Thanks to efforts which many of you were involved in, our enrollment is trending to be better than it was in Fall 2021, 2022, and 2023.
- C. In future packets we will have updates from Meet and Confer. However, the first meet and confer will be held 9/11/24. Our administration did send along some documents which will be linked to in later portions of the packet.
- D. We are planning to host the next council meeting using a hyflex format! It will be in SJH 152
- E. **\*\*Please note it was brought to our attention that the calendar had a typo in the dates for April. This has been fixed.\*\***

#### IV. CONSENT AGENDA

- A. Certify election results-- [As a reminder, according to the election we held in Spring, we elected the following individuals to the FA executive team:](#) Cindy Harley (president), Alec Sonstebly (RF VP), Emily Oliver (CFVP1), Matt Ryg (CFVP2), Ailesha Ringer (treasurer), Allen Bellas (secretary). Gary Starr (negotiator) and Scott Cooper (Board representative) were renewed by council. Kathleen Cole is also a board representative, her current term continues through this year.
- Motion to Certify Results. Seconded. Passed.**

- B. To be populated after unit meetings

**V. ACTION ITEMS**

- A.** Adopt the Standing Rules of Faculty Council (see the FA's [operating procedures](#) Appendix A, pp. 39-41).

**Motion to Adopt Standing Rules of Council. Seconded. Passed.**

- B.** Appoint IFO members to faculty association and university committees.

**Motion to approve all people running unopposed for Committee and Council positions. Seconded. Approved.**

Conveners have been provided the sign-up forms for both the Metro State IFO FA committees and the university councils/committees.

For information on the various committees needing volunteers, the following links will direct you to the Metro FA website for more information:

- [Descriptions and focus areas of all councils and committees.](#)
- University committees and councils will have a descriptive page on the [Metrostate Website](#). Just search the name of the committee/council

For information about committees and councils, you may:

- 1) Read the descriptions that we have solicited from former committee members. They are located here: <https://www.metrostatefa.org/committees>
- 2) Read the **FA Operating Procedures**. I direct your attention to Chapter IX: Committees of the Faculty Council (pps. 14 - 32) for the description of the "charge" of each of our standing committees to direct you toward the best opportunities for your service. The Operating Procedures can be found under Governing Documents on the [Metro FA website](#). Note that appointees to the FA's Technology Committee also staff the University Technology Advisory Council (UTAC).

As much as possible, volunteers will be appointed at the 8/24/23 IFO FA Council meeting. In situations where multiple people sign up (for example, at-large seats), elections (and appointment) will also occur at our IFO FA Council meeting.

- C.** [Conveners, this is where you use the sign up forms located below,]

1. Sign up for [Metro FA Committees](#)

2. Sign up for [University Committees and Councils](#)

**\*\*note\*\*** if you hit a problem with the google form use the traditional roster linked here for [MetroFA Committees](#) and [University councils and committees](#). Feedback about this process would be welcome.

As a reminder, the [operating procedures](#) for committees are as follows:

- The composition of each committee is listed in its charter which can be found in the operating procedures.
- The role of each committee is listed in its charter. You are expected to know the charge of your committee.
- Each committee shall elect a chair in the first meeting. Please contact Cindy Harley with the name of your committee's chair.
- The first meeting shall be convened by the previous year's chair.
- Each standing committee is to meet at least once a semester. If it seems unnecessary to meet, you are to notify the FA president.
- Only members of a committee appointed by Faculty Council are permitted to vote. Ex-officio members are non-voting
- A standing committee may choose to break into workgroups.
- Members on committees are to attend meetings, participate, and disseminate knowledge to their unit. They are also encouraged to let the FA president know what is being discussed in their committee and to bring pertinent issues to the attention of our membership through the packet.
- **Reminder:** You must be an IFO member to serve on FA committees. If you don't know if you are a member, contact Cindy Harley.

Here is the current roster for

- [Metro FA Committees](#)
- [Metro university committees/councils](#) -- these have a lot of openings see if you may be interested in any or know someone who is.

Run off votes needed for:

- RIGR-- 3 at large rep lots we have the following 4 folks signed up for them
  - Margaret Vaughan (CLA)-- ETHS rep
  - Michelle Palmborg (CNHS)
  - Allen Bellas (CBM)
  - Marisol Brito (CLA)

- Teaching Learning and Faculty Development-- 2 at large reps needed, 3 volunteers
  - Maureen O'Dougherty (CLA)
  - Marisol Brito (CLA)
  - Iresha Premarantha (COS)

**Maureen and Marisol were chosen as the two at-large representatives for Teaching, Learning and Faculty Development.**

- RPAC
  - Our administration stated that given our many questions about the budget and desire to be involved that it would make sense to have a member of the FA exec on RPAC. This will be an additional position on that committee and will be a co-chair of it. Alec Sonstebj volunteers.

