



PAC 101: Effective Meetings

October 4, 2023

Running Effective Meetings (How do we get things done?)



Roles and
Responsibilities



Rules of Order



Conducting the
meeting

Roles and Responsibilities

- ▶ Chair
 - ▶ Is often, but doesn't have to be, the President
 - ▶ Keeps the meeting on track, makes sure the agenda is followed
 - ▶ Ensured everyone is heard/has a chance to speak
 - ▶ Enforces Rules of Order/bylaws
- ▶ Secretary
 - ▶ Takes attendance
 - ▶ Keeps minutes
 - ▶ Counts votes for motions
- ▶ Other Attendees
 - ▶ Contributes ideas, listens to others, and stays respectful

Rules of Order

Meant to facilitate progress, include members in decision making, and afford everyone an equal opportunity to participate and influence the group's decisions

It is not required to follow "Robert's Rules of Order". Use common sense. It's ok to create your own rules.

Setting the tone of the meetings that fit your PAC is important

A photograph of two white humanoid robots sitting on a row of blue plastic chairs. The robots are positioned in the foreground and middle ground, facing slightly towards the right. The background shows a light-colored tiled floor. The image is part of a presentation slide with a green geometric design on the right side.

Motions

- ▶ Basic breakdown of a motion:
 - ▶ A member makes a motion (I move...)
 - ▶ Another member seconds the motion
 - ▶ The Chair states the motion
 - ▶ Debate the motion and possible amendments
 - ▶ The chair puts the motion to a vote
 - ▶ Chair announces the result

Conducting a meeting



Allow time at beginning to welcome, introduce and greet each other



Review past meeting minutes and the agenda



Keep in mind the meeting objectives and the agenda during discussions



Seek better ideas than your own



Involve others, get feedback

Concluding the Meeting

- ▶ Summarize main points
- ▶ Review important action items
- ▶ Say “Thank you’s”
- ▶ Get minutes out as quickly as possible
 - ▶ People forget



Questions Expand Discussions

- Invite comments: **What do you think?**
- Clarify: **How should we do it?**
- Seek consensus: **Does everyone agree?**
- Bring in Others: **Your thoughts, Mike?**
- Rap up: **Have we missed anything?**
- End with **decision/Motion** when possible

Minutes

Minutes are a permanent, formal record of what took place at a meeting—they are the only record that counts.

Minutes provide members and interested outsiders with

a clear and objective summary of the group's activities

a way of updating members who were unable to attend a meeting

a reminder of action to be taken, by whom, and when

a historical record of decisions made.

Essence of Good Minutes



Well Organized and Concise



Contain a clear record of necessary and useful information



Short paragraphs and a consistent format using **boldface**, *italics*, and other formatting devices to highlight decisions, action items, and key points.

What Must Minutes Contain?

- ▶ A record for the members present. This is used to verify if there is quorum or not
- ▶ The wording and result of any motion brought up in the meeting
- ▶ A record that the budget was passed (must have quorum!)

How much is too much?

- ▶ Minutes should focus primarily on the collective decisions rather than on actions or words of individuals
- ▶ Avoid verbatim account of the discussion
 - ▶ Can stifle participation and slow down meeting
- ▶ In some cases, rationale for decision is important and should be captured, but not necessary to identify speakers

Discussion

- ▶ Share experiences
 - ▶ Good Meetings
 - ▶ Bad Meetings
 - ▶ What did you learn?
- ▶ Tips of things that work
- ▶ Questions

Resources

- ▶ BCCPAC Leadership Manual - Effective Meetings
<http://www.bccpac.bc.ca/leadership-manual>
- ▶ Join a Toastmasters Club, for even 6 months
<http://www.d21toastmasters.ca/>
- ▶ SD43 DPAC Website:
<http://www.dpac43.ca>
- ▶ *The Power of Tact*, by Peter Legge
- Robert's Rules of Order Demystified