



WELL-RUN MEETINGS

EDUCATION SESSION 2018

4 DECEMBER 2018

AGENDA

1. Session Objectives
2. Purpose of Meetings
3. Target: Good Meetings
4. Planning Good Meetings
 - Rules and Guidelines
 - Before, During and After Meetings
 - All About Motions
5. Session Outcomes and Your Next Steps



1. SESSION OBJECTIVES



OUTLINE GOOD MEETINGS
PRACTISES



ENCOURAGE GOOD
PRACTISES



OPPORTUNITY TO ASSESS
YOUR MEETING PROCESSES

2. PURPOSE OF MEETINGS

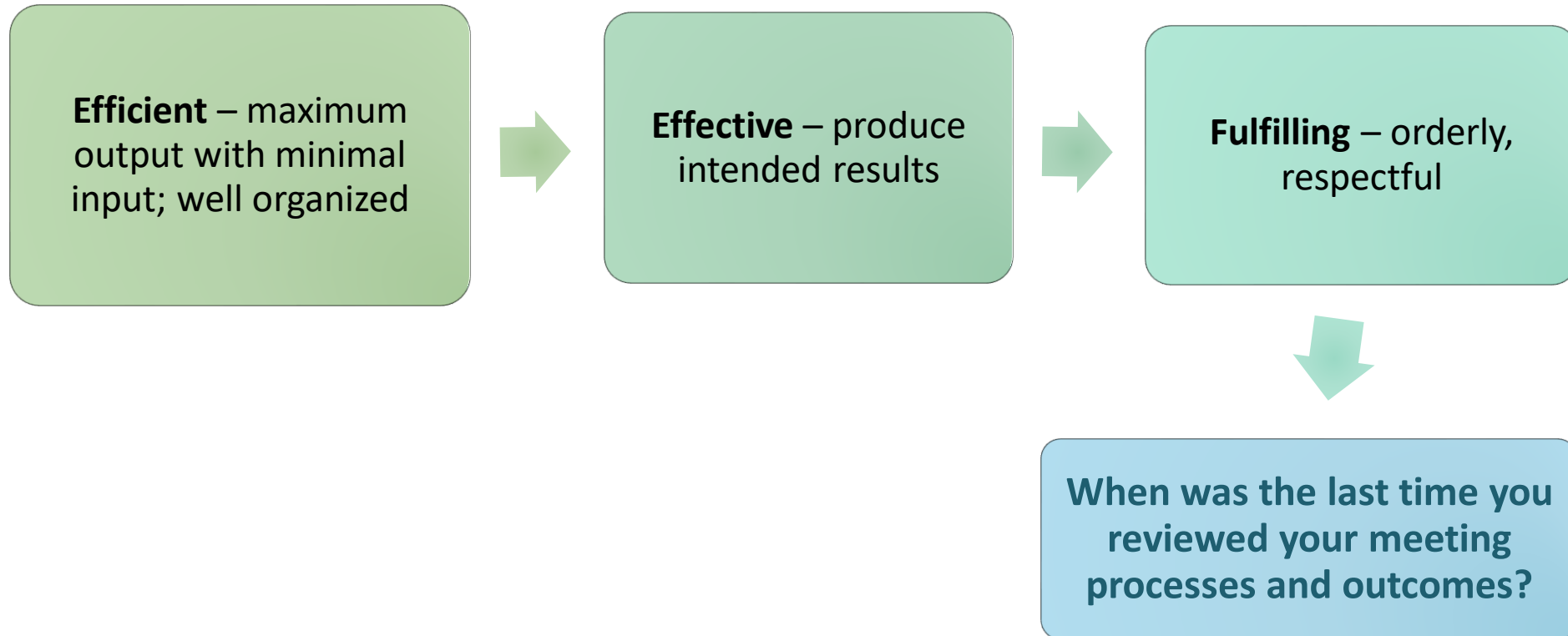
An official gathering of members in one area to transact business for a period of time without interruptions.

- Roberts Rules

Types of Meetings:

- Board meetings
- Committee meetings
- Management meetings
- Board chair and CE)/ED meetings
- In camera meetings
- AGM's





3. Target: Good Meetings

4. Planning Good Meetings



Best meetings are planned meetings



Decide how you want your meetings to run, put your goals in writing



Use/develop meeting rules or guidelines to ensure that meetings are a very good use of time and resources.



