

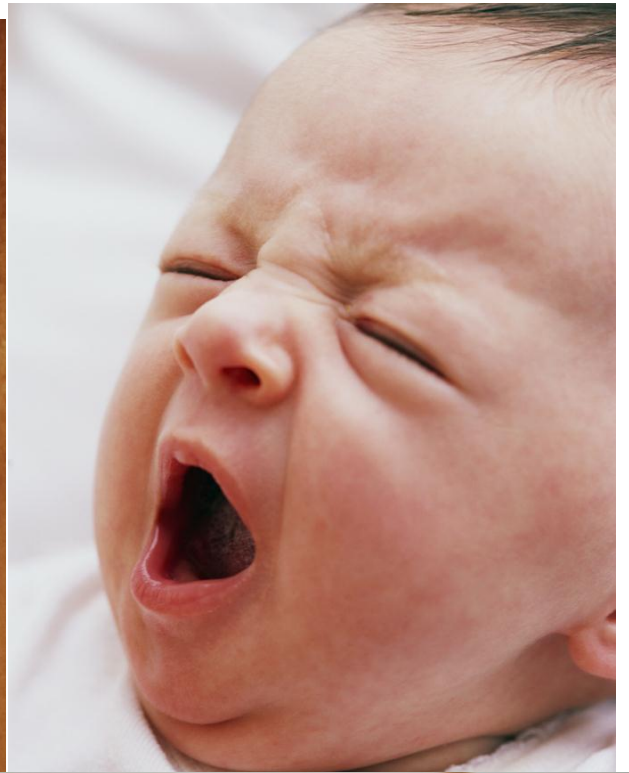
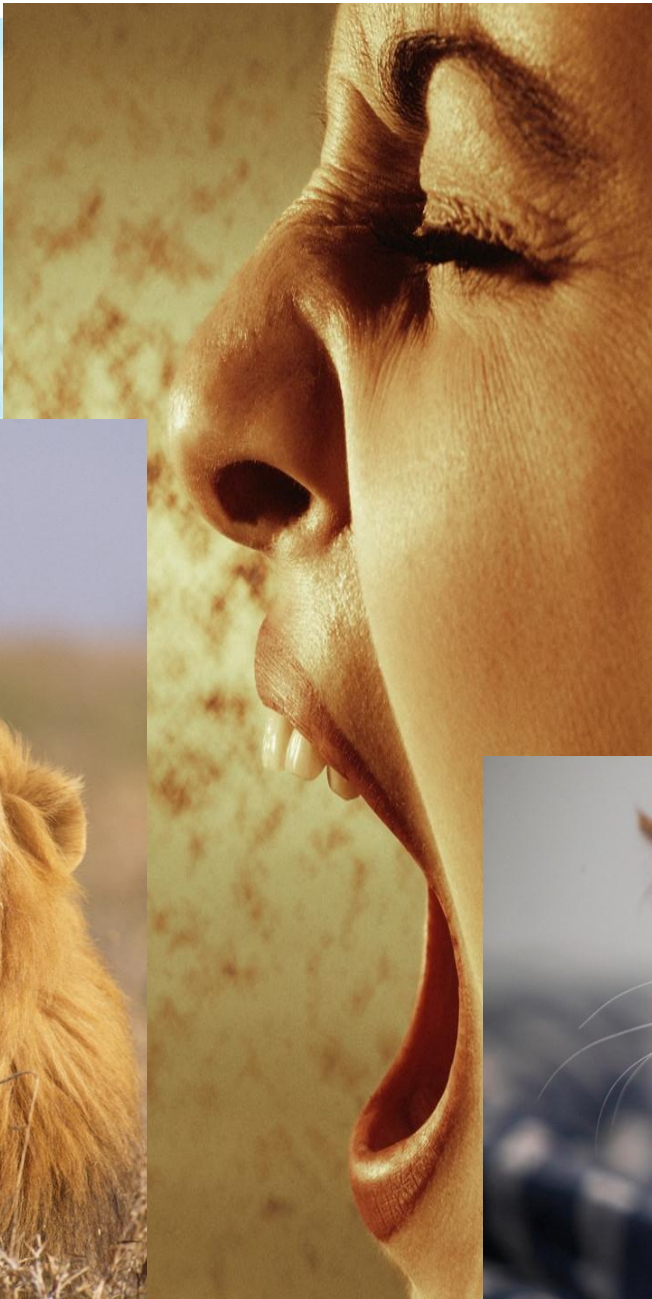