#### **D. Statewide and Minnstate Reps**

1. Indicate your interest in IFO Statewide/Minnstate Opportunities by emailing Cindy at [Cindy.Harley@metrostate.edu](mailto:Cindy.Harley@metrostate.edu)
    - a) Student Affairs and Enrollment Management
    - b) Course Resource Affordability
    - c) Teacher Education (grad)
    - d) LGBTQ+ caucus
    - e) Faculty of color caucus
    - f) Academic Affairs
    - g) Salary Equity
    - h) Contingent appointments committee, fixed term representative
- (1) CFC appoints Ben Maas (FT) and Matt Ryg (CF)

**Motion to support these CFC nominees. Seconded. Approved.**

**Erica Berte volunteered for Academic Affairs.**

- E. Report outside work--** Our administration in consultation with Faculty Issues Committee has created a form for reporting outside work. This form is to be completed by Sept 16th.

**Motion to extend this discussion by five minutes. Seconded. Passed.**

**Motion that FA Council advise faculty to not complete this form. Seconded.  
Motion passed.**

- F. Send PLOS to assessment committee--** The Assessment committee has a dedicated email [assessment@metro.edu](mailto:assessment@metro.edu) (not to be confused with placement testing which is [testing@metrostate.edu](mailto:testing@metrostate.edu)). They are trying to get program level outcomes (PLOS) which are needed for the accreditation process. If you have not already sent yours in, please do so [using this form](#)



**VI. NEW BUSINESS**

**VII. UPCOMING ITEMS (FOR NEXT MONTH'S PACKET)**

- A. LIB: MOTION:** We request that administration investigate payroll problems and expedite corrections for all faculty, including those resident faculty who have not yet been paid for summer chair or extra duty days. PASSED.

**Rationale:** Ongoing pay issues and the slow response are concerning. In at least one unit, the chair and several department members have not yet been paid for extra days worked in July and August. Pay for chair and extra days has always occurred in the pay period in which the days are worked.

- B. LIB MOTION:** Request status update on the University Council "Comprehensive Facilities Planning taskforce." Is this active? When does it end? Does it need new membership? PASSED.
- C. LIB MOTION:** Request status update on the University committee "Parking Committee." Is this committee active? To whom does it report? PASSED.
- D. COS Motion:** IFO requires all information surrounding any proposal to abolish the teaching of lower division courses at Metro State University. Passes.
- E. COS Motion:** IFO requires all information about hiring for FY26 to be communicated immediately. Passes.
- F. CNHS Motion:** The Necessity of Dedicated Office Space for the Minneapolis School of Anesthesia (MSA)  
**Rational:** The CNHS currently has a partnership with the Minneapolis School of Anesthesia to support Doctoral prepared nurse anesthetist. Currently, MSA faculty sit at a different building than their administrative staff. To ensure that our students receive the best possible education and that our faculty can perform their duties effectively it is imperative that we establish dedicated office space. Dedicated office space is essential for the MSA to operate efficiently 4 days

**Motion: Colleges are invited to respond to the August administrative updates in the September cycle. Seconded. Motion passed.**

**Motion to adjourn. Seconded. Approved.**

**VIII. UPDATES FROM ADMINISTRATIVE REPORTS**

**A. Generative AI**

1. [AI Taskforce Status Report](#)-- An update on all the work that was done including best practice recommendations, recommendations for professional development, ethical considerations, policy and procedure recommendations...
2. [Sample syllabus statements on generative AI use](#)
3. [Minnstate Generative AI guidance](#)

**B. [Provost's update](#)**

1. **Academic Program Review:** There is a revised policy/procedure and proposed operating guideline on academic program review. These are heading to PPRC soon
2. Other policies headed in for revision (see list)
3. Update on **Academic Advising Reorganization**-- includes a goal to clarify IFO advising assignments and training for IFO advisors
4. **HLC accreditation** is coming. The provost states that we will need to focus on student and program learning outcomes and curriculum maps. This work is also supported by the PAR process and Annual Program Review
5. Concern over **pre-majors**. The provost would like to discuss pre-majors and in general is opposed to them.

**C. Course Cancellations**

1. [Memo from the provost](#)
2. [Spreadsheet](#)

**D. Reassign time changes**

1. [The provost notes that there have been several changes to reassign time.](#) If these changes are causing hardship please let me know. [Here is a spreadsheet of the changes.](#)

**E. Flexible Workspaces**

1. [Here is how to find flexible workspaces on campus.](#)
2. If you are having issues accessing the workspaces or being able to find a place to work let us know.

