BETTER MEETINGS

St. Croix Valley Foundation
Consultants in Service
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.
North Korea:

Kim Jong Un on Election Day

One Person. One Vote.
BEST PRACTICES: BEFORE THE MEETING

✓ Bylaws

✓ Review the minutes

✓ Send the agenda and minutes
1 minute and 15 seconds
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


• 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.]