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Making Meetings Work

Effective Use of Parliamentary Procedure
Or
The Only Good Meeting Is a Canceled Meeting

I'd Like to Call This Meeting to Order

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“The last thing I remember, I was sitting in a staff meeting. Apparently, I died from boredom.”

To Be or Not To Be Deliberative

Meetings 101

- o Agendas
- o Minutes
- o Reports
- o What Not To Do
- o Robert's Rules of Order/
Parliamentary
Procedure



What Not to Do or Losing Credibility in 3 quick easy steps

- o 1. Disorganized, rambling meetings: 27%
 - o 2. People who interrupt peers and try to dominate the meeting: 17%
 - 3. Cell phone interruptions: 16%
 - 4. People who fall asleep in meetings: 9%
 - 5. Meetings with no bathroom breaks: 8%
 - 6. Long meetings without refreshments: 6%
 - 7. People leaving early or arriving late: 5%
 - 8. People who check their Blackberries during meetings: 5%
 - 9. Meetings starting late: 4%
 - 10. No written recap of the meeting outcomes: 4%
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- o http://business.time.com/2007/05/10/what_we_hate_about_meetings

Robert's Rules: Managing Your Motions (without becoming emotional)

o 6 Steps to Handling a Motion

- o 1 Member stands, recognized by presiding officer (PO) and makes motion
- o 2 Another member seconds
- o 3 PO restates the motion to the assembly
- o 4 Members debate (Is there discussion?)
- o 5 PO asks for the affirmative votes, then negative votes
- o 6 Announce results of voting, instruct corresponding officer to take action, introduce next item of business
- o VOTING BY EMAIL

**WHEN YOU WANT THE STAFF
MEETING TO END**



AND SOMEONE KEEPS ASKING QUESTIONS.

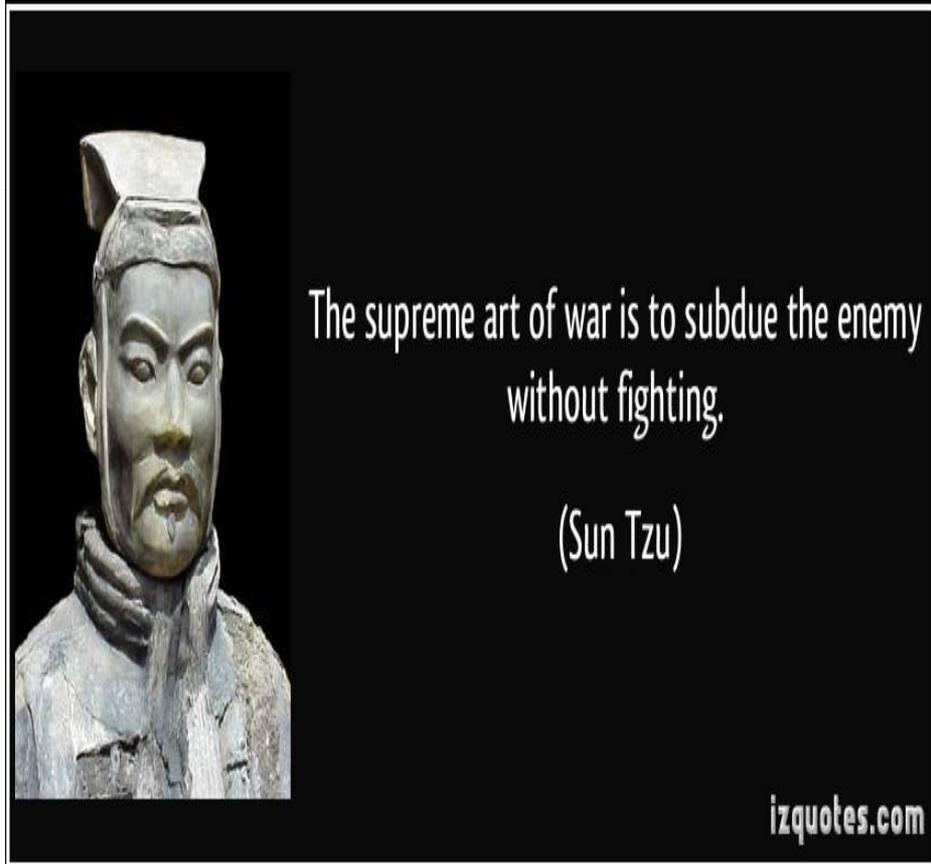
OOPS!!!!!!

- o You have the right to rescind
- o EXCEPT
 - o Motion to Reconsider – must resolve before any other action is taken
 - o Motion already executed – if execution occurred in an irreversible manner, you cannot rescind but you can amend reversible portions
 - o Contract results and the other party informed

To Rescind – takes 2/3 voted UNLESS membership received prior notice

The Art of War

- o Defeat, Delay or Weaken
- o Anticipate your adversary
 - o Misuse the 6 steps
 - o Fake parliamentarian
 - o Devil's Advocate
 - o Shaking My Head –
Totally Wrong:
So Moved!!!
I Move to Table
Call for the Question





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S.H.I.T.