

# How to Organize an Effective Meeting

## Before

1. Is it necessary?
2. Decide on type of meeting – feedback, decisions, or information
3. Invite the right people
4. Make an agenda
5. Assign a chairperson

## During

1. Timing
2. Giving an outline
3. Take notes – save info and share results later
4. Role of chairperson;
  - Listen
  - Ensures everyone can talk/share ideas
  - Decisions made together
  - Avoid being disorganized (off topic)
5. Keep the discussion flowing;
  - Ask questions
  - Decision get made
  - Reminds every one of the objectives
  - Avoid lack of decisions
6. Summarize briefly (usually secretary of meeting)
7. Schedule next

## After

1. Summarize and send out minutes
2. Evaluate the progress

# **Parliamentary Procedure AKA Robert's Rules of Order**

## **Rule 1: Advance preparation**

- Notice/invitation
- Agenda – date/time/venue

## **Rule 2: Order of business**

- Call to order
- Quorum is established
- Review previous minutes - motion to approve previous meeting & second
- Follow agenda – discussions, motions, second, carried?
- Any other business to discuss
- Adjournment

**What is motion? A formal step to introduce a matter for consideration by a group. If seconded, then a vote and motion carried or denied.**

**Once a motion is passed, it becomes a resolution.**

Chair directs the flow of the meeting, but shouldn't be dominating the discussion. Their opinion on a matter should be given last.

For more information, research Robert's Rules of Order.