

## Having Effective Meetings

### 1. Prepare

- a. Set a personal goal for the meeting.
- b. Collect and prepare materials and handouts.
- c. Develop and write down an agenda.
- d. Be informed.

### 2. Conduct

- a. Start on time.
- b. Outline what you want to cover.
- c. Recognize visitors
- d. Follow your agenda
- e. Maintain order

### 3. Wrap Up

- a. Ask if you have forgotten anything
- b. Restate any decisions or plans made
- c. Make sure anyone who has taken a job or responsibility knows what it is

## Effective Meeting Rules and Guidelines

1. Limit or eliminate drinking
2. Never allow a meeting to last more than one and one-half hours
3. Ask for ideas, then offer yours
4. Use "Roberts Rules of Order" (see other page on this website)
5. When forming your agenda, use logical progression like past, present, future or old business, new business
6. Have someone take notes (secretary's responsibility)
7. Start your meeting by reading the minutes from the last meeting
8. When a controversial subject comes up, take time to assure everyone that they have their turn to speak, one at a time
9. Let everyone express their opinions twice. If there are no changes and you see no middle ground or compromises then move on
10. If you cannot answer a question, write it down and follow up on it after the meeting.