National Association of Home Builders

# Running Effective Meetings:

## U Pa a a P

# Running Effective Meetings:

## U Pa a a P



## Introduction

L

( 00) 36 -5242 176.

# The Leader's Role

[illegible]

**Content: What are we discussing?**

[illegible]

*Some of the activities in this area may include:*

**Preparing an agenda:** [illegible]

**Developing meeting objectives:** [illegible]

**2 Interaction: How are we discussing it?**

[illegible]

*Some of the activities in this area include:*

**Encouraging participation:** [illegible]

**Leading by example:** [illegible]

**Managing time:** [illegible]

**Ask for feedback:** [illegible]

## 3 Structure: What's the meeting environment? How does it feel?

*The activities in this area include:*

**Developing ground rules:**

**Following agreed upon procedures:**

**Following up on important tasks:**

# How Do Members Get Their Say?

*There are five general types of motions:*

**Main motions:**

**FOR EXAMPLE**

## 2 Privileged motions:

**For example:**

1. **Fix the time which to adjourn:**
2. **Adjourn:**
3. **Recess:**
4. **Questions of privilege:**
5. **Call for the orders of the day:**

***Note:*** *Privileged motions have special privileges only when they are offered as secondary motions. When they are main motions, they are treated like any other main motion and must follow the rules for a main motion.*



## 3 Subsidiary motions:

1. **Lay on the table:**
2. **Previous question:**
3. **Limit or extend limits of debate:**
4. **Postpone to a certain time:**
5. **Commit or refer:**
6. **Amend:**
7. **Postpone indefinitely:**

**Incidental motions:** [illegible]

**1. Point of order:** [illegible]

**2. Appeal the decision of the chair:** [illegible]

**3. Object to the consideration of a question:** [illegible]

**4. Suspend the rules:** [illegible]

# How Do I Present My Motion?

*Here's what happens when you want a motion considered:*

**1 You obtain the floor**

[illegible]

**2 You make your motion**

[illegible]

**3 You wait for a second**

[illegible]

**4 The chair states your motion**

[illegible]

**5 You expand on your motion**

[illegible]

**6 The chair puts the question**

[illegible]

# Discussion Starters

[illegible]

***The following examples provide some useful guidelines for generating discussion:***

**Ask for opinions:**

[illegible]

**Paraphrase:**

[illegible]

**Encourage Participation:**

[illegible]

**Ask for Clarification:**

[illegible]

**Be Supportive:**

[illegible]



**Test for Consensus:**

[illegible]

**Do a Quick Survey:**

[illegible]

**Initiate Action:**

[illegible]

**Summarize:**

[illegible]

# Handling Disruptive Behaviors

**The Expert:**

**The Side Chatter:**

**The Talker:**

**The Devil's Advocate:**

**The Shy Guy:**

**The Cell Phone User:**

**The Johnny ComeAtely:**

**The Yawner:**

*It is important to note that any of these behaviors could also be addressed during a private conversation between the meeting leader and the meeting participant.*

# Sample Meeting Agenda

***Anytown HBA***
***Membership Committee***
***September 23, 2010***
***6:30-8:00 pm***

***Chair:*** [illegible]
***Vice Chair:*** [illegible]

**I. Meeting Objectives (6:30-6:35 pm)**

1. [illegible]
2. [illegible]
3. [illegible]

**II. Consent Agenda (6:35-6:40 pm)**

1. [illegible], 2006 [illegible]
2. [illegible]

**III. Discussion items**

1. [illegible] (6:40-7:10 )
2. [illegible] (7:10-7:30 )
3. [illegible] (7:30-7:40 )

**IV. Open Discussion (7:40-7:55 pm)**

**V. Meeting Summary (7:55-8:00 pm)**

**VI. Next meeting: February 23rd, HBA Office, 6:30-8:00 pm**



# Sample Meeting Ground Rules

[illegible]

# Sample Meeting Checklist

**** Check those statements on the list below that apply to your current meetings. After you have reviewed the entire list, follow the equation below to find out how productive your meetings actually are.***

**Number of Statements Checked _____ x 5 = _____ Meeting Score**

* 0

* 60





## Bibliography


*Haynes, Marion E., "Effective Meeting Skills: A Practical Guide for More Productive Meetings" (California: Crisp Publications, Inc., 1988.)*

*"Parliamentary Procedure: A Matter of Order" (Massachusetts: Channing L. Bette Co., 1997.)*

*Pike, Robert W. & Arch, David, "Dealing With Difficult Participants" (Minneapolis: Creative Training Techniques Press, 1997.)*

NAHB

## Your members build the American Dream.
## We build your Association!

N H

N H

H

N H ’

!

### Our services include:

G &

800 368 5 8 6

@

# Consulting. Speaking. Leading.

**National Association of Home Builders**

0 5 N

0005

800 368 5