

Meeting Management

How to hold effective meetings

Pre-meeting Planning

- The leader's mindset
- Plan, Plan and Over Plan
- Communicate the Plan
- The meeting
- Encourage participation
- Identify the unexpected

Leader's Mindset

- Your meetings are a reflection of you.
- Committee members are volunteers.
- The Big Picture is always in the forefront.
- Manage the environment
 - Open vs. closed minds
 - Allow discussion but don't let it drag on.
 - Validate each member and their ideas.
 - Hear each voice – encourage participation.
- Diversity is healthy – both ideas and people
- The unexpected is normal - Be prepared not frazzled.

Plan, Plan and Over Plan

- Identify your meeting goals
- Who is your committee? What are their talents
- Create the agenda – use input from committee
- Identify the environment, set-up & equipment
- Plan for the unexpected

Communicate the Plan

- Create a contact list of committee members
- Send a welcome email before 1st meeting
- Communicate the committee goals & big picture
- Identify 1st committee meeting date and location
- Give sufficient notice when scheduling meetings
- Send an agenda ahead of time.
- Send minutes well in advance of subsequent mtgs

The Meeting

- Create the environment; manage it.
- Clear your calendar 30 min on both sides
- Arrive early
- Start and end on time.
- Thank the committee for their time.
- Review the agenda, the process, action items and desired outcomes
- Use Robert's Rules.

Managing the Environment

- Listen, validate and return to the topic
- All ideas should be heard
- Talk about ideas and concepts, not people.
- Do not take things personally.
- Avoid emotional responses.
- Avoid getting “stuck in the weeds”.
- Always return to the Big Picture.

Managing the Environment

Dealing with disruptive personalities:

- Dealing with the Monopolizer
- Dealing with the Confuser
- Dealing with the Complainer
- Dealing with the Chronically Late

The Monopolizer

Characteristics:

- Quick to offer opinions on everything
- Enthusiastic and energetic
- Need to be heard on every issue
- Make it difficult for others to contribute

The Monopolizer

Solutions:

- Thank them for their input but let them know you need to give others a chance to respond.
- Be careful not to embarrass them.
- Encourage input from others by calling on them and asking for their opinions.

The Confuser

Characteristics:

- They often have good ideas and useful input but can't clearly articulate their ideas.
- They often have difficulty getting others to understand exactly what they mean

The Confuser

Solutions:

- Thank them for their input
- Repeat their idea, rephrasing it to make it understandable without changing its meaning.

The Complainer

Things they say:

- This will never work – we already tried it a few years ago.
- We've always done it this way.
- Why do we have to make all these changes?

The Complainer

Solutions:

- Tell them you'd be happy to discuss the issue with them later.
- If possible, reword their concern and offer reasons why these new ideas could work now
- Remind them you have an agenda to cover and you want to respect everyone by finishing on time.

The Chronically Late

Characteristics:

- Always arrives late to meetings and then often makes an “entrance”.
- Needs to be noticed.
- May be over committed – has too much going on.
- Does not respect the time commitment of others.

The Chronically Late

Solutions:

- Always start and end your meetings on time.
- Ask those arriving late to stay after the meeting so you can fill them in on what they missed.
- Do not waste the group's time by going over issues that the late arrivers missed.

The Chronically Late

More Solutions:

- After the meeting, privately let them know that everyone's busy and then ask them to try to be more considerate of their time.
- If they are an officer, let them know that they should set an example by being on time.

Other Difficult Situations

- Dealing with a “hot” emotional topics – ask for logic and avoid any emotion yourself.
- If speaker doesn’t show up – be ready with a back-up.
- If committed assignments are not completed – advise them privately that they are expected to complete their assignments as promised.
- If meeting is running short on time – table the discussion until the next meeting.

Robert's Rules

Basic meeting protocol:

- Elect a chair to run the meetings and secretary to take the minutes.
- Establish a Quorum – a minimum number of members who must be present; if that number is not established, it is a majority – i.e. more than half the members.
- Establish an agenda; follow standard order of business –
 - Meeting called to order
 - Read and approve the minutes
 - Reports of officers
 - Reports of committee chairs/sub-committee chairs
 - Unfinished business
 - New business
 - Meeting adjourned

Robert's Rules

Making a Motion:

- To make a motion, after obtaining the floor, say “I move that”. Do not say “I motion that”.
- When a motion has been made, it must be seconded in order to be considered – to second a motion, simply call out “second”.
- The chair then “States the Question”/restates the motion saying “It is moved and seconded that” repeating the motion word for word.

Robert's Rules

Debating the motion:

- Who speaks first?
 - A member can establish entitlement to the floor by rising first after it has been yielded.
 - A member CANNOT establish entitlement to the floor by rising BEFORE it has been yielded
- Common Exceptions
 - Maker of motion has a one time preference
 - Someone who has not yet spoken has preference
 - Try to alternate between supporters and opponents

Robert's Rules

Call for the Question:

- To close the debate, a member may “Call for the Question” or say “I move the previous question.”
- If a member calls out “Question” or “Vote” without first seeking recognition and obtaining the floor, this is out of order and will not qualify to stop the debate.
- Prior to beginning the debate, input and time limits can be established to prevent lengthy comments or repetitive input by the same person

Robert's Rules

Amendments:

- There are three types of simple word change amendments:
 - Adding or inserting words
 - Striking out words
 - striking out and inserting words

There are also three types of paragraph change amendments
inserting or adding a paragraph

Striking out a paragraph

Substituting a paragraph

An amendment to a main motion may itself be amended by a secondary amendment

Robert's Rules

Making an amendment:

- After being recognized by the chair when no one else is talking, you may propose your amendment
- It must be clearly stated so that the secretary can make a correct note of it.
- Once it has been stated, it must be seconded by someone before the debate can begin.
- The chair then states the amendment, gives the main motion as it would read if the amendment were adopted and once again clarifies what will be voted on

Robert's Rules

Enforcing the rules:

- Point of Order:
 - Any member may call the attention of the chair to a violation of rules by standing and calling out “Point of Order”.
 - The chair will then ask that member to state her point and decide whether or not it is a valid point, advising the committee accordingly.
- Appoint a Parliamentarian:
 - The chair should appoint a parliamentarian if possible.
 - The parliamentarian should advise the chair regarding points of order and parliamentary inquiries, and generally provide advice on conducting the meeting according to the rules.

Have a Great Year!

- Make your meetings effective, well-organized and productive.
- Remember – everyone's time is valuable. Don't waste it.
- Have a great year!