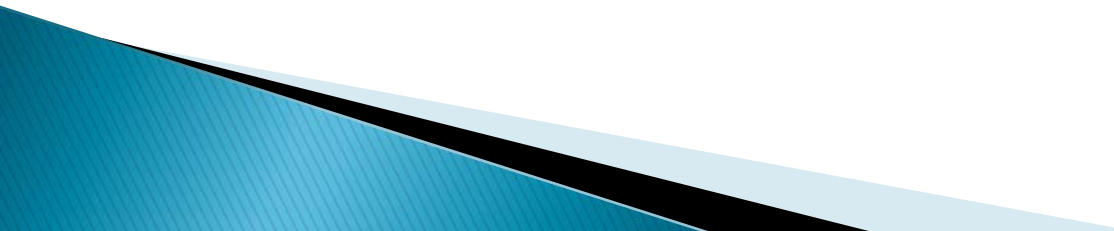
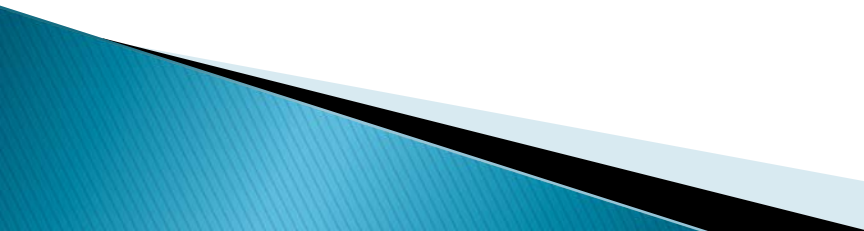


# Good Meetings....

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

# 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.”

# 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.

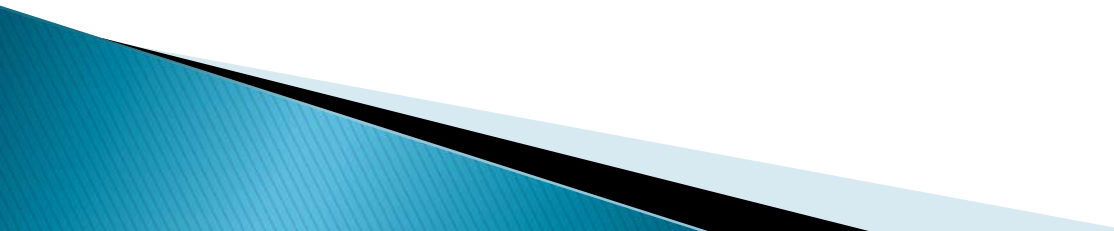
FACILITATOR

BOARD MEMBER

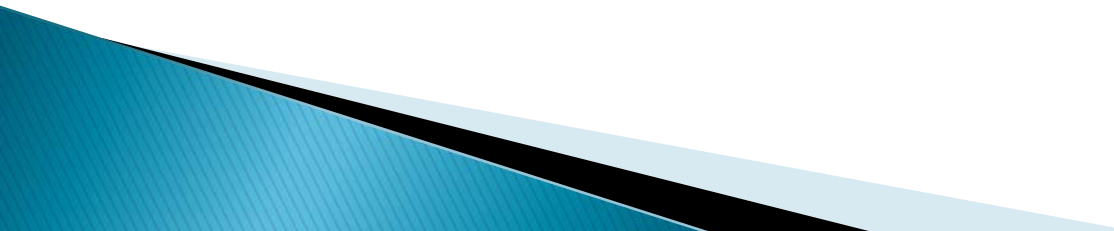
# Evaluate Your Meetings

- ▶ 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](http://www.pta.org)
- ▶ E-learning courses (Parliamentary Procedure)
- ▶ President's Quick Reference Guide (PTA Official Kit)
- ▶ New Jersey PTA
  
- ▶ Deborah Walsh
  - [dwalsh@pta.org](mailto:dwalsh@pta.org)