Effective Meetings

Deborah Walsh
July 16, 2011

Your Choice

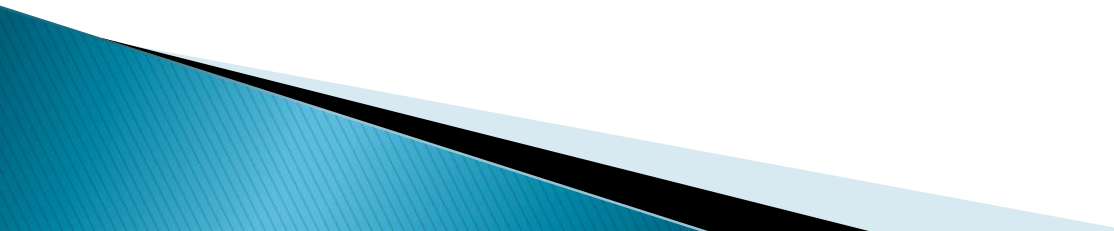




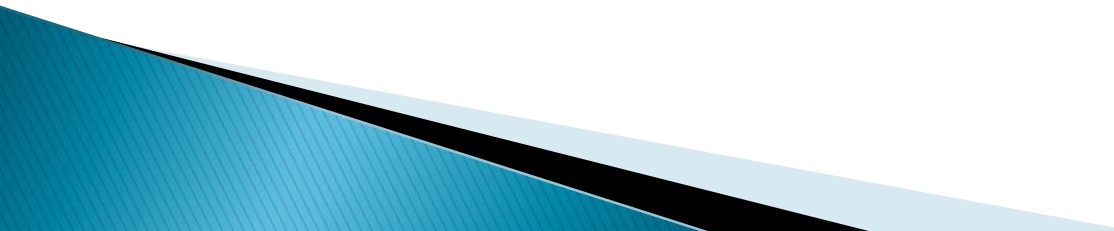
OR



Good Meetings....

1. happen when every **board member** knows he/she is responsible;
 2. begin **before** the meeting convenes;
 3. follow established **rules**;
 4. stick the **agenda**;
 5. occur when attendees know how to **move** things along; and
 6. become even better through **evaluation**.
 7. Good meetings happen when the Chair knows how to facilitate.
- 

What's a Board (any board member) Member to do?

- ▶ **Prepare well.**
 - ▶ **Take part in discussions.**
 - ▶ **Do whatever is necessary to cooperate and make meetings work.**
 - ▶ **Understand basic parliamentary procedure.**
 - ▶ **Learn the art of compromise.**
 - ▶ **Learn the art of listening.**
 - ▶ **Work towards consensus.**
 - ▶ **Focus deliberations on mission and goals.**
- 

Before the meeting: Preparation is the key

- ▶ Reports
- ▶ Background Info
- ▶ Request for agenda items
- ▶ Is this meeting necessary?
- ▶ Read & research
- ▶ Formulate questions
- ▶ Ask for more information

FACILITATOR

BOARD MEMBER

Establish and Follow Rules

- ▶ **GROUND RULES** establish a norm for boards.
 - 2 minutes;
 - Talk to facilitator, not to each other. No one-on-one arguing.
 - Treat with respect.
 - No one dominates.
 - No one speaks again until all others have spoken.
 - Everyone gets a turn.
 - Timed debate.
- ▶ **ROBERT'S RULES**...can work for your group.
 - All are welcome; minority gets heard; majority rules

Establish rules

- ▶ Facilitate creation of Ground Rules.
- ▶ Remind board of ground rules prior to start of meeting.
- ▶ Understand Robert's Rules and use them with humor and an eye toward assisting.
- ▶ Ensure quorum present.
- ▶ Participate in discussion of Ground Rules.
- ▶ Remember them and cooperate at meetings.
- ▶ Understand Robert's Rules and participate in debate using them.

Faciliator

Board Members

CLOSE TO HOME BY JOHN McPHERSON

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3-10

The new converging conference room walls helped to keep meetings from dragging on indefinitely.

Agenda: the road to an effective meeting.

