

# Meeting Facilitation

Johanna Hart

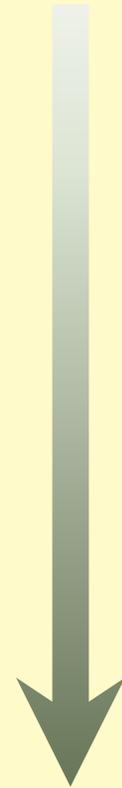
Campus Programs Coordinator

In meeting facilitation, a spectrum of formality exists:

Informal

Moderately Formal

**Very Formal**



# Informal Meetings

- Very loose agenda, or none at all
- No chair or meeting facilitator
- No secretary (thus, no notes or minutes)

Benefits? Drawbacks?

# Moderately Formal Meetings

- Chair sets the agenda in advance of the meeting
- Chair guides the meeting and keeps the group accountable to the agenda
- Time-keeper (optional) ensures group is sticking to pre-determined time-lines
- Secretary or note-taker takes minutes and distributes them to the group after the meeting

Benefits? Drawbacks?

# Formal Meetings

- Include same elements as a moderately formal meeting
- Often follow a system of meeting order – most popular system is called ‘Robert’s Rules of Order’
- ‘Robert’s Rules’ is a classic work on parliamentary procedure
- Elements of Robert’s Rules are adopted by more formal committees – for things to be accomplished, a motion must be made, seconded, and then the group must vote on it

Benefits? Drawbacks?

**What level of meeting formality  
would fit best with the needs  
of your club or group?**



# Key Roles Within a Committee:

## Chair of Meeting

- Communicates with committee/group participants
- Circulates agenda prior to meeting – inviting feedback
- Facilitates meeting – keeps participants accountable to the agenda
- Takes on a leadership role – thus leaves personal investment in a specific outcome behind.

## **Time-Keeper**

- Keeps group accountable to pre-determined time-lines

## **Secretary**

- Takes notes, or 'minutes', at the meeting (this is an art!)
- Circulates notes to group after meeting

# Robert's Rules of Order

- When proposing a decision or action, the proposer says 'I move...'
- In order for the motion to go to a vote, it must be seconded: 'I second the motion....'
- In order to change a motion, a group member must propose to amend the motion.
- Once a motion is seconded, the chair will call a vote. Participants can vote in favour, not in favour, or may abstain.
- In order for a vote to be passed, quorum must be present – a number pre-determined by the group (often a majority, or a number greater than a majority).
- All of this 'procedure' will be recorded in the minutes.