

HOW TO RUN A GOOD MEETING/FORMAL MEETING ENVIRONMENT

Formal Meeting Protocol

- Provides form and discipline
- Clearly defined boundaries
- Should establish a productive environment

Agenda

- Clearly defined goals and objectives
- Keeps people focussed
- Establishes written record

Sample Agenda – it is not imperative to follow the agenda in this particular order

- Name of organisation
- Date, time and place of meeting
- Apologies
- Minutes of previous meeting
- Matters arising
- Correspondence
- Financial
- General business – including strategic discussions, matters for decision, and matters for information
- Date, time and place of next meeting

Minutes

- Who was there?
- Who apologised?
- What decisions were made?
- Who moved and seconded the motions?
- Were they carried?
- Ratified/corrected at start of each meeting

Understanding Motions

- Intent is to provide focus
- Tool to record succinctly agreed actions
- Ambiguity is arduous

Voting

- Show of hands
- Secret ballot
- Electronic
- All those in favour please say aye.