

UNIVERSITY of HOUSTON

STAFF COUNCIL

Meeting Etiquette

Attendance Verification

Post a comment to the meeting chat. It is the SC member's responsibility to verify their attendance records. If meeting in person, please fill out sign-in sheet.

Absences

Notify the Parliamentarian and Staff Council Program Manager that you will be absent. Members are allowed to miss two (2) regularly scheduled meetings within the fiscal year before they will automatically lose his/her position on Staff Council. The Parliamentarian will contact members who are in danger of forfeiture by absence.

Participation and Voting

A quorum shall consist of a majority of all Members, present or not (50% + 1). Neither business nor voting shall occur at a meeting with less than a quorum.

Committee Reports

Each SC member can give a report for the University-wide committee they serve during the "University of Houston Standing Committees" report meeting portion. Council Standing Committee and Ad Hoc Committee chairs will report on their committees.

Parliamentary Procedure

Staff Council meetings follow [Robert's Rules of Order](#).

Other Reminders

- Be on time to meetings as guests speak first
- If meeting virtually, please turn off microphone to reduce background noise.

- Please note, SC General Meetings are being recorded
- Use the [Special Guest Questions Form](#) before meetings to submit questions to our guests or Staff Council
- Review the Meeting Agenda and have it handy
- Familiarize yourself with Robert's Rules of Order
- **Be on Time**
- **Mute** your microphone when you're not talking
- Only Staff Council Members can make Motions and Vote but everyone can speak
- When you have questions or Comments:
Raise your "Hand" and wait to be recognized by the Chair unless it's for Voting or a Procedure call
- Use Microsoft Teams' chat tool for comments and/or questions if you do not wish to speak and read all comments before hitting "submit".
- Identify yourself when speaking if not Introduced

WHEN COMMENTING, DEBATING OR ASKING QUESTIONS

- Listen with an open mind
- Think before speaking
- Stay on Topic and focus on the issues, not personalities
- Avoid questioning motives
- Be polite, respectful and keep it professional
- No Rambling, control tangents, be precise and keep comments and/or discussions to a minimum to allow others to be heard and everyone to Participate
- Ask for clarification if needed
- Speak slowly and clearly
- Speak up so everyone can hear you
- Silence Means Agreement

If you have any questions or comments after the meeting or if we run out of time contact your Division Representative or email is at staffcouncil@uh.edu