

## **Sample Roundtable Constitution**

(as an example of the kind of rules Roundtables may establish)

This constitution is to be reviewed at the beginning of every meeting.

**Mission:** "To enhance the personal and professional lives of our Roundtable members through sharing of experience."

**Quorum:** A quorum is 80% of the number of members in the group.

**Voting:** Decisions are to be made if there is a quorum and if 75% of members in attendance vote accordingly unless otherwise determined by the group by a vote in accordance with standard voting procedure.

### **Roundtable Norms**

1. Punctuality
  - a. Tardiness or early departure of less than 15 minutes counts as a ¼ absence.
  - b. Tardiness or early departure of more than 15 minutes counts as a ½ absence.
  - c. Last person to arrive buys dinner regardless of whether they can attend that dinner. If no dinner at that meeting, the person buys dinner at next meeting.
2. Attendance
  - a. A member who misses two meetings will be dismissed from group.
  - b. A member who misses a retreat will be dismissed from group.
3. There will be no use of mobile phones or PDAs during meetings.
4. Retreats will be held annually with an agenda.
5. All communication will be conducted through e-mail with VACEOs in the subject line.
6. Roles
  - a. Leader – 1 year term. Leader runs meetings and oversees group progress and serves as back-up Liaison to the Administrator. Leader must attend VACEOs Leader training.
  - b. Liaison to the Administrator – 1 year term. Liaison to the Administrator handles the business of running the Roundtable, keeps track of tardiness and absence and serves as back-up Leader.
  - c. Communication Protocol Observer – 1 year term. Observes communication in the Roundtable, and alerts the group when Gestalt Language Protocol is violated.
  - d. Timer – 1 year term. Gives warning and notice as instructed by Leader.
7. Confidentiality  
"Everything that's said in Meeting is confidential, discussion outside Meeting must be declared."

8. Food/Booze
  - a. No drinking before or during monthly meetings.
  - b. No eating during presentations or serious portions of meeting.
  - c. Drinking at retreats is only during designated times.
  - d. Group to intercede when someone goes over board.
9. Group size: 8-10
10. New members must meet unanimous consent of group.
11. Members resigning are to make an exit presentation.
12. Group will follow the language protocol as follows:
  - a. During Presenter's opening segment, Use "I" statements.
  - b. During Q&A, Explain your question before asking it.
  - c. During Summary, Speak from experience – past tense.
13. The Roundtable Experience

"Each member of The Roundtable is responsible for his/her own experience."

  - a. Be the first to share.
  - b. Be proactive when you have a problem.
14. Meeting frequency
  - a. Frequency – No fewer than 10 meetings per year - including retreat, not including socials
15. Presentation Format -- Presenters to be determined one month in advance – Leader to determine exceptions.
  - a. Remind group of confidentiality
  - b. 30 second warm-up
  - c. Presenter indicates in one minute, what he/she expects from the group.
  - d. Leader repeats the presenter's objective ensuring group understanding.
  - e. Presenter describes the situation without interruption in twenty minutes or less.
  - f. Question and Answer period, Leader calls upon members in the order in which they raise their hands (no more than fifteen minutes).
  - g. Summary -- this is where each member of the group gives their relevant experience, that which answers the presenter's objective in two to three minutes. The first person to speak is the person to the immediate left of the presenter. The last person to speak is the presenter. **It is critical that this step is in a strict clockwise order with no interruptions and that there is not interaction or rebuttal after each summary -- the presenter will get the last word.**
  - h. One word close
  - i. Presentation is over.
16. Emergency Meetings  
Attendance if possible. In case of scheduled meeting, Leader makes decision.

## **Roundtable Constitution Template**

**Roundtable Name:** \_\_\_\_\_

**Mission:**

### **Roundtable Norms:**

1. Meeting and Retreat Attendance/Punctuality (In/Out)
2. Confidentiality
3. Food/Booze
4. Group size
5. New members
6. Members resigning
7. Language protocol
8. Responsibility for Experience
9. Meeting format/frequency
10. Presentation Format
11. Emergency Meetings
12. Leader's Term
13. Mobile Phones/Pagers
14. Fiscal Year