**F. Events**

1. [Deadlines for PDGs \(September 13\) and Course Preparation awards](#) (August 19)
2. [Event calendar memo](#)
  - a) [Event Calendar](#)

**IX. REFERRALS TO COMMITTEES FROM PREVIOUS GOVERNANCE CYCLES**

**X. INFORMATION ITEMS**

- A. [Faculty of color welcome book](#)
- B. See the meeting calendar!
- C. Dues start being deducted in Sept for RF October for CF. [Here is where you find your deduction.](#) Fun fact-- we have the lowest duty dates of any union.
- D. Equity Caucus Conveners-- Interested in joining an equity caucus? Here are your local contacts:
  - a. Carolina Fernandez Branson and Robert Wilson for FOCC
  - b. Queen Booker for DAC and WEC
  - c. Megan Brown and Zarah Moeggenberg for LGBTQ+

- d. For information about statewide equity efforts contact Shoumik Bhattacharaya ([shoumik@ifo.org](mailto:shoumik@ifo.org))
- E. Cool opportunities for continuous improvement or service
  - a. Grants: The following are available in the Faculty Downloads section of [my.metrostate.edu](http://my.metrostate.edu).
    - i. **For CF:** Course preparation grant applications due August 19th.
    - ii. **PDGs** are due Sept 13th.
    - iii. **For RF:** 19B funds are allocated to the department. Ask your chair how to access them. For more information look at p. 18-19 of *Faculty Personnel Matters*.
  - b. Learning opportunities through the Center for Faculty Development are [on this list](#).
  - c. Here is the [IFO Faculty of Color Welcome Book](#).
- F. CF receive a stipend for attending orientation events (contact Center for Faculty Development) and for completing the required MinnState training, aka ELM training (the ELM training will be posted soon an email about this will be sent via HR when it is posted). If you attend an event or take a training and do not receive a stipend please contact me. Note it often takes a month or two for them to process stipends.
- G. A reminder of Art 22. Sec B: Among other things, evidence of achievement in each of the five (5) criteria may include activities by the faculty member intended to help close educational equity gaps. Beginning July 1, 2022, faculty should normally propose to engage in such activities with respect to at least one (1) of the criteria.

#### **XIV. IFO FA ANNOUNCEMENTS**

##### **A. Membership Report**

These data are from statewide IFO, not HR. Members are current IFO members.

CF memberships are valid through the next academic year following the Fall or Spring assignment. [For more information regarding CF membership see this document](#)

**Metro State IFO membership numbers as of 08/02/24. Please note slow onboarding in workday has undoubtedly impacted these numbers and folks need to be in the system as an employee to become a member.**

|    | Members |       | Non-members | Faculty without<br>current assignment* | Total |
|----|---------|-------|-------------|----------------------------------------|-------|
| RF | 174     | 88.3% | 9           | 14                                     | 197   |
| CF | 135     | 23.8% | 432         |                                        | 567   |

## IMPORTANT DATES--

- **UPCOMING EVENTS**

SEE ALSO [HTTPS://WWW.METROSTATEFA.ORG/CALENDARS](https://www.metrostatefa.org/calendars)