THE COMMON RULES AND CUSTOMS
FOR **CONDUCTING BUSINESS** IN
ORGANIZATIONS AND ASSEMBLIES



RULES GOVERNING **THE ORDERLY,
EXPEDITIOUS AND EFFICIENT
TRANSACTION OF BUSINESS** AND
MEETINGS AND CONVENTIONS.



WITHOUT RULES, THERE
WOULD BE INJUSTICE AND
CONFUSION.

Roberts Rules

→ Before meeting planning

💬 During meetings

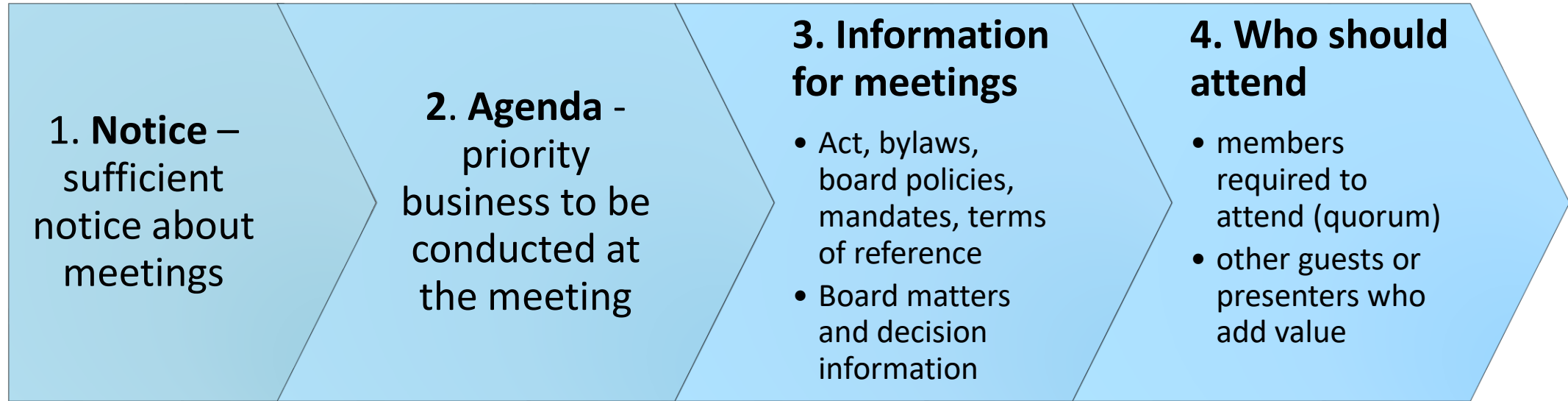
🕒 Following meetings

🕒 **Efficient** – maximum use of time

😊 **Effective** – good outcomes

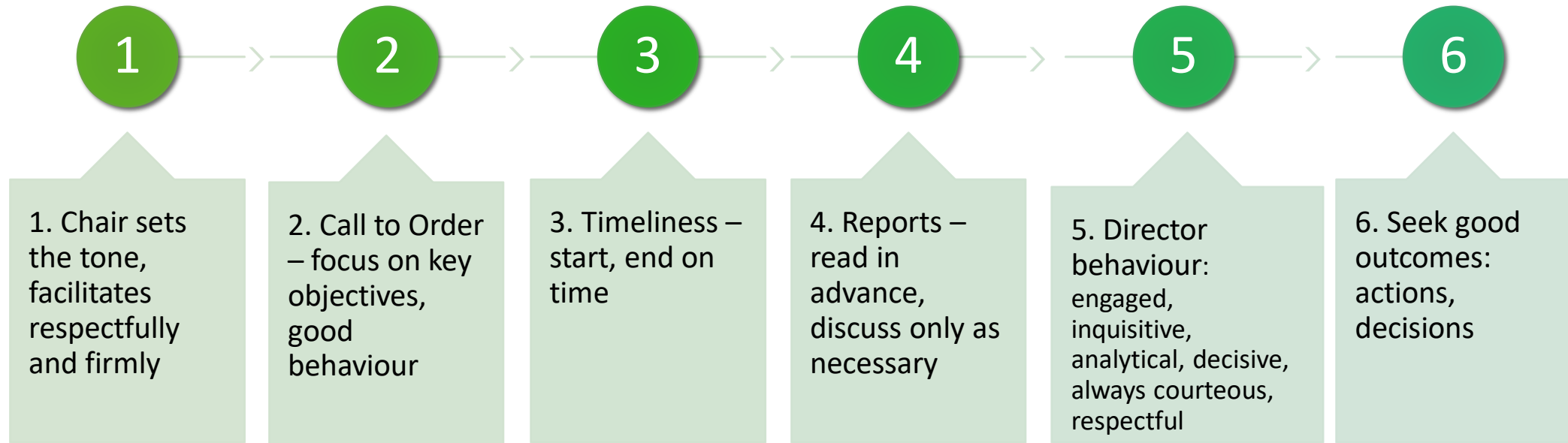
👍 **Satisfying** – orderly, respectful


ASSESS YOUR MEETING PLANNING



Setting up Meetings

During Meetings





Motions – the path to action/decisions

Motion: a proposal by a member to take a particular action

Resolution: a motion that has been approved.

All members have equal rights, privileges and obligations

- one motion at a time
- one speaker at a time
- ensure closure
- Chair oversees process

Kinds of Motions

1. Main motion

2. What you can do with or about main motions:

- I. Amend
- II. Table/postpone
- III. Manage behaviour

Motion (parliamentary
procedure)



Handling Main Motion

MAKING A MOTION

Member/Mover:

1. I move that we do this: _____
2. Secunder: that idea is worth discussing
3. Discussion:
 - Mover can speak to reason for the motion
 - Invite comments, discussion, debate

IF THINGS GO SMOOTHLY

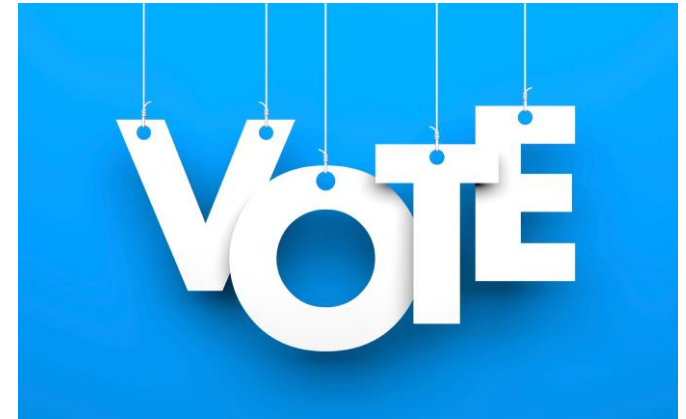
Chair:

- I hear a consensus forming.
- The motion reads as follows:

