



Indiana Extension Homemakers Association® and Indiana Leadership, Education and Development

MEETING IN PROGRESS

Most people dread going to meetings. We try to find excuses to miss a meeting. We are going to explore some ways to improve meetings and inspire members to attend and participate. Let's begin by learning when we should schedule a meeting.



Meetings

It's a good idea to call a meeting when any of these conditions exist:

- Information or advice is needed
- A problem must be solved or a decision made
- An issue needs to be clarified
- Concerns need to be shared
- Group wants a meeting
- A problem exists involving people from different groups
- A problem exists and it's not clear what it is or who is responsible

A meeting is not the best option when:

- There are personnel issues
- There is inadequate data or poor preparation
- Something could be communicated better in another way
- The subject matter is confidential
- You have already made your decision
- The subject is trivial
- There is too much anger and hostility in the group

Effective meetings are planned. Consider these items when preparing for a meeting:

- What are the needs, interests, and expectations of the participants?
- What is the agreed upon purpose of the meeting?
- What materials are needed to facilitate the meeting?
- Are additional resource people needed? Who? Who will contact them?
- What activities can best be used to achieve the goal?
- Is there enough time for everyone to prepare adequately?
- How much time will be needed to deal with the issues?
- What commitments do you seek and from whom?
- Where could the meeting most effectively take place?
- Who will be responsible for room arrangements, refreshments, clean up?

Committees

Much of an organization's work is carried out at the committee level.

Advantages of committees that are well organized and well managed.

- Allows the workload of the board to be distributed evenly.
- Promotes a more thoughtful consideration of board issues.

- Enables more volunteers to be involved in the work of the organization.

Standing committees are permanent committees. They perform a specific part of an organization’s ongoing business.

Standing committees may include:

Executive	Nominating	Public Relations	Personnel	Building & Grounds
Finance	Planning	Program	Events/Benefits	Development

The **executive committee** is the board’s officers. Its function is to enhance the board’s efficiency by meeting between board meetings. The executive committee: (1) reviews agenda items, (2) makes recommendations to be considered later by the full board, and (3) keeps the full board apprised of all actions.

Ad hoc committees are formed to study a specific problem facing an organization. They have a limited life and very specific focus. Once an ad hoc committee completes the task it was originally assigned, it ceases to exist.

Parliamentary Procedure vs Interaction Method - Which works best for your county?

Interaction Method	Parliamentary Procedure
More informal, effective in smaller groups	Formal, designed for large groups
Leadership functions divided between chairperson and facilitator	Chairperson is responsible for both content and process of meeting
Stresses consensus and win/win decisions	Uses majority vote, leading to win/lose decisions
Recorder and group memory make progress of the meeting visible and self-correcting	Secretary takes notes privately for later use
Group memo summarizes notes made and corrected at meeting	Minutes written by a single member of the group and corrected at next meeting

Agenda Development: Rule of Thirds

Easy Items - First 1/3 of Meeting	Minutes Announcements Easy/Routine, less controversial issues
Difficult Items – Middle 1/3	Moderate difficulty items Hardest Items
Discussion, Easiest Items, Schedule, Adjourn – Last 1/3	Discussion Only Items Easiest Items Assignments/Action Items Schedule & Adjourn

“Meetings are at the heart of an effective organization, and each meeting is an opportunity to clarify issues, set new directions, sharpen focus, create alignment, and move objectives forward.” – Paul Axtell
Set a goal to make your meetings matter and help to grow IEHA!



PURDUE UNIVERSITY COOPERATIVE EXTENSION SERVICE

Parliamentary Procedure at a Glance

TO DO THIS	YOU SAY THIS	May You Interrupt Speaker?	Must You Be Seconded?	Is the Motion Debatable?	What Vote is Required?
Adjourn the meeting	"I move that we adjourn"	No	Yes	No	Majority
Recess the meeting	"I move that we recess until...."	No	Yes	No	Majority
Complain about noise, room temp, etc.	"Point of privilege"	Yes	No	No	No vote
Suspend further consideration of something	"I move we table it"	No	Yes	No	Majority
End debate	"I move we vote on the previous question"	No	Yes	No	2/3 vote
Postpone consideration of something	"I move we postpone this matter until...."	No	Yes	Yes	Majority
Have something studied further	"I move we move this matter to...."	No	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by...."	No	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that...."	No	Yes	Yes	Majority
Object to procedure or to a personal affront*	"Point of order"	Yes	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No vote
Ask for a vote by actual count to verify a voice vote*	"I call for division of the house"	No	No	No	No vote
Object to considering some undiplomatic matter*	"I object to consideration of this question"	Yes	No	No	2/3 vote
Take up a matter previously tabled	"I move to take from the table"	No	Yes	No	Majority
Reconsider something already disposed of*	"I move we reconsider our action relative to...."	Yes	Yes	Yes	Majority
Consider something out of its scheduled order*	"I move we suspend the rules and consider...."	No	Yes	No	2/3 vote
Vote on a ruling by the chair*	"I appeal the chair's decision"	Yes	Yes	Yes	Majority

*Not amendable

Sources: i-LEaD materials developed by Purdue University,
Skills for Leadership: Working with Volunteers by Emily K. Morrison

