TABLETOP ORGANIZATION FOR DATA ANALYSIS (TODA) FORMAL AGENDA

Thursday, January 18h  2018

5:00 PM to 6:15 PM

### **Officers**

● [Name] President

● [Name] Vice President

● [Name] Secretary

● [Name] , Treasurer

● [Name] , Past President

### **Representatives**

### **None.**

### **I. Roll Call - Members present**

Meeting Start Time: 5:06 PM

Motion to Start Meeting Called by: Caleb

Seconded by: Rudolf

Meeting End Time: 6:18 PM

Motion to End Meeting Called by: Caleb

Seconded by: Rudolf

### **II. Speakers**

None.

### **IV. Old Business**

* Fill out empty sections of Constitution. [Constitution is hard coded].
  + Fill out MEMBERSHIP sections of Constitution (i.e., Article III). This is probably where we will spend the next few meetings.
    - Article IV Section I Membership.
      * *We filled in Subsection II Privileges and Responsibilities.*
        + *We provided working definitions of privileges and responsibilities. We defined the documents that provide TODA members with privileges.*
  + Focus on OFFICER sections of Constitution.
    - *We began to focus on the OFFICER sections of the Constitution. We filled out Section 2, Subsection III 3.1, 3.3, and 3.4.*
  + NEXT MEETING: Fill out MEMBERSHIP Subsections, 3.5, 4, 5, and 6 of Constitution.

### **V. New Business**

1. *Review our work from previous meetings. COMPLETE*
2. *Assess strategy for filling sections of constitution. COMPLETE*
   1. *Goals for creating bylaws and constitution.*
      1. *One goal for creating the constitution/bylaws is so that our organization has a structure, and we can refer to the documents to establish a productive environment (e.g., bylaws, officer position, code of conduct).*
      2. *Another goal is to have a system in place to discourage inappropriate behavior (e.g., code of conduct).*
   2. Strategies for creating bylaws and constitution.
      1. We will divide up the work for writing bylaws and constitutions.
         1. *First, we outline all the sections.*
         2. *Then, we assign small, manageable sections to a development members.*
         3. *Each week, the assigned member will draft a subsection no later than 2 days before the next meeting.*
         4. *Before the meeting, all development members will review and then create a list of feedback to discuss during the meeting.*
         5. *During the meeting, a different member will read aloud the drafted subsection and then all member will interrupt, as necessary, to discuss feedback.*
         6. *All major changes must be voted on by a majority vote.*
         7. *Immediately after the meeting ends, the responsibility for drafting the current or next subsection falls on the next member on the schedule. For example, if Person A worked on subsection 1, then Person B will work on subsection 1 or subsection for the next week.*
         8. *Follow steps 1 through 6 for the next person.*
   3. New structure for meetings.
      1. *Rudolf and Caleb voted to extend the meetings by 15 minutes, such that Spring 2018 meetings go from 5:00 PM to 6:15 PM, in order to provide enough time to discuss old business and new business.*
         1. *The first 20 minutes we will discuss old business.*
         2. *The remaining 55 minutes we will discuss new business.*
         3. *Suggestion: set timers to limit discussion lengths, and then vote on whether to continue discussion or table it for next meeting.*
3. Fill out empty sections of Constitution. [Constitution is hard coded].
   1. Fill out MEMBERSHIP sections of Constitution (i.e., Article III). This is probably where we will spend the next few meetings.
      1. Article IV Section I Membership.
         1. Subsection III - Code of Conduct.
         2. Subsection IV - Disciplinary Action.
   2. Fill out OFFICER sections of Constitution.

I. Fill out Subsections, 3.5, 4, 5, and 6 of Constitution.

* 1. Fill out TODA ORGANIZATION Structure.
  2. Review Article III Authority, which defines all the powers that the constitution and any other article would have.

1. Review, discuss, and then vote on whether we want to add or subtract any sections of Constitution.
2. Look at all light berry-red text and decide how we want to revise for TODA.
3. Discuss membership dues.
4. Discuss membership due structure.
5. Decide number of meetings we will have per year.
6. Consider the Monday meetings times. Maybe later in the day. (See Announcements).

### **VI. Announcements**

1. Next meeting will be decided by a poll. We will decided whether we have the meeting.
2. We will also decide in a poll the best meetings to increase turnout.

### **VII. Public Comment**

None.

# November 20, 2017

## Agenda

* Meet at Group Study Room 1291 in Lied Library (DONE)
* Review and discuss privileges and responsibilities to give to members
* Review the Member qualifications section: Caleb will have looked at other constitutions to
* Review and discuss Officers: which positions we will have and what duties they will serve, and Officer Qualifications
* Time permitting: Wording the constitution

## Minutes

Start time: 3:42 PM

Members Present: Rudolf Jovero, Aaron Winkler, Caleb Picker, Salina Kibreab (dialed in from Facebook Messenger video chat)

1. Review the Member qualifications section: Caleb will have looked at other constitutions to
   1. What is the definition of a Member?
2. Review and discuss privileges and responsibilities to give to members.

3. We need to create an organization system for our documents.

4. We have decided to first work on the Constitution rather than the Bylaws. The Constitution is the structure and framework of TODA. We need a framework before we can build the organization.

Next Meeting:

1. Fill out empty sections of Constitution.
   1. Fill out MEMBERSHIP sections of Constitution (i.e., Article III). This is probably where we will spend the next few meetings.
   2. If finish Membership sections are finished, then we focus on OFFICER sections of Constitution.
   3. Then we focus on the TODA ORGANIZATION Structure.
2. After we fill in all sections of the Constitution, we decide whether we want to add or subtract any sections of Constitution.
3. Look at all light berry-red text and decide how we want to revise for TODA.
4. Discuss membership dues.
5. Discuss membership due structure.
6. Decide number of meetings we will have per year.

Final Comments/Announcements:

Next meeting will be November 27, 2017 at 3:30 PM in Lied Library Room 1292.

Motion to Dismiss: Caleb firsts, Aaron seconds

Meeting ended at 5:16 PM

# November 27, 2017

## Agenda

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   2. If finish Membership sections are finished, then we focus on OFFICER sections of Constitution.
   3. Then we focus on the TODA ORGANIZATION Structure.
2. After we fill in all sections of the Constitution, we decide whether we want to add or subtract any sections of Constitution.
3. Look at all light berry-red text and decide how we want to revise for TODA.
4. Discuss membership dues.
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6. Decide number of meetings we will have per year.

## Minutes