

BETTER MEETINGS

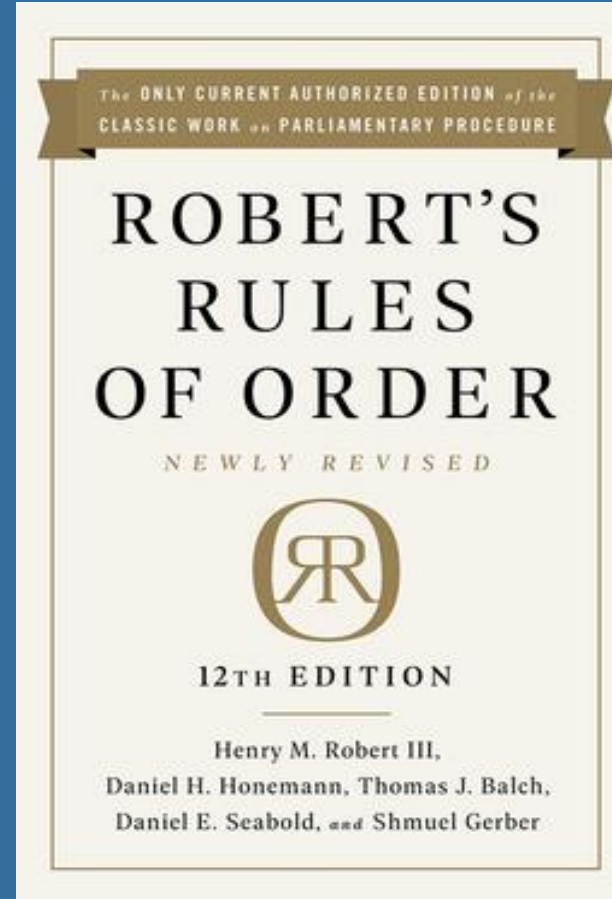
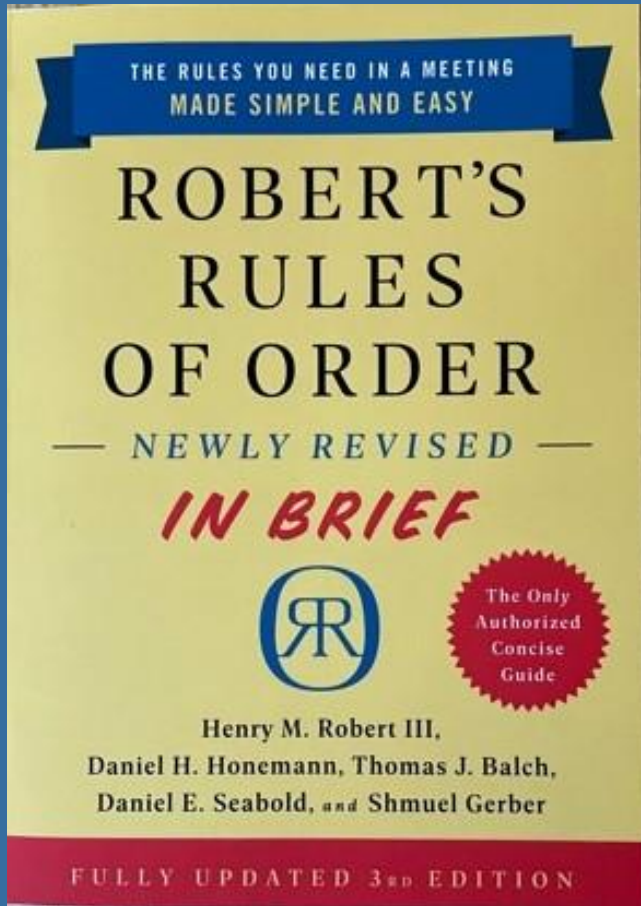
St. Croix Valley Foundation
Consultants in Service

Chat box Reactions/Polls Handout

BOARD MEETING?

or Bad meeting?

THE “RIGHT” BOOKS:







SMALL BOARDS

- Size matters
- Same rules. Less strict.

JUST TELL ME THE RULES



1. Someone is in charge
2. You follow the agenda
3. You start and end on time



0:00 Call to Order

7:00 Agenda
Approved

8:15 Motion to
approve minutes

10:43 Motion fails

True/False

1. You must start a meeting by asking for a motion to approve the agenda.
2. You must ask for a motion to approve the minutes.
3. FALSE

POLL

1. A member asked a question about the minutes.
Was this question out of order?
2. The Chair asked people to vote. Was the vote clear?
3. Do you think the meeting improved from this point forward?

THE CHAIR IS IN CHARGE

- Everyone is treated equitably.
- Actions are clear.

RESPONSIBILITIES AND RIGHTS!

- To participate
 - To know what's going on
 - To ask that the rules be followed
- To request limits on some rights
- To be nominated for office

THE RIGHT TO PARTICIPATE

- To make motions
- To debate
- To vote

THE RIGHT TO KNOW WHAT'S GOING ON.

