

How to run a successful meeting

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Objectives



- What is a meeting – what type are you chairing?
- What is an Effective Chair
- Agenda
- What is Quorum
- Robert's Rules (very simplified)
- Running the actual meeting

The Importance of a Successful Meeting

➤ Definition of a Meeting

- Gathering of three or more people who use verbal communication to achieve objectives

➤ There are different types of meeting:

- Formal, informal and action meetings.





The Importance of a Successful Meeting

➤ Other relatable definitions:

- A meeting is a gathering where people speak up, say nothing, then all disagree
- A meeting is a place where you keep the minutes and throw away the hours.
- The best meeting is a group of three with one person sick and the other out of town?
- A meeting is an assembly where the unenthusiastic, selected from the misinformed, led by the incompatible, focus on the non-essential, and are required to write a report of fleeting importance.

The Importance of a Successful Meeting

➤ Meetings are Expensive


Group of 8 people	8
Meet 2 hours per week	x 2
	16 hours
Meet 45 x per year	x 45
	720 hours
Salaries \$20	x 20
TOTAL	\$14,400



What every Chair needs to know



The characteristics of an effective chair

- Knowledgeable
 - Good time management skills
 - Objective
 - Good speaker
 - Good listener
 - Makes everyone feel comfortable
 - Works well with the minute taker
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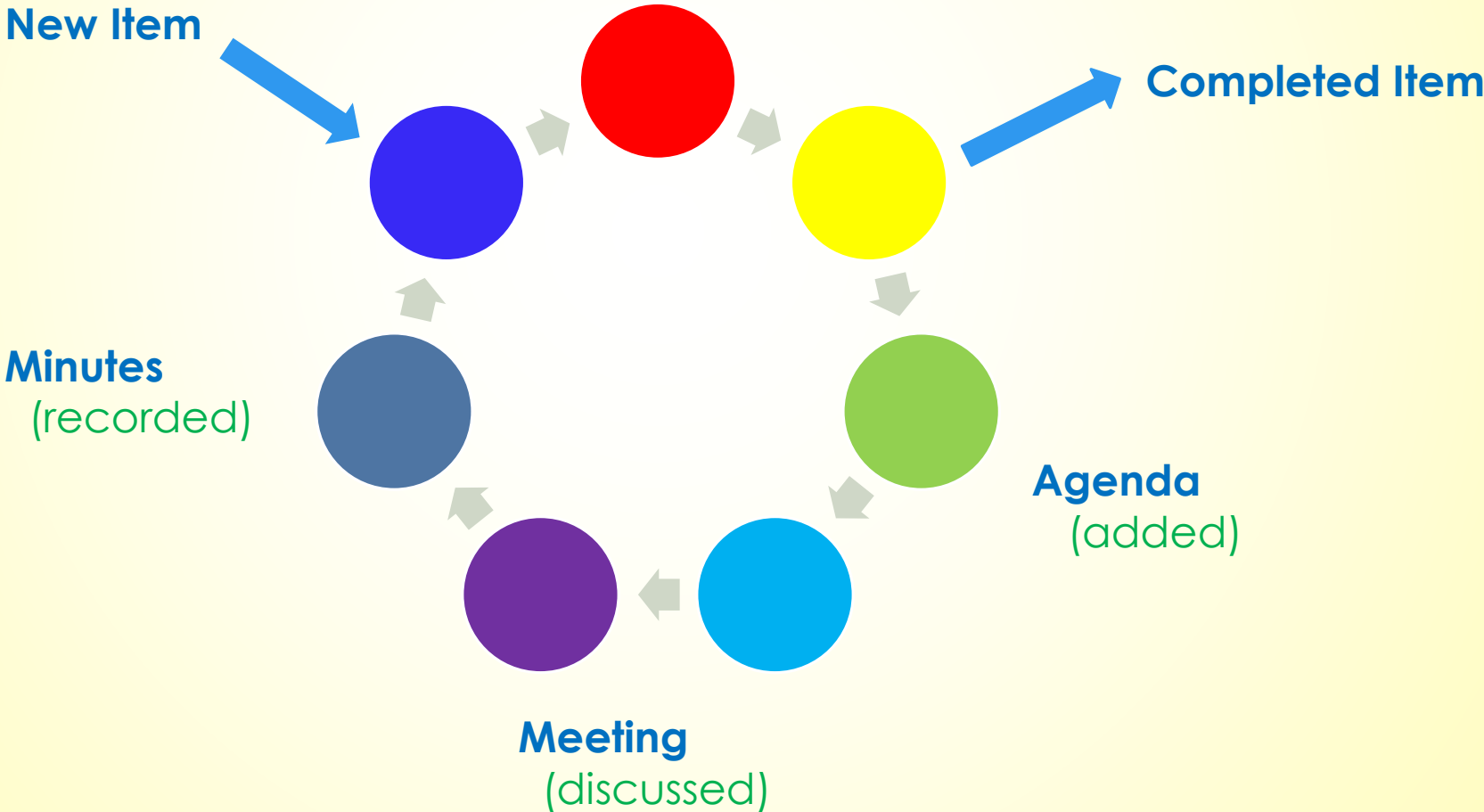
What every Chair needs to know

