

Fundamentals of Effective Meetings: Basic Principles and Protocol



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UWEX Meeting 3/18/05

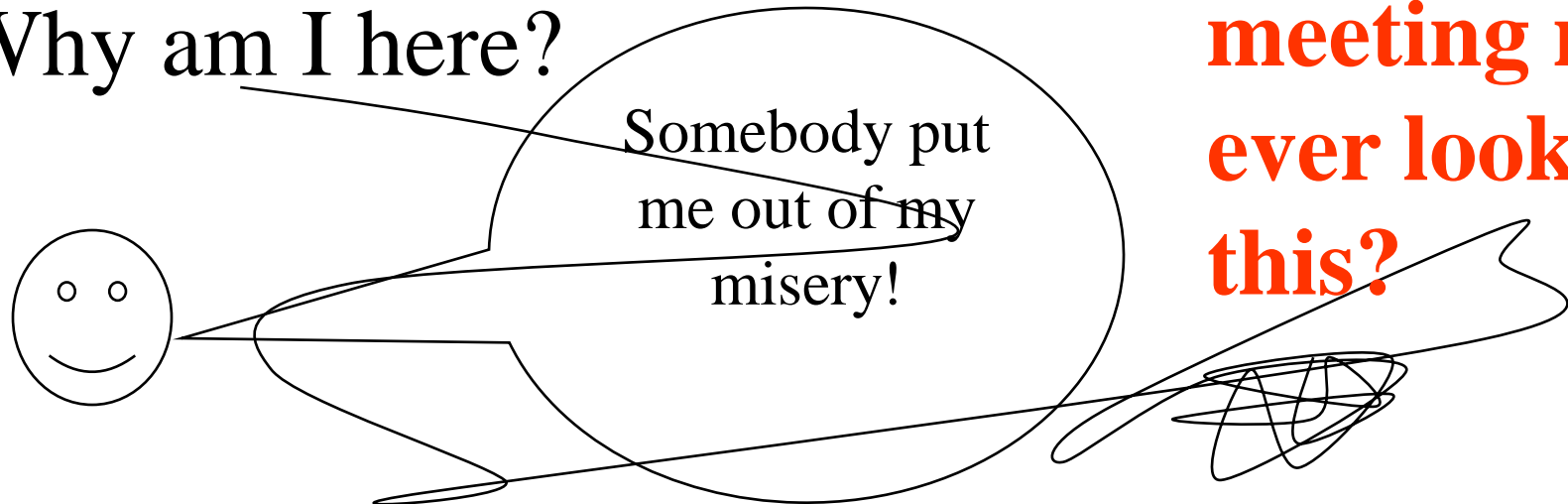
Still waiting for meeting to start.

Okay, finally starting.

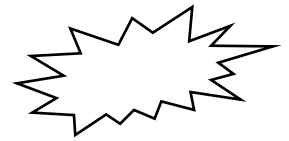
Blah, blah, blah.

Are we done yet?

Why am I here?



I am so
BORED!



**Do your
meeting notes
ever look like
this?**



Analysts

- Exhaust all the options to make the best decision
- Focused on issues
- Clear purpose
- Justification for all actions—answers the question “why?”

Organizers

- On time
- Structured
- Well-planned
- Job assignments
- Detailed

Action

- Fast-paced
- Joking
- A lot of discussion by everyone
- Animated
- Limited time
- Ends early
- Decisions, action

Expressive

- Check in
- No combativeness
- Good participation from all
- Social
- Values expressed
- Amicable closure

The Sources of Procedural Rules

- State statutes
- Local rules
- Robert's Rules of Order

Robert's Rules of Order

- Motions should be clearly stated.
- Ownership of the motion
 - No “friendly amendments.”
 - No single-handed withdrawal of a motion.
- Unanimous consent.

Robert's Rules of Order

- Only one MAIN motion can be pending at any given time.
- Other classes of motions take precedence over main motions.
 - Subsidiary, privileged, and incidental
- Body as a whole must agree to end debate.
- 2/3rds vote required to change rules and close debate.
- Chairperson may (should?) vote at any time.

Robert's Rules of Order

- Decisions can be reviewed
 - Reconsider
 - Moved by a member who voted with prevailing side.
 - Must be moved in a timely manner.
 - Reopens debate; it does not change the decision.
 - Renew, rescind, amend.
- Contracts are still binding.

Robert's Rules of Order

- Postpone to a definite date versus table.
- Role of the chair in clarifying the member's intent.

Robert's Rules of Order

- Public does not have participation rights in meetings of local government bodies.
- Local government body may suspend its own rules.

Chairperson's Responsibilities

- Chairperson is responsible for the agenda.
- Members may place items on agenda.
- Chairperson has all the rights of participation, including making and seconding motions, and voting.
- Chairperson is responsible for administering the group's deliberations.

Chairperson's Responsibilities

- Announces issues and keeps members on track.
- Restates motions for clarity.
- Recognizes members.
- Seeks balance.
- Enforces group's rules.
- Asks for votes on each side and announces outcome.

Chairperson's Responsibilities

- Responds to requests.
- Rules on points of order.

Motions

- Required on substantive issues.
- Avoid negative motions, accepting informational reports, reaffirming existing policy.
- Should be stated fully and repeated by chairperson, once seconded.
- Must be seconded, unless incidental.

Additional Key Points

- Quorum must vote.
- Not required to vote.
- Conflicts of interest must be disclosed.

Resources

- *A Guide to Parliamentary Procedure for Local Governments in Wisconsin.* Larry Larmer. 1998
- *Wisconsin County Supervisor's Handbook.* Wisconsin Counties Association. 2004
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