



# Effective Governance: Session 3 Effective Meeting Management



# Effective Meeting Management

- Understanding the Committee's Mandate and Responsibilities
  - The Committee's Charge
  - Appointment Process and Duties of Members
  - Committee vs. Citizen Responsibilities
  - Review Committee Handbook



# Understanding the Committee's Mandate and Responsibilities

- The Committee's Charge
- Appointment Process, Terms and Duties of Members
- Committee vs. Citizen Responsibilities
- Review Committee Handbook with special attention to the OML and Open Records Law requirement.



# Effective Meeting Management

## □ Requirements

- Posting a Meeting
- Agenda
- Minute Taking and Posting
- Open Meeting Responsibilities (Review)
- Conflicts of Interest (Review)



# Effective Meeting Management

- Operating Procedures
  - Rules and Processes
  - Role of the Chair
  - The Importance of Pre-work and Preparation
- Time Management
- Internal Relationships
  - Group Dynamics
  - Engaging all the Committee's Voices
  - Group learning
- How will Decisions be Made?
- Ending a Meeting
- Meeting Evaluations



# External Relationship Management

- With Assigned Town Staff
- With Other Town Boards and Committees



# Citizen Engagement

- Taking Public Comments
  - When and How will this Occur?
  - What Information will be Made Available?
- Telecast Meetings
  - Preparation
  - Don't let TV inhibit candid conversation



# What Could Possibly Go Wrong?

- Lack of preparation
- Lack of a Quorum
- Missing or unavailable Document(s)
- Conflicts on the Committee
- Conflict arising from the audience
- What happens if a deadlock occurs?





Questions?