



## RUN AN EFFECTIVE MEETING

### Know the meeting's Purpose(s)

- Product
- Solve problem
- Generate activity

### Organize for the meeting

- 20% rule: 20% concerns the actual meeting
- 40% = prepare
- 40% = follow up

#### Prepare 40%

- Establish the purpose of the meeting
- Communicate time/date/topics for the agenda
- Prepare the agenda
- Organize information and handouts
- Pre-present issues to attendees

#### Follow-up 40%

- Distribute action items and materials
- Encourage and seek feedback
- Follow-up actions: provide support and/or coaching
- Decide on next steps

### At the meeting

- Set the tone
- Be confident
- Estimate the time you intend to spend on each item
- As chair, say little! Encourage participation. Imagine that you are a traffic cop.
- Keep a list of speakers
- Summarize what the discussants have said succinctly
- Coordinate, coordinate, coordinate
- At the end of the meeting, remind the attendees of what has been accomplished and who will do what
- Adjourn on time

## CHECKLIST

### Pre-meeting preparation

- Have I circulated the expected topics before the meeting?
  - How widely
  - How much time have you given?
- Am I comfortable with the main topics of the meeting?
- Know what I (and the executive) expect (or hope for) on each topic
- Map out the expected time for expected time for each topic – use margins on the agenda
- Think of possible motions that could arise
  - Amend
  - Refer
  - Defer
- Arrange scrutineers and ensure that the ballots are ready if you are conducting a secret ballot vote

### At the meeting

- Call the meeting to order confidently (not aggressively)
  - “Calling to order means NEVER having to say you are sorry”
- Outline the ground rules for discussion
  - Usually a motion must be “put” before discussion is entertained
  - According to meeting etiquette, the person who wrote the report is the mover
  - Everyone addresses the chair, or makes comments and asks questions through the chair
  - Everyone may speak only once, except the mover who has the right to speak to the motion last (this rule is meant to stop monopolizers)
- Identify the scrutineers
- Keep a list of speakers – and announce who they are, in what order, from time to time
- Summarize succinctly what has been said every third speaker or so
- Announce the outcome without taking sides
- Ask for a mover to adjourn the meeting
- Declare the meeting adjourned clearly and confidently

### Post meeting

- Keep my own counsel, i.e. share my opinions with nobody
- Make a list of things I, as chair, must do
- Create a list of other jobs that have arisen
- Email or telephone the persons who have task before the next meeting
- Proof-read the Minutes carefully
- Ask for and encourage feedback

Lynne Woolstencroft  
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*Lynne was a CFUW Regional Director for Ontario West from 2008-2010. Prior to this, Lynne was mayor of Waterloo, Ontario from 2000-2003, having been Councillor from 1985-1991 and 1997-2000. Lynne also served as a trustee on Waterloo County Board of Education (1970-1972, 1974-1985), chair from 1979 to 1982, and as President of the Association of Large School Boards in Ontario in 1984 and 1985.*