

C216-M29: Effective Board Governance

Course Format: Online

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Course credits: 14 CEUs

Prerequisites: None

Course Description: This course is designed to provide procedural tools for those individuals who work on a board of directors. In this course, we will be learning how to maintain an organized atmosphere when it comes to deliberations and decision-making on a board of directors. We will be talking about how to present proposals for action (motions) and how to amend the proposal and even how to modify the process itself as a board would seek to examine the proposal. We will also be talking about the different types of governing documents of which a board of directors needs to be familiar. We will also discuss the varying scopes of authority and responsibility that a board would exercise as based on the uniqueness of the organization that the board serves. Finally, we will be looking at the accountability factor that is attached to working on a board of directors. It is our desire to see you become a more effective member of a board of directors as you work through the content of this course, and we are going to do everything we can to help you accomplish that goal.

Required Course Materials

Textbook

- Robert, H. M., Honemann, D. H., Balch, T.J. (2011). Robert's Rules of Order, Newly Revised. 11th Ed. Philadelphia, PA: Da Capo Press. ISBN-13: 978-0306820205
- Robert, H. M., Honemann, D. H., Balch, T.J. (2001) Robert's Rules of Order Newly Revised In Brief, 2nd Ed. ISBN-13: 978-0306820199
- NAP on Board Governance
 - A PDF copy is provided to you within your course

Hardware

- You will need a webcam, speakers and a microphone. You will complete your exams through an online proctor, requiring all three components.

Course Learning Objectives

- Recognize the difference between an organized and an unorganized session of deliberations.
- Describe the value the work of a board of directors brings to an organization.
- Effectively introduce a main motion and possible amendments to it.
- Properly process a main motion by utilizing secondary motions.
- Articulate the importance of respectable conduct during a business meeting.
- Implement the voting process in a business meeting.
- Relate the place that governing documents have in a business meeting.
- Utilize the content of the governing documents during a business meeting.
- Explain the various aspects of board authority.
- Explain the various levels of board accountability.
- Explain the significance of the accountability and authority of the individual board member.

Course Overview

Effective Date 07/01/2019
Last Modified 07/01/2019

UNIT #	UNIT TOPIC	EVALUATED ACTIVITIES
1	Effectiveness of Parliamentary Procedure	• Essay
2	The Board of Directors as a Managing Body	• Essay
3	The Basics of Procedure in a Business Meeting	• Quiz
4	Secondary Motions	• Quiz
5	Proper Conduct of a Member	• Essay
6	Voting	• Midcourse Exam
7	Governing Documents	• Essay (4)
8	The Accountability of the Board of Directors	• Essay (3)
9	The Oversight of the Board of Directors	• Essay
10	The Accountability of the Individual Board Member	• Essay • Final Exam

Evaluation Methods

Your final grade will be based on your performance on the following:

- 1) Essays (60%)
- 2) Quizzes (20%)
- 3) Midcourse Exam (10%)
- 4) Final Exam (10%)

Essays (60%)

Having read the material, answer the essay question in your own words, demonstrating that you understand the concepts.

Quizzes (20%)

In order to be able to use the rules of deliberation, one must be able to remember them. The quizzes are intended to provide a check on how well you remember the information that you read.

Midcourse Exam (10%)

The midcourse exam will reference material from module one through module six. It will consist of multiple choice and True/False questions.

Final Exam (10%)

The final exam consists of True/False and Multiple choice questions. It includes a scenario that will be the basis for some of the questions. The exam is comprehensive and will reference material all the way back to module one.

Exam Method: Online with Proctoring

This course requires all students to complete exams online with a proctoring service. Students receive one attempt on each exam.

Online exam proctoring policies can be found on our Web site:

- Proctoring information: <https://il.wisconsin.edu/current/examity.aspx>

If you have questions about examination procedures, contact Student Services at il@uwex.edu

Grading Scale

The following grading scale is used to evaluate all course requirements and determine your final grade:

A = 93–100	B = 83–87.9	C = 70–77.9	D = 60–69.9
AB = 88–92.9	BC = 78–82.9		F = Below 60

Pass/Fail Option

Students who enroll in an Independent Learning (IL) course under the pass/fail option will receive a final grade of S in place of a final grade equivalent to an A, AB, B, BC, or C and a final grade of U in place of a final grade equivalent to a D or F.