- The qualities of a good chair are the same for the minute taker
- The minute taker and the chair should be partners in ensuring an effective meeting
- The school bus and the closing loop analogies are important concepts for all minute takers.

What every Chair needs to know



What every Chair needs to know



What every Chair needs to know

Privacy Legislation

Public's right
to access
information



Organization's
right and need to
protect
information

What every Chair needs to know

➤ Basic Premise of Acts

- Any person has the right to access records that are not under specific exceptions or exclusions

➤ Records Usually Exempted are:

- Personal health information
- Quality of care information
- Ecclesiastical records of a church or religious organization
- Records relating to some labour relations, employment and placement matters
- Certain records relating to research
- Advice to governments
- Solicitor/client information



What every Chair needs to know



What Records are Accessible?

- All emails (from desktops, laptops and Smartphones)
- All electronic files and databases
- Expense claims and accounts
- Non-final drafts and working notes
- Handwritten notes, spreadsheets, sketches
- Agendas and meeting minutes



What every Chair needs to know

➤ Impact of Legislation on Minutes

- Privacy legislation protects personal privacy and regulates access to and disclosure of public information.
- Personal information (PI) includes:
 - Identifying details about an individual
 - The personal opinions and views of an individual
 - Views or opinions about an individual



Organizational Tips



- Topics are on the Agenda to:
 - Provide information (update)
 - Obtain approval or motion
 - Obtain feedback (brainstorm)
 - Determine next steps



Organizational Tips



- Best Agendas should include:
- Meeting name/time/date
- Time limits for each topic on the agenda
- Names
- Items in descriptive words



Organizational Tips



➤ Agenda for Informal Meetings:

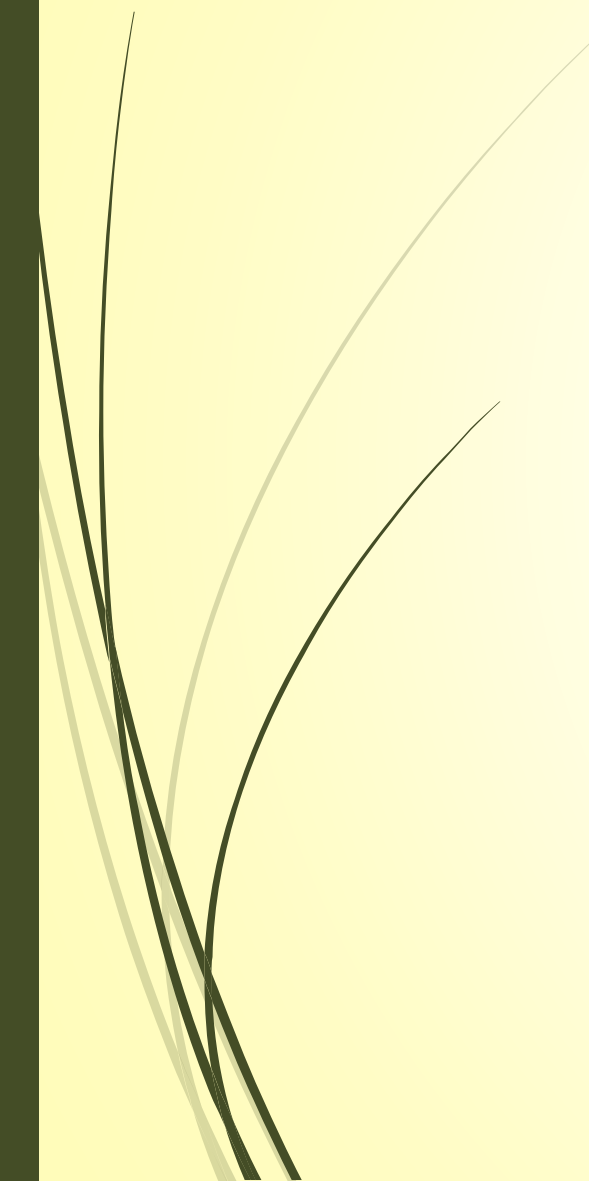
- Approval of previous minutes
- Most important topic
- Group similar ideas together
- Sandwich controversial items
- End of a positive note
- Include time of adjournment
- Attachments



