👋 Meeting guidelines

Isla Vista Community Relations Committee

Meetings are a great way to hash out thorny and complicated issues together, and to come to a decision that everyone can get behind. Asynchronous methods of communication like Slack, however, are better for quick and uncomplicated updates. (View all of IVCRC's communication methods in 📄 Communication guidelines .)

Attendance is extremely important to us—**if we don't have enough people, we can't pass funding!** That means we let down the nonprofits and organizations who depend on us for money, as well as the rest of the members of IVCRC, who work hard to plan their own projects. Treat IVCRC as the part-time job that it is.

🔍 Location

Our physical meeting location is Pardall Center. The address is as follows:

6550 Pardall Rd
Isla Vista, CA 93117

For more information about the Pardall Center, see 📄 Pardall Center guidelines .

You can also join meetings via Zoom:

- https://ucsb.zoom.us/j/89888335670?pwd=TFpRR3h0YzdnTHhhejBBN1E5QzA4UT09
- Meeting ID: 898 8833 5670
- Passcode: 037663

We prefer folks to be physically present if possible, because we find that that leads to better collaboration and team-building. As an incentive, we offer food at every general meeting to in-person attendees, as well as special prizes like cards, stickers, and IVCRC swag to people who arrive early or on time.

💡 Tips

⌚ Duration and scheduling

Meetings start on the dot.

- If you're late, you're late. Every minute is precious, and we all agreed to meet at a certain time—no earlier and no later.
- We will schedule meetings 10 minutes before they actually start. If you show up within this window, you'll get four things: food early, a chance to socialize with IVCRC members, the chairs' undying gratitude, and a collectible (like an Uno card or an arcade token) that you can use at the end of the quarter to play a game or to redeem for something.

Meetings should last an hour—at most.

- If meetings exceed an hour, that's probably a sign of poor planning or optimization. Your time is important—you are welcome to leave at this point, with or without an explanation.
- Motion to end meetings on the dot, assuming we have not stopped earlier. As this is a motion, it can be defeated if no one takes up the motion, there is no second, or a simple majority of present members prefer to keep going.

Avoid scheduling meetings on Friday if at all possible.

- It's the end of the week, people are tired and ready for the weekend, and many try to keep this day free for their own use.
- Schedule at your own risk—people might just not show up, no matter how much you try to get them to.

Be mindful of everyone's time.

- The chairs will allocate a certain amount of time to each speaking item. If you run out of time, you will need to finish your sentence and yield to the next person. We will come back to you at the end of the meeting if time allows.
- Stay on topic. If you want to discuss multiple topics, make sure to add all of them to the minutes so that the chairs can plan accordingly.
- Focus on what's happening during the meeting. Don't mess around on your phone or laptop, and don't do your homework.
  - If you must have your phone or laptop out (e.g. for taking notes or researching a funding requester), put your phone screen down and put

your laptop screen at a 45-degree angle when someone else is talking—this shows you are giving the speaker your full attention.
- ○ If you have a medical reason for using your phone or laptop, please contact your department chair for an exception.

As chairs, make sure people are being mindful of their time.

- Enforce time limits for each item, even if it really hurts to do so and even if you're worried about seeming rude.
- Be aggressive in returning to the agenda if we're drifting off-topic, even if it's painful to do so.
- Politely ask people to put away their devices and homework if they don't have an exception.

🪜 Order of speakers

Non-chairs should speak first, and chairs and the advisor should speak last. This order encourages regular members to take initiative and stops the chairs from sucking up all the time at the beginning.

The speaking order of non-chairs and chairs should be [randomized](#) every meeting, which prevents unconscious biases from giving preferential treatment to members.

🥗 Quorum

Quorum, defined as 50% + 1 IVCRC members in attendance, is required for votes on motions to take effect. We have 14 permanent student members, so **our typical quorum is 8**.

- Senate and IVTU Liaisons do not increase the maximum for quorum; in other words, they do not raise the ceiling. However, they count toward quorum; in other words, they raise the floor.
- Pearman fellows, if we have any, raise both the ceiling and the floor for quorum.
  - ○ Since we have 14 permanent members, we would need at least 2 fellows before the ceiling for our quorum increases (because math).

👻 Proxies

If you know you won't be free for a [general meeting](#), you must make a good faith effort to send a proxy.

A proxy is someone who attends a meeting on your behalf. They could be a roommate, a friend, a random student you meet—anyone. They will be able to vote on motions and participate in discussions, just like you. Proxies will help us get to quorum and net you some brownie points, which are completely useless except for goodwill.

Sending a proxy doesn't mean you can just kick up your feet and get someone else to do the work for you. Rather, if you send a proxy, you must consult with them after each meeting to catch up on what you missed, and post any unanswered questions you have to Slack. You will gain more from talking with a proxy than from reviewing the minutes alone (which you should still do).

If you have a schedule conflict that prevents you from attending general meetings, try to find a proxy for the whole quarter.