- Are you ready for the question?
- Call for vote
- The motion has been passed.

A word about voting

- **Voting thresholds:**
 - Simple majority more than half
 - Supermajority – 2/3
- **Voting options:**
 - yes; no; abstain (only if critical conflict of interest)
- **Tie vote** – majority not reached, motion fails
- **Chair** does not have casting/extra vote



Amend –
change words,
but not intent
of the main
motion

Table/postpone

- **Table** discussion until later in the meeting
- **Postpone** discussion to another meeting
- **Postpone** in order to get more information
- **Refer** to a committee

Other Ways to Handle Motion1

Other ways to handle a motion2

Manage behaviour motions:

- Call for the question/previous question – it is time to make a decision
- Limit debate – limit the amount of time for each speaker
- Question of privilege – manage violation of rights of member rights
- Call for the order of the day – focus on the agenda item at hand
- Call for recess – we need a break
- Call to adjourn – time to end the meeting



Follow Through on Meetings



1. Action Plan – what, who, when
2. Minutes
3. Linkage
4. Monitoring matters
5. Meeting evaluation

Sense of fulfillment/accomplishment?

5. Session Outcomes

Did we accomplish our objectives?

Assessment of your meetings: efficient, effective, fulfilling?

Your next steps: What more can you do to boost your meetings?



BOARD
Dynamics

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