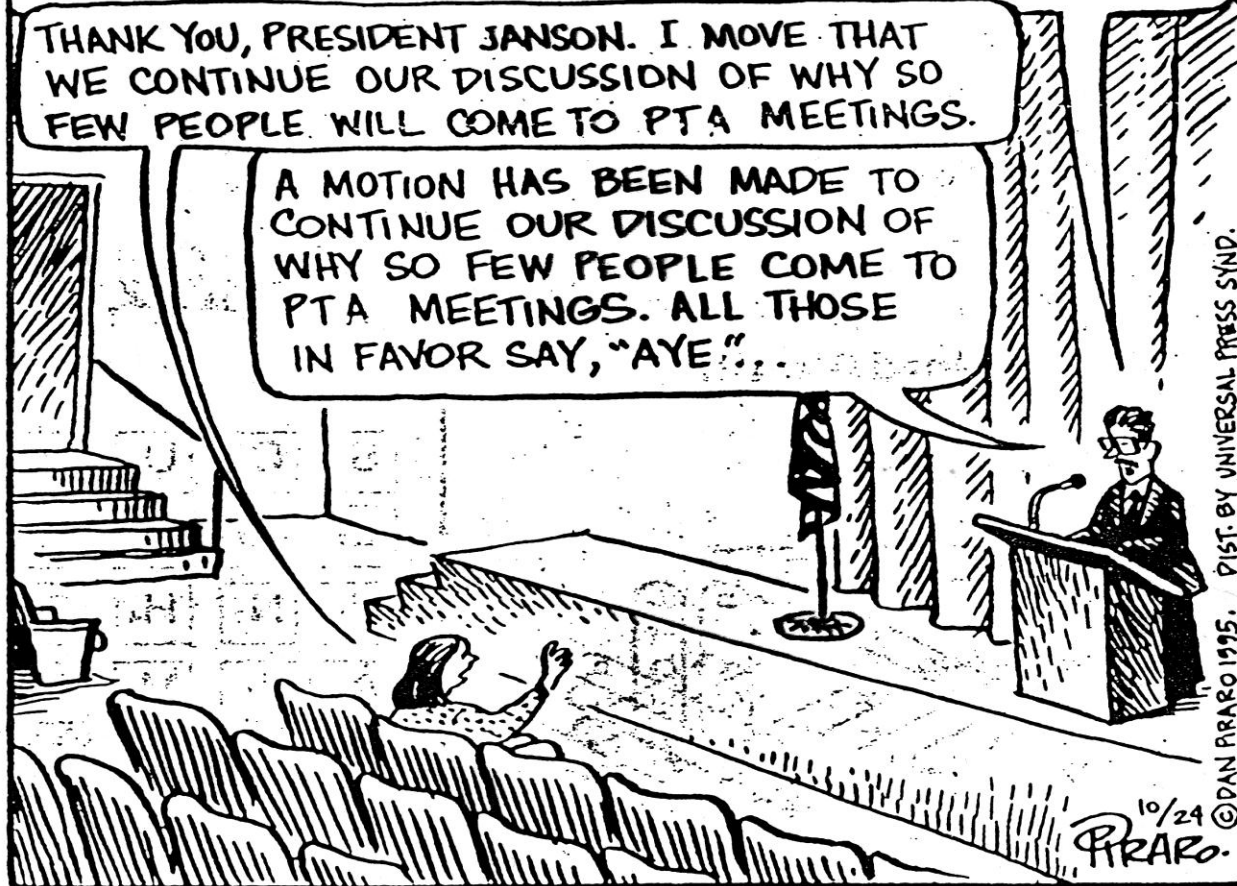
- ▶ **Timed agendas**
- ▶ **Ground Rules**
- ▶ **Timers / Self-Policing**
- ▶ **Facilitate with grace....**
 - “We’re getting close to our deadline...does anyone want to add anything that we haven’t discussed before we vote?”
 - “Time is running out. Are you ready for a vote?”
 - “We know you have more to say, but there are others waiting. Let’s give them a chance before time runs out.”

BIZARRO BY DAN PIRARO

...THE MINUTES FROM THE LAST MEETING HAVE BEEN READ AND SUBMITTED. ALL THOSE IN FAVOR OF ACCEPTING THE MINUTES AS READ, SAY "AYE"...THOSE OPPOSED, SAY "NAY"... THE MINUTES HAVE BEEN APPROVED AS SUBMITTED. THE PRESIDENT NOW ASKS IF THERE IS ANY OLD BUSINESS...THE PRESIDENT RECOGNIZES THELMA JANSON.

THANK YOU, PRESIDENT JANSON. I MOVE THAT WE CONTINUE OUR DISCUSSION OF WHY SO FEW PEOPLE WILL COME TO PTA MEETINGS.

A MOTION HAS BEEN MADE TO CONTINUE OUR DISCUSSION OF WHY SO FEW PEOPLE COME TO PTA MEETINGS. ALL THOSE IN FAVOR SAY, "AYE"...



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10/24
PIRARO.

Agenda: the road to an effective meeting

- ▶ **Consent Agenda**
 - Minutes
 - Reports
 - Correspondence
- ▶ Items can be removed from consent agenda for discussion via request, no second necessary

Sample Meeting Agenda containing Consent Agenda

- ▶ 7PM Call to Order, attendance, ground rules, and consent agenda:
 - Minutes of 5/3/11, 6/10/11, 7/12/11 meetings
 - Reports: Board of Ed Liaison, Hospitality Committee, Teacher Rep, Spring Fair Committee final report.
 - Proposed thank-you letter to 2010-11 volunteers sent on behalf of board.
 - Proposed invitation to teachers to join PTA in 2011-12 school year, sent on behalf of the board.
- ▶ 7:05 Reports:
 - Bylaws Committee
 - Fundraising Committee

Agenda

- ▶ Reasonable timing
- ▶ Ground Rules reminder
- ▶ Consent agenda
- ▶ Facilitate with grace
- ▶ Explain and allow for changes of consent agenda items.
- ▶ Stick to the agenda
- ▶ Stay within Ground Rules and time limits
- ▶ Allow others to talk
- ▶ Listen for the verbal clues of facilitator
- ▶ Be graceful in giving up the floor.
- ▶ Read the consent agenda items and be ready make changes.

