

To: All Student Association Members

From: Kelly Ndizeye, Administrative Council Member

Date: March 29, 2026

Subject: New Meeting Procedures

>Purpose

Effective immediately, new procedures are applied to all student association meetings. These changes are designed to make meetings more organized, more productive, and more respectful for everyone involved.

>Why This Change Is Needed

Currently, our meetings are not as effective as they should be. There is no clear structure, which makes discussions unclear and sometimes unproductive. When attendance increases, especially during important or controversial topics, it becomes difficult to manage the conversation.

As a result, people speak over one another, discussions lose focus, and not everyone gets a fair opportunity to contribute. These changes are necessary to create a more organized and balanced environment where every member has a chance to be heard.

>How Meetings Will Run

All meetings will now follow a clear and consistent structure.

Meetings will begin on time, with the chair opening the session. The agenda will be shared so everyone knows the topics ahead. Only items on the agenda will be addressed unless the group agrees to add additional topics.

Each topic will be discussed one at a time. To speak, participants must raise their hand or use the appropriate signal during virtual meetings. The chair will recognize speakers in order.

Interruptions are not allowed. All comments must be brief and directly related to the topic being discussed.

When a decision is needed, a member will present a motion, and another member must support it before discussion begins. After discussion, a vote will take place, and the majority will determine the outcome.

At the end of the meeting, the chair will summarize key decisions and clearly state the next steps before closing.

>Roles During Meetings

The chair is responsible for leading the meeting, managing time, and ensuring all procedures are followed.

All participants must follow the rules, remain engaged, and respect others at all times.

A note-taker may be assigned to record key points and decisions.

>What Is Expected From You

All participants must arrive on time and remain engaged throughout the meeting. You must follow speaking procedures and respect others' opinions, even when you disagree.

Staying focused on the topic is required. Side conversations and interruptions are not acceptable.

These are not optional guidelines. They are required to ensure meetings run effectively and fairly for everyone.

>What Happens If Rules Are Not Followed

If a participant does not follow the procedures, they will receive a warning. If the behavior continues, they may lose the opportunity to speak. In more serious cases, they may be asked to leave.

These measures are not intended to punish individuals, but to protect the quality and fairness of the meeting for everyone.

>How We Will Apply These Changes

To support these changes, the agenda will be shared before each meeting so participants can prepare. At the beginning of each meeting, the chair will briefly review the procedures.

If anything is unclear, participants are encouraged to ask questions.

The goal is not to make meetings restrictive, but to make them more effective and beneficial for everyone involved.

Final Note

These changes are necessary to ensure our meetings are productive, respectful, and fair. When everyone follows the same structure, discussions become clearer, decisions are made more efficiently, and all members have a meaningful opportunity to contribute.

Your cooperation is expected and appreciated.

References

Robert's Rules of Order | *The official website of Robert's Rules of Order.* (2025, October 6). Official Robert's Rules of Order Website. <https://robertsrules.com/>

National Association of Parliamentarians. (2026, March 29). Home - National Association of Parliamentarians. *National Association of Parliamentarians - Advancing the Principles and Practice of Democratic Decision-making.*
<https://www.parliamentarians.org/>