Effective Meetings Tips

Before the Meeting:
- Determine Meeting Objectives
- Determine Time and Location for Meeting
- Determine who needs to be present and send out an agenda if necessary

During the Meeting:
You may choose to run a meeting in any way that is most effective for your organization. With whatever procedure you choose, make sure it is consistent throughout all of your meetings. Many organizations follow the Robert’s Rules of Order. This procedure can be adapted for what your organization needs. If you choose to use this procedure, it is important to educate your members on the proper procedures of Robert’s Rules of Order for it to be effective. See below for the structure and order in which Robert’s Rules of order can be applied to your organization. For more detailed notes on this procedure, check out: www.robertsrules.com or In Brief (a easy book on applying Roberts Rules of Order to meetings).

Robert’s Rules of Order Structure:

<table>
<thead>
<tr>
<th>Order</th>
<th>Description</th>
<th>What happens during this part?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call to Order</td>
<td>Begin the meeting by securing members’ attention and focus.</td>
<td></td>
</tr>
<tr>
<td>Committee Reports</td>
<td>Each head of a committee will give a report. If these committees need volunteers or have questions for the group, they may do so during open forum. However, they can announce that they may be doing a headcount or posing a question for the group during open forum. This gives the members time to think about it.</td>
<td>Committees report on committee meeting conversations, what programs they have worked on or with, or what goals they have.</td>
</tr>
<tr>
<td>Old Business</td>
<td>These are topics that were discussed last meeting (motions, events, etc) that were tabled or not finished due to other circumstances in the previous meeting. They are brought up to be discussed again and possibly voted on by members.</td>
<td>Completing tabled motion discussion Voting on motions Completing elections</td>
</tr>
<tr>
<td>New Business</td>
<td>These are new topics that will be discussed for the first time at this meeting. This may be were motions are started or any voting procedures for new executive members.</td>
<td>Elections for new executive members Opening new motions</td>
</tr>
<tr>
<td>Open Forum</td>
<td>Members can bring up issues, concerns, or questions. This statement must be in the form of a question.</td>
<td>Headcounts for events Questions or asking for feedback from programs or events Questions to the organization about specific organization needs</td>
</tr>
<tr>
<td>Announcements</td>
<td>These are announcements that can be made by anyone within the organization. This can be about events or other committee topics. These are meant to be informational and not in the form of a question.</td>
<td>Notifying group about an event or other forgotten topics</td>
</tr>
<tr>
<td>Adjournment</td>
<td>This concludes the meeting</td>
<td></td>
</tr>
</tbody>
</table>

After the Meeting:
- Evaluate with Executive Members
  - Were the Goals met?
  - Did all necessary members attend?
  - Changes for future meetings?
- Send Minutes
Important Tips and Tricks of Effective Meetings

Always

- Start on Time. This shows that you value your member’s time.
- Set the Meeting Climate. Introduce new members, thank members for coming, and address objectives of the meeting.
- Encourage Participation and Discussion. Limit members on amount of times they can speak (limiting outspoken individuals). Decrease side chatter by laying clear expectations of members during meetings. Keep discussions on track. This is hard, but your ability to limit extensive storytelling or non-relevant topics will show that you value your members’ time and attention.
- Stick to the Agenda. Briefly go over in the beginning of the meeting to show others what will be happening. Make agenda clear and make changes a necessary. Come prepared to meetings and knowledgeable about topics. You may send the agenda out before meetings. Recap the meeting and discuss any conclusions, decisions, agreements and assignments relating to agenda items.

Tips:

- Create a PowerPoint to be shown at the meeting. This can help those who learn and pay attention more visually. Each committee head can send a slide prior to your meeting with topics they will be covering for the meeting. This creates an outline for your meeting, while also knowing what will be discussed by your executive members.
- Have a member take detailed notes to be sent out as the Minutes of the meeting afterwards. It is best to send these notes out as soon as possible.
- Use your executive members to set the tone. If you meet separately with them, use that time to talk about behavior and how you want the meetings to run with your general body members. The general body members will look to your executive board on how to act.
- If there is disrespectful behavior, address it appropriately and efficiently. Discuss with your members prior what this process will look like (if you will address it individually or in front of the group).