FACILITATOR

BOARD MEMBER

Moving the meeting along

- ▶ Motions come first; then discussion happens.
- ▶ Empower Committees—don't do committee work at board meetings.
- ▶ Reports—2 minute highlights.
- ▶ Stick to the agenda
 - Collect new items for next month's agenda
 - Have off-line conversation after meeting
 - Delegate to a committee
 - “We seem to be veering off track. The motion reads....”
- ▶ Use unanimous consent, the implied motion
 - “If there are no objections...”
 - “Unless anyone objects...”

Moving the meeting along

- ▶ Ask for the motion before discussion gets carried away... “Do I hear a motion?”
- ▶ Stick to the agenda
- ▶ Use unanimous (implied) consent.
- ▶ Move conversation off line
- ▶ Delegate to committees
- ▶ Know how to make and amend a motion.
- ▶ Speak to the motion on the floor.
- ▶ Stick to the agenda.
- ▶ Cooperate with chair to move meeting along.

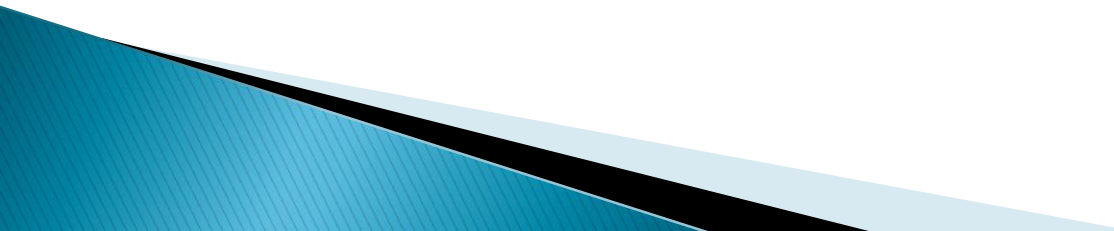
FACILITATOR

BOARD MEMBER

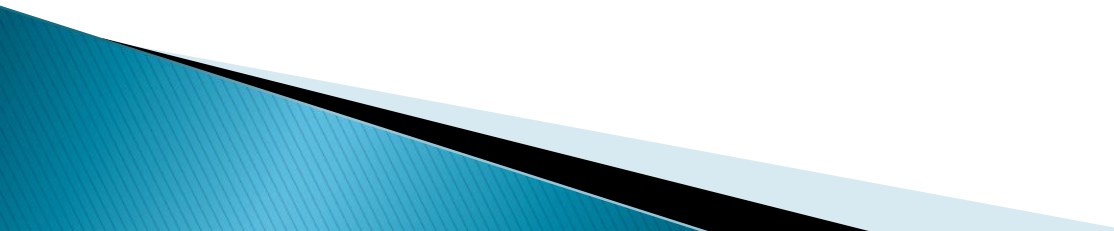
Evaluate Your Meetings

- ▶ Ask
 - “How did we do today?”
 - “Do you feel like we got things accomplished?”
- ▶ Tell
 - “Thanks for coming. Because you were here we were able to.....”
- ▶ Evaluation forms and surveys

Tips for the board member

- ▶ **Don't grandstand.** Meetings are not good places for soapboxes.
 - ▶ **Participate.** Silent board only members take up space.
 - ▶ **"NO!"** is not the response for everything.
 - ▶ **Single-mindedness** is not a virtue. If you didn't get your way at the last meeting, don't bring up the same issue again and again until you wear the board down.
- 

Tips for Presiding

- ▶ **Knowledge is strength. Be prepared.**
 - ▶ **Maintain order.**
 - ▶ **Keep membership informed as you go.**
 - ▶ **Remain impartial.**
 - ▶ **Be tactful.**
 - ▶ **Be fair.**
 - ▶ **Exercise good judgment.**
 - ▶ **Help the voting body get to where they want to go.**
- 

Tips for the Presider. NEVER....

- ▶ Get excited
- ▶ Take things personally.
- ▶ Participate in debate.
- ▶ Be unjust, even to troublesome members.
- ▶ Take advantage of a member's lack of knowledge.
- ▶ Be more technical than necessary.
- ▶ Say "I."



Resources

- ▶ www.pta.org
- ▶ E-learning courses (Parliamentary Procedure)
- ▶ President's Quick Reference Guide (PTA Official Kit)
- ▶ New Jersey PTA

- ▶ Deborah Walsh
 - dwalsh@pta.org