

Tips for Effective Meeting Management

There are three critical circles of people at any meeting.

1. The chairperson
2. The scribe or secretary
3. Members

None of these are more important than the other; they all play indispensable roles. We will, however, pay particular attention to the role of the chairperson but will also take a look at the other roles.

Having the three components then require the 5Ps.

- PURPOSE: A clear objective.
- PREPERATION: A structured agenda.
- PROGRESS: The right people are involved.
- PARTICIPATION: Appropriate material or Info available.
- PROCESS: Established rules of conduct

What is the type or nature of the meeting?

Each has a different goal and requires a specific approach.



Elements for Efficacy

- a. Comfortable Ambience: Space Management
- b. Psychological Safety. Free and comfortable to share.
- c. Time Management: The time to end is not whenever you finish.
- d. Sharing, not debating: They are not the same.
- e. Give members a voice – not to just have their say.
- f. Follow through: If not, it's just a talk shop.

Useful Terminology

Chair: the person in charge of the meeting. Some people will say “chairman” and “chairwoman” , or even “chairperson” , but most people now just say "chair” for either a man or a woman. **Chair** can also be the action of leading the meeting.

Call to order: the chair starts the meeting.

Agenda: the plan for a meeting. It lists the items to be discussed in the order in which they will be discussed.

Amendment: proposed modification to a motion which is not in conflict with the general thrust of that motion. If the amendment is adopted it becomes part of the original motion (now called ‘motion as amended’ or ‘substantive motion’)

Apologies: formal notifications of inability to attend a meeting.

Minutes: the formal written record of a meeting. Copies are circulated to attendees and those who apologized (and sometimes to other interested parties) and formally confirmed at the next meeting as being a true record.

Motion: A formal statement, usually involving some proposed action, put to a meeting for discussion and subsequent decision by vote.

Mover: the proposer of a motion

Other Business: an item on the agenda (usually the last) that provides an opportunity for those present to suggest additional matters for discussion.

Brainstorming: a technique used to gather ideas from a group, it involves the members of the group thinking of as many ideas as they can in a short period of time.

Business Arising: discussion on any matter recorded in the minutes of the previous meeting.

Consensus: a type of group decision-making. It involves coming to a decision acceptable to all members of the group without a vote being taken.

Constitution: a document setting out the fundamental principles governing the running of an organization. It normally includes such things as the goals of the organization, membership requirements, rights, and fees, meeting times, voting rights and standing orders for meetings.

Standing Orders: an organization's rules that govern how its meetings should be run.

Point of Order: a formal complaint (to the chairperson) at a meeting that a speaker is being irrelevant, unduly repetitive, exceeding the prescribed time, speaking out of turn, or in some way violating standing orders.

Procedural Motion: a motion aimed at changing the sequence or timing of events at a meeting rather than one that addresses an agenda item.

Quorum: minimum number (or percentage of those invited) required to be at a meeting for it to proceed legitimately.

Secunder: someone who formally supports the mover of a motion.

Adopt: to accept something.

Standing committee: a group that is a permanent part of the organization.

Unfinished business: issues that weren't decided at the last meeting but were postponed to this one.

New business: the current issues to be discussed at the meeting.

Entertain a motion: the chair asks if anyone wants to discuss a certain issue.

Make a motion: ("I move that..." , or "I so move.": a member of the meeting presents an issue to be discussed.

Second a motion: ("I second the motion" ; or just "second"): another member agrees the issue should be discussed.

Have the floor: a member is permitted to speak, after being "**recognized**" by the Chair.

Table a motion: put the issue aside to talk about something more important before going back to the main issue.

Vote "aye" (sounds like "eye") meaning yes or, "**nay**" – meaning no. Another way to say it is to "**vote up or down**" (yes or no, respectively).

Motion carried: the motion succeeded.

Adjourn – to take a break during the meeting; or to end a meeting that happens regularly, so you're "taking a break" until next month or even next year, depending on when the next meeting will be held.

- Privileged motions are **motions that are unrelated to the current motion but are of such urgency or importance that they are considered immediately**. These motions

are related to members, the organization, and meeting procedures rather than the item of business being considered.

The above meeting terminology is by no means the full list. However, the above terms are commonly used in formal meetings and are beneficial to learn. It is often the case that the constitution of the organization will provide further explanation of the common meeting terminology.

Chairperson as a facilitator

Good listening and communication skills are at the core of good facilitation. This helps us build trust and openness in the group, understand each other, and ultimately come up with better decisions. It is important for a facilitator to develop these skill, but everyone can help the meeting along by practicing them too.

Put simply:

- **Active listening** enables us to hear what others are saying.
- **Questioning** helps clarify what people are saying or supports people to explore their needs and come up with new possibilities.
- **Summarizing** helps remind us of the key points in the discussion and ensures we have the same understanding.
- **Synthesizing** is the skill that allows us to draw together different views and ideas to form one proposal that works for everyone.

Main points on how to deal with conflict in the boardroom

- Conflict between board members is quite common.
- Not all board conflict leads to damage and trouble.
- Left unaddressed, relationship conflict escalates and can damage a board's ability to make good decisions.
- Effective governance requires an open attitude toward a potential conflict.
- Good corporate governance emerges from an awareness that dissent does not mean division.
- How to share a framework that embraces disagreement

References

The corporate governance institute.

The science of People/ run-a- meeting

studocu.com/en-au/institution/tafe-new-south-wales/