



EFFECTIVE MEETINGS

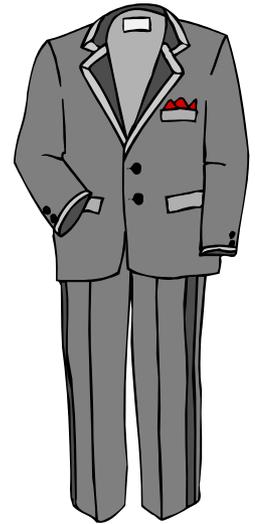


THE
MARYLAND
MUNICIPAL
LEAGUE



● **Background in running a meeting**

- **Mayor**
- **Councilman**
- **MML President**
- **School Board President**
- **Committee Chairman**
- **Registered Parliamentarian**



My Other Suit is a Wetsuit



Enlighten & Entertain

The Disclaimer

- *The views expressed in this presentation, although absolutely correct, do not reflect the views of LGIT, MML, or MACO -These are things they don't want you to know!*
- *The stories contained herein are not stories about real towns, people you know, or towns I represent – even if I use their names by accident!*
- *I've been in municipal government so long I'm jaded – so don't get upset when I belittle the public and elected officials.*

Municipal Officials love meetings?

- **Council Meetings**
- **Staff Meetings**
- **Committee Meetings**
- **MML Meetings**
- **Workgroup Meetings**
- **Community Meetings**















What is “Effective”?



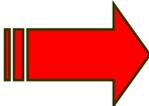
- **Producing a desired result**

All meetings should have an objective

Wrong Objectives:

Elected Officials  Publicity

Staff Members  Interruption of job

Press  Information to misinterpret

Public  Berate officials

Proper Objectives for Meetings:

- **Meet Charter obligations**
- **Debate and exchange ideas**
- **Conduct public business**
- **Make decisions**
- **Inform the public**

To Accomplish Something!!!



This is a Business Meeting!

- **Board of Directors of a company**
Focus on business items; deal with unrelated items on your own time
- **Public comment/input is limited**
Public has a right to watch; not always the right to comment



A meeting should be like theater, where the audience can follow the storyline, the actors know their roles, and the slips-ups and mistakes are taken as part of the plot.

So How Do We Get There?



Taking The Trip

- **Pick Destination**
- **Packing List**
- **Travel Arrangements**
- **Take the trip**
- **Prepare for unexpected**
- **Photo Album**
- **Goal for meeting**
- **Agenda**
- **Meeting set-up**
- **Conduct meeting**
- **Contingency plan**
- **Minutes**



Goals for Meeting

What do you want to accomplish?

Pass a resolution/ordinance

Discuss a problem

Approve a purchase

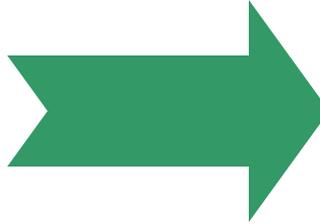
Plan budget priorities

- **Set in advance**

- **Allows for preparation**
- **Focus**
- **Better participation**
- **Shorter meetings**



GOALS



AGENDA

Contents:

- ✓ Specific Detail
- ✓ Identification of speaker
 - ✓ Time limits
- ✓ Discuss/Review/Action

A G E N D A

- 7:30 PM** **Opening – Pledge – Roll Call**
- 7:35 PM** **Review of Minutes for September 5, 2007 and September 10, 2007**
- 7:55 PM** **Review:**
Resolution No. 2007-19, State Retirement System Tax Pickup Program
Resolution No. 2007-20, Water Allocations through November 1, 2007
Ordinance No. 7-2007, General Obligation Bond Anticipation Notes
Ordinance No. 8-2007, General Obligation Bonds
- 8:00 PM** **Legal: See Attached Written Report for October 2007**
- 8:20 PM** **City Manager’s Report: See Attached Written Report for October 2007**
- 8:35 PM** **Unfinished Business:**
1. Financial Report
2. Other
- 8:45 PM** **New Business**
1. Accounts Payable
2. Police Car Bids
3. Other
- 8:55 PM** **Council Comments**
- 9:30 PM** **Adjournment**
- 9:05 PM** **Closed Session for Legal Advice and Property Acquisition by Authority of Annotated Code of Maryland, Section 10-508 (a) (7) and (3) and Personnel Discussions by Authority of Annotated Code of Maryland, Section 10-508(a)(1) Personnel**
- 9:30 PM** **Adjournment**

