



MAKING DECISIONS AT MEETINGS

Types of Decisions

Command:

Decision is made by single person or small group who have authority to make the decision.

Consult:

Decision made by a leader after consulting with other members of the group.

Consensus:

Decision made by entire group after everyone has had a chance to express their opinions and concerns.

Ranking:

Members of group rank options in order of preference. Option with highest rank is chosen.

Voting:

Members vote on a proposal. Option with the most votes is chosen.

Terms

Quorum

- Minimum attendance required to conduct business on behalf of a larger group without under-representing the group's membership. What constitutes a quorum varies from one organization to another. Typically defined by governing documents (eg IH Bylaws and Rules for Medical Staff). Simple majority = more than half of the voting members or 51%.
- No quorum means no valid motions until quorum is achieved.

Motion:

- Motions are the ideas presented, discussed, debated, and decided upon in a meeting.

Voting:

- Voting = decision making.
- One question at a time.
- One person, one vote.
- Voting is limited to members in attendance.

Proxy voting:

- A member of a decision-making body delegates their voting power to a representative, to enable a vote in absence.
- Designated person = a "proxy". Person designating a proxy = a "principal".

Anonymous vs Public voting:

Anonymous (individual's vote cannot be identified by their ballot)

- Confidential: Individual votes are hidden.
- Freedom: Participants vote without judgment.
- Protection: Shields against intimidation.
- Independent Results: Reduces herd mentality.

Public Voting (eg hand and voice voting. Both the final result and how each individual voted are visible to everyone)

- Transparent: Both votes and results are visible.
- Analytics: Allows detailed analysis.
- Trust: Builds confidence in the process.
- Risk: Susceptible to external influence

"In-Camera" Discussions:

- "In-camera" a Latin term meaning "in chambers," refers to a private meeting or a portion of a meeting that is restricted to certain members and excludes others. Used to discuss sensitive or confidential matters, such as potential conflicts, legal issues, or financial information.
- Content of an in-camera session should be recorded in separate minutes and only be distributed to those who participated in the session. After their approval they are kept confidential and separately along with any materials considered as part of the "in-camera" meeting.
- A motion must be made to move a meeting "in-camera" and another motion to move a meeting "out of camera."