

Services and Activities Meeting Agenda

November 17, 2025 – 3:00pm

Members: Chad Stiteler, Chris Eder, Ashley Misanes, Michele Waltz, Ann Butma, Dan Beeson, Sammy Jurneka, Leah Schmidt – McGuire, Jose Alvarez, Chelsea Stickel

AGENDA

- **Call to Order, Declaration of Quorum**
- **Approval of Minutes:** 1st meeting of the year, no minutes to approve
- **Agenda Items**
 - *Introduction/Ice Breaker*
 - *Purpose and goal of S&A*
 - *S&A money game*
 - *Review of last year's funding requests and what was funded*
- **Open Floor**

Executive Meeting Agenda Prepared By:

Ann Butma - Director of Finance

Next Meetings: January 12, 2026, and January 26, 2026.

Here are the basic elements of Robert's Rules:

1. **Motion:** To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that.....") A second motion must then also be made (raise your hand and say, "I second it.") After limited discussion the group then votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in your bylaws.)
2. **Postpone Indefinitely:** This tactic is used to kill a motion. When passed, the motion cannot be reintroduced at that meeting. It may be brought up again later. This is made as a motion ("I move to postpone indefinitely..."). A second is required. A majority vote is required to postpone the motion under consideration.
3. **Amend:** This is the process used to change a motion under consideration. You like the idea proposed but not exactly as offered. Raise your hand and make the following motion: "I move to amend the motion on the floor." This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion. In some organizations, a "friendly amendment" is made. If the person who made the original motion agrees with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment.
4. **Commit:** This is used to place a motion in committee. It requires a second. A majority vote must rule to carry it. At the next meeting, the committee must prepare a report on the motion committed. If an appropriate committee exists, the motion goes to that committee. If not, a new committee is established.
5. **Question:** To end a debate immediately, the question is called (say "I call the question") and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.
6. **Table:** To table a discussion is to lay aside this matter in such a manner that it will be considered later in the meeting or at another time ("I make a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue.") A second is needed and a majority vote required to table the item being discussed.
7. **Adjourn:** A motion is made to end the meeting. A second motion is required. A majority vote is then required for the meeting to be adjourned (ended).

Note: If more than one motion is proposed, the most recent takes precedence over the ones preceding it. For example, if #6--a motion to table the discussion—is proposed, it must be voted on before #3, a motion to amend, can be decided.

In a smaller meeting, like a committee or board meeting, often only four motions are used:

To introduce (motion.)

To change a motion (amend.)

To adopt (accept a report without discussion.)

To adjourn (end the meeting.)

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