Organizational Tips



Agendas for Formal Meetings:

- Approval of minutes of previous meeting
 - Reports
 - Correspondence – such as email, letters
 - Business arising from previous minutes
 - New business
 - Date of the next meeting
 - Attachments
 - Time of Adjournment
 - Names and phone numbers of persons to send regrets to
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Quorum

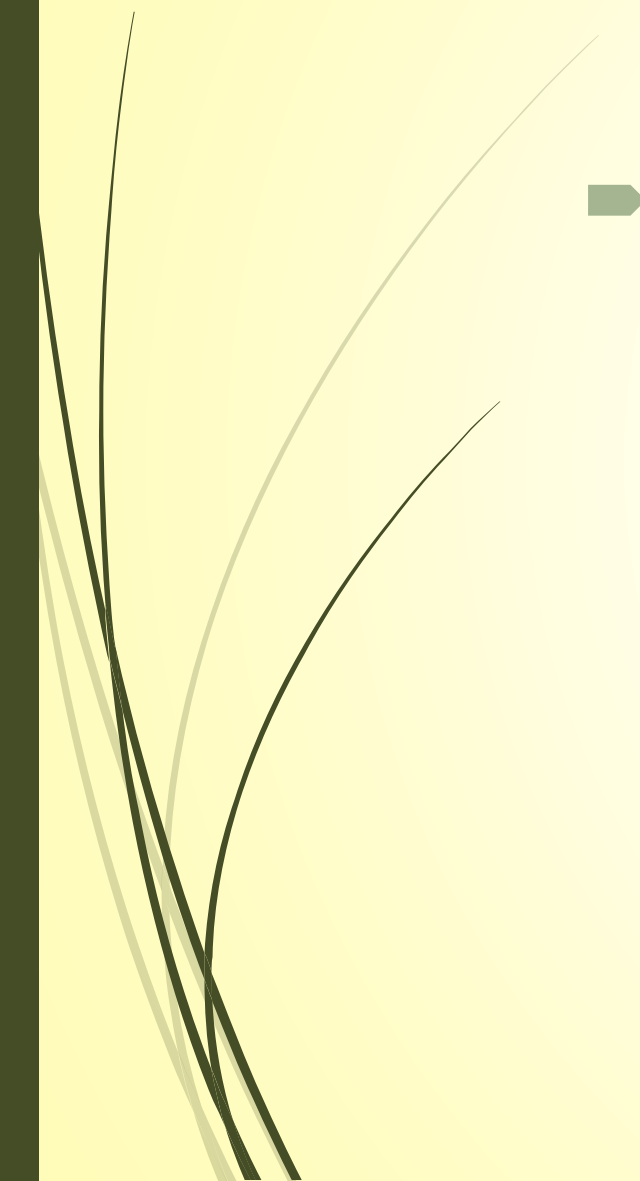
- What is Quorum and Why do you need it
 - Quorum is the minimum number of voting member that are required to be present at your meeting.
 - Quorum is set in your by-laws
 - Quorum is required to ensure that the majority of the voting members of your group are represented. This protects the absent members and your PAC. Decisions cannot be made when your PAC does not have quorum.
 - If you do not have quorum, all agenda items can still be discussed but no decisions can be made.



Motions and Resolutions



A Motion is ...

- A proposal put before a group for discussion and a vote
 - Motions state what action the group will take or what views it intends to uphold.
 - The format of your *Motions* should be same for all meetings
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Motions and Resolutions



➤ A Resolution is...

- Is a motion phrased in a special style.
- It involves conditions or background information starting with the word WHEREAS follow by clauses starting with the word BE IN RESOLVED.

Motions and Resolutions

- What to Recording
- Make sure you include:
 - Whether the motion/resolution was carried or defeated
 - Motions must be seconded before the chair can open the discussion/call for a vote.
Name of the seconder – depends on your parliamentary authority as to whether its included or not
- Do Not Record
 - Final minutes should **not** show the process of how a motion was “wordsmithed”. Only put in the final motion or resolution.



Chairing Difficult Meetings

- Each organization may experience challenges at meetings. Falling back on the qualities of you as Chair will help.
 - Knowledgeable
 - Good time management skills
 - Objective
 - Good speaker
 - Good listener
 - Makes everyone feel comfortable
 - Works well with the minute taker
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