

## **Running a Meeting**

The average individual will spend approximately 9,000 hours in meetings during the course of his/her lifetime. As a group leader, you can plan strategically so your organizational meetings are effective and efficient.

### **Fifteen Meeting Responsibilities of a Group Leader**

1. Prepare a written agenda (at least for yourself)
2. Make sure the room is available.
3. Provide all the necessary materials.
4. Start on time.
5. Preview the agenda with the group.
6. Move through the agenda in the sequence specified.
7. Prevent members from digressing.
8. Don't allow any single member to monopolize the conversation.
9. Listen carefully to everything.
10. Monitor nonverbal communication.
11. If you sense members aren't communicating, seek clarification and elaboration.
12. Provide interim summaries.
13. Control conflict and hostility.
14. Create a climate where all members feel free to communicate openly and honestly.
15. Conclude by summarizing what the group accomplished and what will be the next step.

### **Improve Attendance at Meetings**

1. Have a regular meeting time and place (Example: first Monday of the month in the library.)
2. Meet at the time and place convenient to all members.
3. Start and end on time.
4. Give members input into the agenda. Cater to their interests, and welcome feedback.
5. Save your most important announcements for the meeting.
6. Publish the names of absentees in minutes.

### **Meeting Agendas**

The customary order of business for ordinary groups that hold regular business sessions comprises the following subdivisions:

#### **I. Reading and Approval of Minutes**

The chair says, "The secretary will read the minutes." After the reading, the chair then asks, "Are there any corrections to the minutes?" and pauses. Corrections, when proposed are usually handled by general consent. Then the presiding officer says, "If there are no further corrections, the minutes stand approved."

## **II. Reports of Officers, Boards, and Standing Committees**

In most groups, the presiding officer should determine prior to the meeting which officers or committees have reports to make and call only on those who need to make reports. If an officer, in reporting, makes a recommendation, he should not himself move its implementation. Another member should do this as soon as the report is finished. In the case of a committee report, however, the person reporting should make any motions necessary to bring the committee's recommendation before the assembly. The motion should be taken up immediately.

## **III. Report of Special Committees**

Reports of special (or ad hoc) committees should be made after the report of standing committees. Only those special committees that were instructed to report should report.

## **IV. Special Orders**

If in previous meetings the group was directed to take up a particular item of business at the current meeting, it should be done as step IV in the order of business. Typically, groups set aside certain meetings during the year for nominations, elections, and committee appointments; these should be handled under Special Orders.

## **V. Unfinished Business and General Orders**

The term "unfinished business" in organizations refers to questions that have come over from the previous meeting as a result of that meeting having adjourned without completing its order of business.

## **VI. New Business**

## **VII. Announcements**

## **VIII. Adjournment**