🛼 Motions

We typically conduct motions via a voice vote:

- **Meeting leader:** "Is there a motion to approve $1000 for Organization A's Food Drive?"
- **Anyone in the meeting who supports the motion:** "I motion to approve $1000 for Organization A's Food Drive."
- **Meeting leader:** "Is there a second?"
- **Anyone else in the meeting who supports the motion:** "I second."
- **Meeting leader:** "Seconded by [name]. All those in favor of the motion to approve $1000 for Organization A's Food Drive, say aye."
- **Anyone who supports the motion, including the original motioner and seconder:** "Aye."
- **Meeting leader:** "All those opposed, say nay."
- **Anyone who opposes the motion:** "Nay."
- **If no nays, meeting leader:** "The ayes have it; the motion passes."

If at least one person says "nay," we move to a hand vote:

- We move around the table, and each person votes "yes," "no," or "abstain." If you vote "abstain," you're saying you neither support nor oppose the

motion—that is, you're taking yourself out of both the decision votes and the total votes.

- A simple majority (50% + 1) of "yes" votes is enough for the motion to pass.

If no one says "aye," we invert the motion: "Is there a motion to approve $0 for Organization A's Food Drive?"

We can also motion to table the motion if, for whatever reason, we don't feel comfortable making a decision immediately. This action delays the motion to a future meeting, usually the next.

For whoever's recording the minutes:

- Write down the person who makes a motion and the person who seconds it (e.g. motion/second: Bob/Lob).
- Write down the type of motion and the votes for or against (e.g. voice vote, 10-0).
- For more info, consult the 📄 Minute-taking guidelines .

🪶 General meetings

Once a week for 9 weeks each quarter, you'll meet with the entire committee.

General meetings are a chance for the whole committee to get together and catch up. We get a bird's eye view of what we're all doing and where we're going.

These are the most formal kinds of meetings we have. They require quorum, include proxies, and make use of minutes—that is, an official written record of what happens. We have a template for the minutes:
📄 IVCRC general meeting minutes template 22-23 (new) .

📋 Meeting outline

1. Order food (or ask someone else to do so)
2. Give out candy and Uno cards to people who arrive by 8pm
3. Set up Owl, second screen, and timer
4. Randomize present IVCRC members
5. Call to order
6. Take roll
7. Excuse absences

a. motion
b. second
c. all those in favor, say aye
d. all those opposed, say nay
e. motion passes
8. Accept proxies
9. Chumash land acknowledgement
10. Announce support facilitator
11. Public forum (2m/presenter, 3m/Q&A)
12. Action items (5m/item)
13. Member highlights and vibe checks (2m/person)
14. Discussion
15. Adjournment

🎒 Before the meeting

1. Create a document to record minutes at least a week in advance.

2. Send the minutes to all IVCRC members and ask them to fill it out throughout the week with things related to IVCRC that they've done.
   a. Max 2 minutes per person.
   b. If you have something you want to discuss with the entire team—like a graphic or a project—put it under the discussion section.

3. Post member reports in #ivcrc-reports.
   a. Slackbot will send each team member a form to fill out their report every Monday at 9am. Deadline to fill out the form is the next day at noon.
   b. Include an update for your primary, secondary, and quick tasks (and preferably finish them all).
   c. Members should review everyone's reports before each general meeting and come prepared with questions.

4. Remind members of the meeting the day before.
   a. If you can't make a meeting, notify your department chair 24 hours in advance.
   b. If something unexpected comes up and you don't have that much time, then please just let us know as soon as possible.

5. Get snacks for the meeting, like pizza.
   a. Need to pass funding to reimburse the purchaser during the meeting.

b. Offer public forum members food first.

c. Committee members start eating after public forum ends.

6. Set up the Meeting Owl device for an improved hybrid experience.

7. Distribute rewards to people who arrive early or on time.

⛺ During the meeting

Record everything said and done on the minutes. Use short phrases for speediness.

8. [Randomize present IVCRC members.](#)

9. **Meeting leader:** "I call this meeting to order at 8:00pm."
   a. Alternate between Internal, External, and Vice Chairs for each meeting.

10. **Vice Chair:** Take roll.
    a. Everyone who is present, absent, or excused should be marked as such.
    b. Excused absences are only for people who let us know that they will be absent (need a motion in order to excuse an absence).

11. Motion to excuse absences.

12. Motion to accept proxies.

13. Chumash land acknowledgement:
    a. "Before we begin, we acknowledge that the lands this University was built upon were founded upon exclusions and erasures of many Indigenous peoples, including those on whose lands it is located, the villages and unceded territories of the Chumash people."
    b. See 🗒 About the Chumash and
       📄 Chumash land acknowledgements.pdf for more info.

14. Announce the meeting's support facilitator, who will handle accessibility requests.
    a. The support facilitator is the External Chair if available, or the Vice Chair if not.
    b. People can message the support facilitator with any concerns they have about accessibility during the meeting.

15. Public forum (if non-IVCRC members are present):
    a. 2 minutes for presentation.
    b. 3 minutes for questions and comments.

      c. 5 minutes for committee discussion.

16. Action items:
      a. Discuss.
      b. Motion.
      c. Second.
      d. Vote.
      e. Motion passes.

17. Member highlights and vibe checks (2 minutes per person):
      a. **Member highlight:** Mention one thing from your member report that you posted on Slack.
      b. **Vibe check:** Mention a bad and a good thing that happened to you in the past week.

