

Medical Apprenticeship Program

Peer Leadership Council

“A good leader inspires people to have confidence in the leader. A great leader inspires people to have confidence in themselves.” –Eleanor Roosevelt

Peer Leaders will offer ongoing encouragement and support for classmates, by aiding in finding available resources and potential resolution to personal and academic challenges. Peer Leaders will also act as a liaison between class and facilitator in implementing ideas or addressing any challenges in the class.

Twice a month, Peer Leaders will facilitate Council meetings with classmates. Meetings will use Parliamentary Procedure based on Robert’s Rules of Order, to allow the group to operate meetings in a fair and orderly way.

Peer Leaders will coordinate agenda items, and implement procedures that will accomplish the following goals:

- Plan and conduct Council meetings in an efficient and orderly fashion
- Facilitate a collaborative working environment
- Allow equal say and open discussion for all participants
- Allow a democratic process for discussion and implementation of ideas
- Practice Parliamentary Procedures

Planning, communicating effectively, expressing ideas, listening, critical thinking and decision making are all important Life Skills that will be practiced through participation in Council meetings. This practice will allow students to gain a greater understanding of these Life Skills, that will not only be utilized in the school setting, but will translate to other areas of life as well.

Parliamentary Procedure Definitions:

Adjourn	A break or the end of the meeting. The presiding officer will end the meeting by asking "is there a motion to adjourn the meeting?" After hearing a motion, and a second, the presiding officer will call for a vote. At the conclusion of the vote, the president will say "The meeting is adjourned."
Agenda	The agenda is the order of the business meeting. The agenda will be prepared in advanced by the Peer Leadership Council, with input from the class
Aye	"Aye" means yes, during a vote
Call to Order	The Presiding Officer will call the meeting to order by tapping their gavel and saying, "I now call this meeting to order."
Call for a Vote	After an agenda item is discussed, the Presiding Officer will Call for a Vote, to see if the proposed action will be accepted or rejected by the group
Floor	The person that "has the floor" is the only person that has been given permission to speak, by the person facilitating the meeting.
Majority	One more vote than half of the voting members present at the meeting
Minutes	Notes to provide a written record of a meeting, as well as meeting information for members that were not able to attend
Motion	A proposed action to be taken by the group. To begin a motion, a person states "I move that..."
Nay	"Nay" means no, during a vote
Parliamentary Procedure	Guidelines to conduct business meetings in an efficient, orderly and democratic way
Point of Order	A member can interrupt the meeting / debate by calling out "Point of Order", when they believe the rules are being violated in some way. They are calling on the Presiding Officer to make a ruling / enforce the rules
Presiding Officer	The person in charge of facilitating the meeting
Second	After a motion has been made, the presiding officer will ask if there's a "second", meaning is there a second person in agreement with the motion, before the group will move forward with the proposed action

Sample Order of a Peer Leadership Council Meeting

Meeting is Called to Order by the Presiding Officer	The Presiding Officer will call the meeting to order by tapping their gavel and saying, "I now call this meeting to order."
Reading of the Minutes / Acceptance of the Minutes	<ul style="list-style-type: none"> • The Secretary will read minutes from the previous meeting. • The Presiding Officer will ask if there are any changes that need to be made to the minutes • If so, changes will be accepted with a vote • If not, or after changes have been accepted, a motion and second is made to accept the minutes
Old Business	Agenda items that need to be completed from a previous meeting are considered to be Old Business (or Unfinished Business). Each item is brought to the floor by the Presiding Officer, followed by discussion, then a call for a vote
New Business	Agenda items that are brought up for the first time are considered to be New Business. The Presiding Officers / Council Leaders will prepare agenda items for the group to discuss, allowing everyone an opportunity to speak on the topic.
Announcements	Reminders or Announcements for the group made by the
Adjournment of the Meeting	When all business is concluded, the president will say "Is there a motion to adjourn the meeting?" After hearing a motion, and a second, the president will call for a vote. At the conclusion of the vote, the president will say "The meeting is adjourned."

Meeting Minutes

- Club name
- Date, time and place of meeting
- Names of Presiding Officer
- Names of everyone in attendance
- Approval of past meeting minutes with any corrections
- Summaries of Officer's reports
- Motions, with with names of movers and those that seconded each motion
- Results of all votes
- Points of Order raised, with the Presiding Officer's ruling on each
- Announcements
- The time of adjournment
- The signature of the Secretary / person who took minute

Motions

Making a Motion

A motion is a way to introduce a piece of business or suggest a new action to be taken by the group. A member states a motion by stating "I move to..." or "I move that..." There are three basic steps to making a motion, and then for approving or rejecting the motion that is on the floor. The following example demonstrates making a simple motion for consideration by the group.

Motion Steps	What is stated
1) A member of the group makes a motion	"I move that the YMS group will host a booth, offering health screenings at the annual Heritage Month Festival."
2) Another member seconds the motion	"I second that motion" or "Second"
3) The Presiding Officer states the motion, and then asks for discussion by the group	"It has been moved and seconded that the YMS group will host a booth, offering health screenings at the annual Heritage Month Festival. Is there any discussion?"

Voting on a Motion

After allowing for discussion, the Presiding Officer will Call for a Vote by the group. The majority vote will determine if the group will accept or reject the proposed action, as seen in the example below.

Voting Steps	What is stated
1) After the conclusion of discussion, the Presiding Officer will restate the motion and take a vote. Voting can be done by group members saying "aye" or "nay", by a show of hands, or by written ballot.	"We will now vote on the motion that the YMS group will host a booth, offering health screenings at the annual Heritage Month Festival. All those in favor say "aye". All those opposed say "nay". The Presiding Officer will either say "the aye's have it, and the motion is adopted" or "the nay's have it, and the motion fails" depending on the vote of the majority.