

Meeting Facilitation

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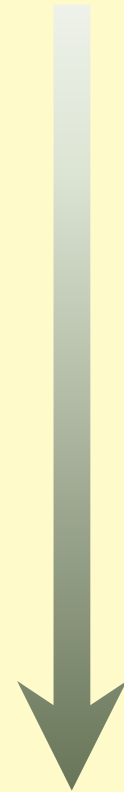
Campus Programs Coordinator

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.