



How to Run an Effective Meeting

Presented by: Tony Morea

Planning Effective Meetings

- ◆ If you pay attention when planning your meeting, you can avoid the "meeting killers" like:
 - Wasting meeting time
 - Wasting people's time
 - Boring meetings that go nowhere
 - Meetings for meeting's sake
- ◆ Decide who needs to be there
- ◆ Plan with others
- ◆ Good agendas count



Time Management

- ◆ **One of the most difficult related tasks is time management -- time seems to run out before tasks are completed. The biggest challenge is keeping momentum to keep the process moving.**
- ◆ **You might ask attendees to help you keep track of the time.**
- ◆ **If the planned time on the agenda is getting out of hand, present it to the group and ask for their input as to the best way to resolve it. Table or stay.**



Keep The Meeting Focused And Moving

- ◆ Gather information at the meeting from your audience.
- ◆ Let the people present the content; you guide the process.
- ◆ Acknowledge and reinforce constructive contributions.
- ◆ Use the agenda to stay on track.
- ◆ Keep the group aware of where you are in the process.
- ◆ Periodically summarize key points and ask for agreement.
- ◆ Help the group reach consensus and reach conclusions.



Opening Meetings

- ◆ **Always start on time; this respects those who showed up on time and reminds late-comers that the schedule is serious.**
- ◆ **Welcome attendees and thank them for their time.**
- ◆ **Review the agenda at the beginning of each meeting, giving participants a chance to understand all proposed major topics, change them and accept them.**
- ◆ **Note that a meeting recorder if used will take minutes and provide them back to each participant by the next meeting.**
- ◆ **Clarify roles in the meeting. (Officers/Committee Chair)**



Agenda

- ◆ **Call to Order**
- ◆ **Pledge of Allegiance**
- ◆ **Roll Call**
- ◆ **Reading and Approval of Minutes**
- ◆ **Reports of Officers and Standing Committees**
- ◆ **Unfinished Business**
- ◆ **New Business**
- ◆ **Announcements**
- ◆ **Adjournment**



Call to Order, Roll Call, Meeting Minutes

- ◆ Chair calls the meeting to order (**I call this meeting of the EBSU class to order**)
- ◆ Recite the Pledge of Allegiance
- ◆ Chair calls for the Roll Call (**Will the Clerk please take roll?**). The Clerk verbally calls each members name. The member responds Present.
- ◆ Chair requests that the Clerk publicly reads the minutes (**Will the Clerk please read the minutes from the last meeting?**)



Correct Minutes, Approve Minutes

Approval of Minutes

- ◆ At each meeting, review minutes from prior meeting
- ◆ Allow for corrections
- ◆ Motion should be made to accept the minutes into record
- ◆ Vote minutes into record



Officers Reports, Standing Committee Reports

- ◆ Chair calls for reading of reports by Officers. After each report, it is customary for the Officer (or Chair if he has regained the floor) to ask the assembly if there are any questions.
- ◆ At any point, any one in the assembly can make a motion based on something that has been said in the Officers report (e.g. committees)
- ◆ Same for standing Committees



Unfinished Business

- ◆ **Chair calls for any Unfinished business from prior meetings by immediately stating the orders of business individually as listed on the agenda.**
- ◆ **After discussion and voting, the Chair announces the resolution (Passed, tabled or lost)**



New Business

- ◆ Chair calls for any New Business (**Is there any new business to be discussed?**).
- ◆ If there are new issues to be discussed, a member should obtain the floor by raising his/her hand or standing up.
- ◆ The Chair will recognize the members in order and the member can offer the new business (**I move that we discuss New Business issue.**)
- ◆ The issue requires a second, and a vote, or a table countermotion can be presented.



Announcements

- ◆ **Chair calls for any announcements. A member can obtain the floor and, after recognized by the Chair , can offer his/her announcement.**
- ◆ **The announcement should also be listed on the minutes for the following meeting.**



Adjournment

- ◆ **Always end meetings on time and attempt to end on a positive note.**
- ◆ **At the end of a meeting, review actions and assignments, and set the time for the next meeting**
- ◆ **Chair then calls for adjournment. Adjournment requires a second and a vote.**
- ◆ **Normally this can be taken with an Aye/Nay verbal vote rather than role call.**
- ◆ **Chair bangs that gavel and the meeting is closed.**



Questions?





Roberts Rules of Order

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What are Roberts Rules of Order?

- ◆ A set of rules prescribed by Henry M. Robert III used to conduct meetings and formal congregations with organization and fairness to all participants.
- ◆ Also known as Parliamentary Procedure.



Some definitions

- ◆ **Agenda - A formal schedule of activities for a meeting**
- ◆ **Quorum - A majority of members in attendance at a meeting**
- ◆ **Moderator/Chair / Chairman - Individual that presides over a meeting**
- ◆ **Floor - Right to speak within the group obtain the floor, yield the floor**
- ◆ **Motion - A formal proposal by a member in a meeting for the group to take certain action (I move that)**



More definitions

- ◆ **Adjourn - Close a meeting (move for adjournment)**
- ◆ **Table - To hold a motion from a vote until a determined time**
- ◆ **Debate - To discuss opposing sides of an issue**
- ◆ **Recess - A break in deliberations (can be during or after a regular session)**



Voting

- ◆ **By voice Aye/Nay**
- ◆ **By roll call Each member called, says Yes/No**
- ◆ **By general consent Chairman says If there is no objection**
- ◆ **By division Instead of Yes/No, member raises hand or stands**
- ◆ **By ballot Slip of paper, secrecy**



Common Voting Practice

- ◆ **Chair repeats the question at hand and requests a vote**
- ◆ **All in favor? All opposed? Abstentions? Clerk counts each**
- ◆ **Chair announces results of the vote**
- ◆ **In order for a vote to pass, it requires a majority vote of quorum**



Common Motions

- ◆ **Call to a vote**
- ◆ **Adjourn**
- ◆ **Amend a prior motion**
- ◆ **Table**
- ◆ **Refer to committee (for more information)**
- ◆ **Limit discussion (limit number for and against, and time)**



How are Motions Presented?

- ◆ Obtain the floor
- ◆ Wait until the last speaker has finished, address the chairman, wait until the Chair recognizes you
- ◆ Make your motion
- ◆ I move _____
- ◆ Wait for someone to second the motion
- ◆ Another member will second your motion, or the Chair will call for a second



How are Motions Presented?

- ◆ If there is no second the motion is lost
- ◆ The Chairman states the motion
- ◆ It has been moved and seconded that we
- ◆ There may be debate on your motion
- ◆ The Chairman presents the question for a vote
- ◆ It has been moved and seconded that we _____ All in favor? Opposed? Abstentions? Motion _____



Questions?