- To read and correct the minutes.
- To know what the motion is.
- To discuss one motion at a time.
 - Hey gang! Let's buy a computer!

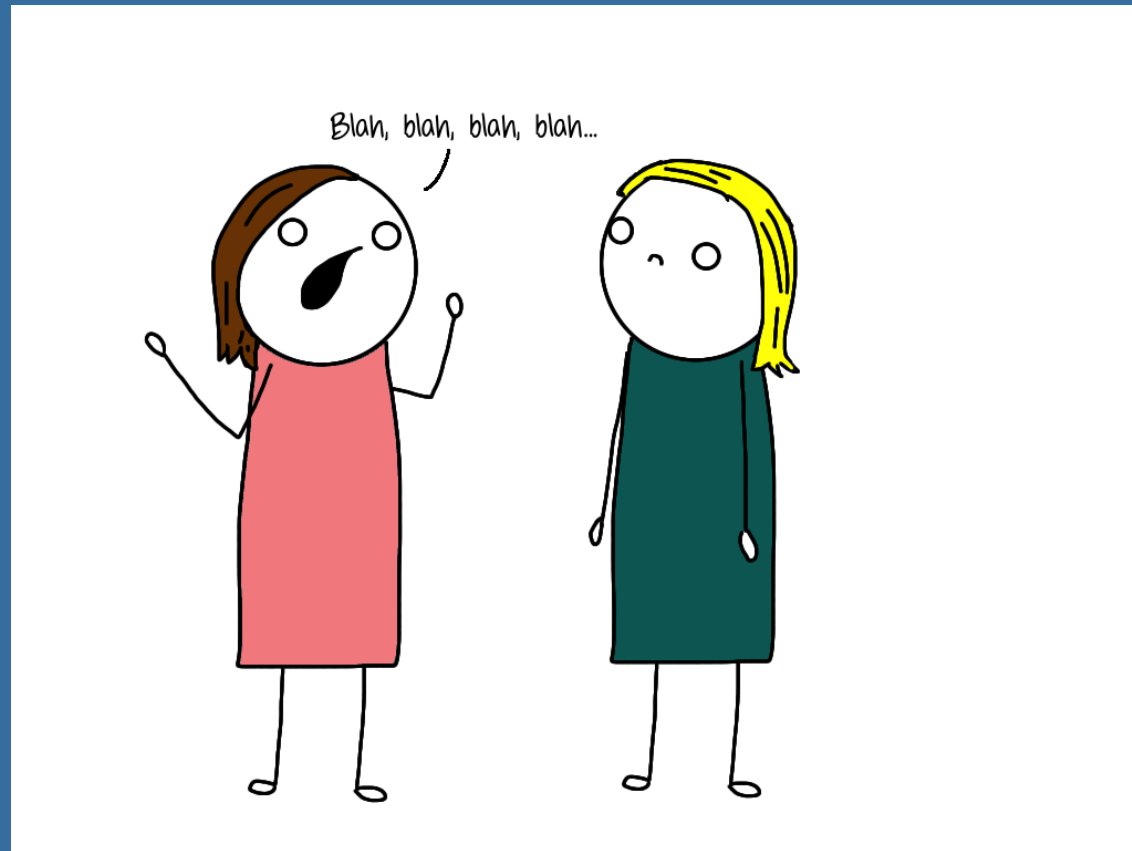
➤ I move to spend up to \$1250 from the Operating Fund to buy a MacBook Pro and necessary peripherals by May 1.

THE RIGHT TO ASK THAT THE RULES BE FOLLOWED

- To ask to return to the agenda
- To ask the Chair to follow the rules
- That the majority decides
 - No one has veto power
 - You have a right to abstain

DISCUSSION

➤ Stop talking.



THE RIGHT TO REQUEST LIMITS ON SOME RIGHTS

- To set a time for debate
- To set time limits on speaking
- To ask for an end to debate

THE RIGHT TO BE NOMINATED FOR OFFICE

- The right of members to have a choice.



Korean Central News Agency via Associated Press

One Person. One Vote.

North Korea:

Kim Jong Un on
Election Day

BEST PRACTICES: BEFORE THE MEETING

- ✓ Bylaws
- ✓ Review the minutes
- ✓ Send the agenda and minutes



1 minute and
15 seconds

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BEST PRACTICES: DURING THE MEETING

- ✓ Use Unanimous consent
 - ✓ For the agenda, the minutes, adjournment
- ✓ Get motions ready in advance
- ✓ Set time limits on discussion

PROBLEMS?

- Stopping debate
- Point of order
- Problems with the Chair

RESOURCES

- Best book: Robert's Rules of Order In brief
- Official Rule book: Robert's Rules of Order Newly Revised, 12th Ed.
- Some websites to help you learn more: PerfectRules.com and 300Questions.com
- My website: SimmonsToThePoint.com [see the “How to” section. If you have an emergency, contact me.]