18. Discussion (if anything)

19. Retrospective (every two weeks):
      a. People can participate either verbally or via an anonymous [Google Form](#).
      b. What's going well?
      c. What's not going well?
      d. How do you feel about where we're going? (great/fine/bad)
      e. Are we as chairs doing a good job supporting you?
          i. How can we support you?
          ii. Where could we be paying more attention?
          iii. What are your goals?
      f. How can we as chairs and team members improve?
          i. How are our communication and leadership skills?
          ii. What should we do more of?
          iii. What should we do less of?
          iv. What should we do differently as chairs?
          v. What should we do differently as a team?

20. Ask for final and forgotten remarks.

21. Motion to adjourn the meeting.
      a. Write down the time that the meeting ended.

🍵 After the meeting

22. **Vice Chair:** Prepare the minutes for publishing.

a. Copy and upload the document to the [AS minutes folder](#) so Senate can approve them at their next meeting.
   b. Publish minutes on the [IVCRC website](#).

23. **Internal Chair:** Remind members who were absent to read the minutes.

24. **Internal Chair:** Update ClickUp and ask department chairs to message members with their primary, secondary, and quick tasks for the week.

25. **Publicity department:** Work together to post a recap of the meeting to social media.

🧩 Department meetings

About once a week, you'll meet with just the members of your department.

The smaller size of the meeting gives you more flexibility and allows you to discuss more specific topics than a general meeting. They're also way less formal, and are a great time to ask questions or for help.

🙂 One-on-one meetings

Once a quarter, you'll meet individually with your department chair. This is a great time (though certainly not the only time) to discuss how things are going, both inside and outside IVCRC, and share how your chair can best support you.

A week before the meeting, your chair will share a personalized agenda with you, containing all of the topics you'll cover. Please add anything else you want to discuss to the doc—it's yours to take and reference throughout the quarter and year.

Questions your chair might ask include:

1. **What would you like to cover today?**

2. **Wellness checks:**
   a. How are your energy levels?
      i. What's energizing you this week?
      ii. What's depleting you?
   b. What can I do to support you?
   c. When was the last time you took a day off to focus on yourself?

d. How are you feeling about your job lately?

e. How are things outside of IVCRC? Is there anything going on in your life that you'd like to talk about?

3. **Individual questions:**

a. How do you like to communicate? Do you prefer chatting via text or Zoom/face-to-face meetings?

b. What's your working style? Do you like working by yourself or with others?

c. What management style works best for you? Would you like more specific instructions at every step or would you prefer to figure things out on your own, then have me give feedback?

d. How do you best learn a new skill? Would you prefer a bunch of instructional materials, like training videos and documents, or do you learn best as you go along (when you actually do it yourself)?

4. **What motivates you to continue working at IVCRC?**

a. How happy are you in your current role?

b. What do you love about your job?

c. What do you not love about your job?

5. **What skills do you have that you think everyone on the board should know or would find helpful?**

a. We can have internal workshops where one member teaches everyone else their skills.

6. **Create a user manual on Google Docs.**

a. How do you like to receive feedback?

b. When in the day are you most focused?

c. How do you approach a big project?

d. Take a personality test and include the results in the user manual.

e. Include responses to other one-on-one questions in the manual.

7. **Performance reviews:**

a. What can we celebrate?
   i. What are your latest successes?
   ii. What challenges have you overcome?
   iii. What tasks have you most enjoyed recently?

b. Which areas need some work?
   i. What challenges are you facing?
   ii. What skills or behaviors do you think you need to improve?

c. How's your workload? Do you need any help from me?

    d. What do you need from me?
        i. What would you like to do next, whether within IVCRC or after you leave?
        ii. What resources do you need?

8. **Management feedback：**
    a. Am I doing a good job supporting you?
        i. How can I support you?
        ii. Where could I be paying more attention?
        iii. What are your goals?
    b. How can I improve?
        i. How are my communication and leadership skills?
        ii. What should I do more of?
        iii. What should I do less of?
        iv. What should I do differently as a manager?
        v. What should we do differently as a team?
        vi. How can I help you enjoy your job more here?

9. **Professional reviews:**
    a. What's missing?
        i. What don't you understand about your role?
        ii. What responsibilities would you like to share with others?
        iii. What training or information do you feel you're missing?
    b. How are you growing?
        i. What have you learned recently in your role?
        ii. What is the biggest lesson you've learned in the past quarter?
        iii. What career goal(s) would you like to work toward next?
        iv. Is there anything you feel like you're missing out on in IVCRC? Would you like to get more involved in some way?
    c. Does the team have your back?
        i. Do you feel welcome?
        ii. Are you experiencing any issues with other team members, whether that's outright disagreement or something like a quiet avoidance?
        iii. Have other IVCRC members helped you recently?
        iv. Who's motivated you to keep showing up at IVCRC?
        v. Which teammate do you learn from the most?

10. **How do you feel regarding the length of this meeting? Is it too short or too long?**

Your chair will then end the meeting with action items, whether professional or personal.