

discussing and guiding group decision making. For purposes of Hartnell, we strive to ensure basic standards will be followed in all council meetings.

**Before council meeting begins, be sure the following has occurred:**

- Quorum has been established- Quorum implies that a majority of the council members are present (either face-to-face or online). Majority is 50% +1 of the membership.
- The meeting facilitator has been established- This individual will transition the meeting from introduction to execution of the agenda.

**Basics of meeting**

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