| Inter Faculty Organization (IFO) Metropolitan State Faculty Association (FA) |                               |                |            |                                              |                                      |                                     |
|------------------------------------------------------------------------------|-------------------------------|----------------|------------|----------------------------------------------|--------------------------------------|-------------------------------------|
| Calendar 2024 - 2025                                                         |                               |                |            |                                              |                                      |                                     |
|                                                                              |                               |                |            | IFO                                          | IFO                                  |                                     |
| Packet Materials                                                             | College/Unit Meetings         |                |            | Faculty Council                              | Pre-Meet & Confer<br>FA Pres & RF VP | Meet & Confer<br>Exec Team          |
| Established by IFO FA                                                        | Established by IFO FA         |                |            | Established by IFO FA                        | Established Jointly                  | Established by Admin                |
| <b>Fridays</b><br>(unless otherwise<br>noted)                                | <b>Thursdays</b>              | <b>Fridays</b> | <b>TBD</b> | <b>Thursdays</b><br>(unless otherwise noted) | <b>Wednesdays</b>                    | <b>Wednesdays</b>                   |
| Due by 4:00 p.m.                                                             | Time & Location per Conveners |                |            | 10 a.m. - noon                               | 11-12 Noon unless noted              | 11:00 am - 12:30 pm unless<br>noted |
|                                                                              | All, except:                  | LIB            | CFC        |                                              |                                      |                                     |
| 08/19/24                                                                     | 08/22/24                      | 08/23/24       | TBD        | 08/29/24                                     | 09/04/24                             | 09/11/24                            |
| 08/30/24                                                                     | 09/05/24                      | 09/06/24       | TBD        | 09/12/24                                     | 09/18/24                             | 09/25/24                            |
| 09/27/24                                                                     | 10/03/24                      | 10/04/24       | TBD        | 10/10/24                                     | 10/23/24                             | 10/30/24                            |
| 11/01/24                                                                     | 11/07/24                      | 11/08/24       | TBD        | 11/14/24                                     | 11/20/24                             | 11/27/24                            |
| 11/29/24                                                                     | 12/05/24                      | 12/06/24       | TBD        | 12/12/24                                     | 12/13/24 (Fri)                       | 12/17/24 (Tues)%                    |
| 01/06/24                                                                     | 01/09/25                      | 01/10/25       | TBD        | 01/16/25                                     | 01/22/25                             | 01/29/25                            |
| 01/31/25                                                                     | 02/06/25                      | 02/07/25       | TBD        | 02/13/25                                     | 02/19/25                             | 2/25/2025 (Tues)                    |
| 02/28/25                                                                     | 03/13/25                      | 03/14/25       | TBD        | 03/20/25                                     | 03/26/25                             | 04/02/25                            |
| 03/28/25                                                                     | 04/03/25                      | 04/04/25       | TBD        | 04/10/25                                     | 04/23/25                             | 04/30/25                            |
| 04/25/25                                                                     | 05/01/25                      | 05/02/25       | TBD        | 05/08/25                                     | 5/8/25 (Thu after 12pm)              | 5/9/25 (Fri)%                       |
| @ 1 week earlier than normal (duty days end )                                |                               |                |            |                                              |                                      |                                     |
| # = 1 week later than normal (spring break)                                  |                               |                |            |                                              |                                      |                                     |
| % = Last duty day of the semester                                            |                               |                |            |                                              |                                      |                                     |
|                                                                              |                               |                |            | <b>2024-2025 Exec Team</b>                   |                                      |                                     |
|                                                                              |                               |                |            | <b>Name (Term Expiration)</b>                |                                      |                                     |
| Fall 2024 Duty Days:                                                         |                               |                |            | FA President                                 | Cindy Harley (06/30/26)              |                                     |
| Spring 2025 Duty Days:                                                       |                               |                |            | Resident Faculty VP                          | Alec Sonstebly (06/30/26)            |                                     |
| <b>Holidays (non-duty days):</b>                                             |                               |                |            | Community Faculty VP 1                       | Emily Oliver (6/30/26)               |                                     |
| Labor Day                                                                    |                               |                |            | Community Faculty VP 2                       | Matt Ryg (6/30/26)                   |                                     |
| Thanksgiving                                                                 |                               |                |            | Secretary                                    | Allen Bellas (6/30/26)               |                                     |
| Winter Break                                                                 |                               |                |            | Treasurer                                    | Ailesa Ringer (6/30/26)              |                                     |
| Martin Luther King Day                                                       |                               |                |            | Rep to Negotiating Team                      | Gary Starr (6/30/26)                 |                                     |
| Spring Break                                                                 |                               |                |            | Statewide Board Rep                          | Scott Cooper (6/30/26)               |                                     |
|                                                                              |                               |                |            | Statewide Board Rep                          | Kathleen Cole (6/30/25)              |                                     |
| <b>Commencement Dates:</b>                                                   |                               |                |            | Grievance Rep                                | TBD (6/30/25)                        |                                     |
| Spring Commencement                                                          |                               | Sat            |            | Disabilities Advocacy Caucus<br>(DAC)        | Queen Booker (6/30/26)               |                                     |
| Fall Commencement                                                            |                               | Sat            |            | CF Caucus Convenor                           | TBD (6/30/25)                        |                                     |
|                                                                              |                               |                |            | Women's Equity Caucus<br>(WEC)               | TBD (6/30/25)                        |                                     |
|                                                                              |                               |                |            | LGBTQ+ Caucus (LGBTQ)                        | TBD (6/30/25)                        |                                     |
|                                                                              |                               |                |            | Faculty of Color Caucus<br>(FOC)             | TBD (6/30/25)                        |                                     |

## SOCIAL MEDIA & IFO WEBSITE:

- Like/follow the Metro State FA Facebook page at: <https://www.facebook.com/MetroIFO/>
- Like/follow the statewide IFO page at: <https://www.facebook.com/Interfacultyorganization>
- Statewide IFO website: [www.ifo.org](http://www.ifo.org)

