

## **Considerations for EFFECTIVE MEETINGS**

- Meeting Materials – *Agenda, minutes, and all reports needed for the meeting should be available to all meeting participants at least five days before the meeting.*
- Timed Agenda
- Group Covenant & Ground Rules for meetings
- Roles:
  - *Chair*
  - *Timekeeper*
  - *Secretary*
  - *Process Observer*
- Agenda Elements:
  1. *Chalice Lighting & Reading*
  2. *Check-in*
  3. *Review/Approve Agenda & Goals, note items requiring Action, & Assign Roles*
  4. *Business of meeting*
    - *see that most important items are early in the agenda and have ample time*
    - *consider using a “consent agenda” for routine approvals*
    - *be intentional about the process for each part or agenda item*
    - *include intentional learning and/or future focused discussion in most meetings*
  5. *Process and Action Items Review*
  6. *Closing & Check-out*
- Process Methods (*could use all in the same meeting and best to do so intentionally*):
  - *Formal – Robert’s Rules of Order*
  - *Informal discussion*
  - *Brainstorming / Affinity Grouping (for generating or gathering ideas)*
  - *Active Listening (“Talking Stick” method)*
- Considerations in selecting Process Method:
  - *Nature or Stage of the matter (such as decision-making; idea-generating; data-gathering; analysis/debate; options/ solutions; controversial or routine)*
  - *Time allotted for meeting*
  - *# of participants in the meeting*
  - *Styles / types of participants*
- Decision-making Processes:
  - *Majority Rule*
  - *Consensus*
  - *Unanimity*

*No explicit process IS still a process  
(but not necessarily the most appropriate or effective one)*