### ARCHIVES OF MINUTES

- I. The Meet & Confer minutes are *prepared by Administration* and can be found as follows:
  - Go to the Portal link at the bottom of the main Metro web page.
  - In the Personal Tools pane, click the Share Drive Access (S:).
  - Navigate to the following string of folders: Metro then IFO then FY24 Meet & Confer.
- I. College (unit) IFO minutes archived at: [www.metrostatefa.org/MetroFAInfo/Minutes](http://www.metrostatefa.org/MetroFAInfo/Minutes)
- II. IFO FA committee minutes archived at [www.metrostatefa.org/MetroFAInfo/Committees](http://www.metrostatefa.org/MetroFAInfo/Committees)
- III. Additional archives of our Metro State FA minutes available through contacting Cindy Harley.

### COUNCIL MEETING RULES AND INFORMATION

1. Our IFO FA Council meetings are open to our IFO FA *members*. Voting members are dues-paying members and chosen by appointment by our respective colleges and caucuses.
1. Attendance will be compiled by the FA Executive Committee (Exec.) to ensure meeting efficiency. We will not be doing formal introductions.
2. We will always follow Robert's Rules of Order and the FA Operating Procedures.
3. Zoom rules and etiquette:
  - a. Please mute upon entry and stay muted until you are called on to speak. If you have a point of order or other permissible reason, you may interrupt the speaking order with the words "point of order."
  - b. Please use the "raise hand" feature of Zoom to participate in discussion. The Executive committee will do our best to maintain an accurate speaking order.
  - c. Feel free to add a question to the chat.
  - d. Respectful commentary welcome in chat or through the speaking order
  - e. Voting will be verbal unless there is a contested result. If so, we will vote via the Zoom poll feature.
4. Our IFO FA Executive Team will share the screen to allow all participants to follow the agenda easily. The IFO FA Secretary will be taking minutes offline for your review after the meeting.

### Robert's Rules Helpful Information

- [Basic Robert's Rundown](#)
- [Table of motion types and their requirements](#)
- [Helpful Phrases](#)
- [Additional help](#)

**Table of Motions from Robert's Rules of Order**

***S = Second D = Debatable A = Amendable M = Majority***

|                                   | <b>S</b> | <b>D</b> | <b>A</b> | <b>M</b>   |
|-----------------------------------|----------|----------|----------|------------|
| <b>PRIVILEGED MOTIONS</b>         |          |          |          |            |
| Adjourn                           | Yes      | No       | No       | M          |
| Recess                            | Yes      | No (1)   | Yes      | M          |
| Question of Privilege (2)         | No       | No       | No       | Chair dec. |
| Point of Order                    | No       | No       | No       | Chair dec. |
| <b>SUBSIDIARY MOTIONS</b>         |          |          |          |            |
| Table/ Take From The Table        | Yes      | No       | No       | M          |
| Close Debate (call the quest)     | Yes      | No       | No       | 2/3        |
| Limit/Extend Debate               | Yes      | Limited  | Yes      | 2/3        |
| Postpone to a Specific Time       | Yes      | Limited  | Yes      | M          |
| Refer to Committee                | Yes      | Limited  | Yes      | M          |
| Amend                             | Yes      | Yes      | Yes      | M          |
| Postpone Indefinitely             | Yes      | Yes      | No       | M          |
| Main Motion                       | S        | D        | A        | M          |
| <b>INCIDENTAL MOTIONS</b>         |          |          |          |            |
| Appeal                            | Yes      | Yes      | No       | Special    |
| Suspend the Rules                 | Yes      | No       | No       | 2/3        |
| Object to Consideration           | No       | No       | No       | 2/3 neg.   |
| Division of Assembly              | No       | No       | No       | Chair dec. |
| Withdraw a Motion                 | Yes      | No       | No       | M          |
| Parliamentary Inquiry             | No       | No       | No       | Chair dec. |
| Point of Information              | No       | No       | No       | Chair dec. |
| <b>BRINGING BACK A MOTION (3)</b> |          |          |          |            |
| Amend S'thing Prvsly Adopted      | Yes      | Yes      | Yes      | M or 2/3   |
| Rescind                           | Yes      | Yes      | Yes      | M or 2/3   |
| Reconsider                        | Yes      | Yes      | No       | M          |
| <b>MAIN MOTION</b>                | Yes      | Yes      | Yes      | M          |

(1) Is debatable if made while no business is on the floor.

(2) If offered as a main motion, then the rules for main motion apply

(3) Amend Something Previously Adopted and Rescind require 2/3 unless notice has been given