A Good Agenda:

- **Allows body to be prepared**
- **Alerts the public**
- **Informs the media**
- **Keeps the meeting on track**

AGENDA

October 17, 2007 Pre-submittal Meeting

9:00

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9:30 Cole Property – Allendale Lane; sketch plan update

10:00 Staff discussion – Nextel antenna upgrade status, next steps

10:30 Nelson Property – Fairview Avenue; minor subdivision

11:00

11:30

12:00

1:00

1:30

2:00

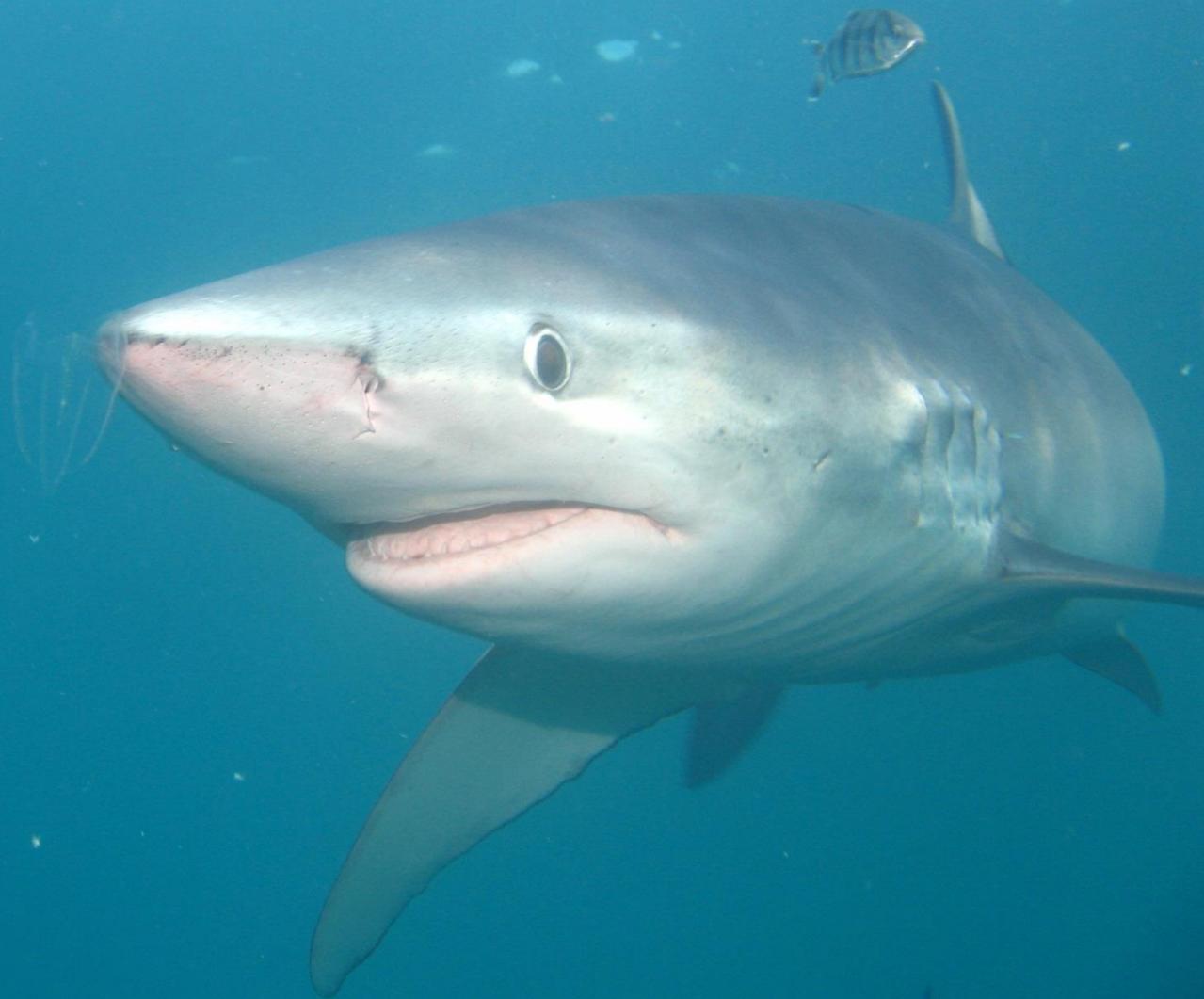
2:30

3:00

The Key Factor

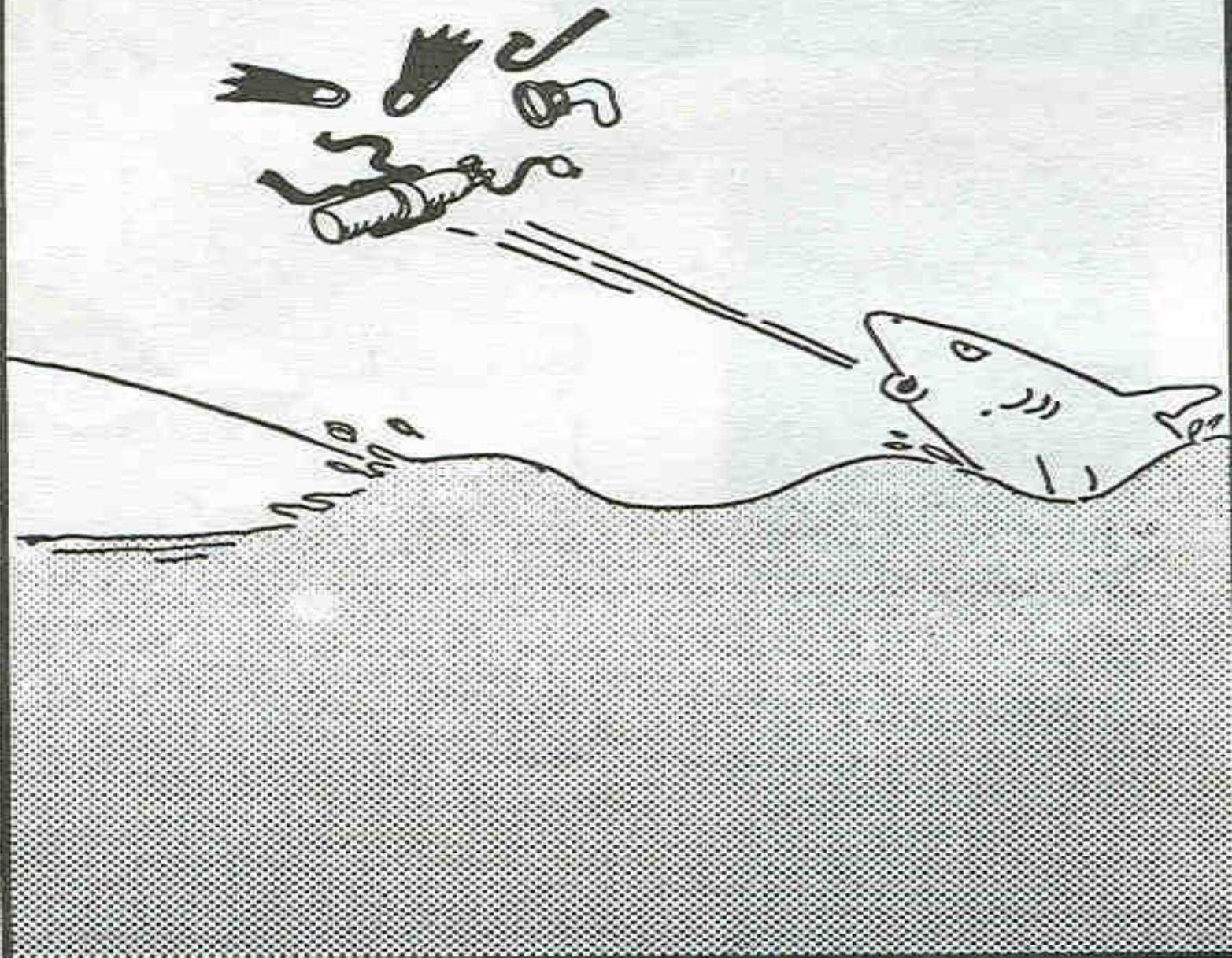
You need to follow the agenda!







Larson



Carroll News Brief

Taneytown mulls ban on chickens

TANEYTOWN — The Taneytown City Council may revisit the city's ban on chickens after a resident made a plea at Monday night's council meeting to be allowed to have chickens as pets.

Josh Hatkin, a resident on Crimson Avenue, told the mayor and City Council that raising chickens has become a popular hobby in other cities large and small and he was unsure why the city would have a ban on them.

"Hens are essentially silent," Hatkin said. "There are numerous things around town that are far noisier."

Hatkin said chickens eat a lot of insects, and may even help keep the stink bug population down.

Resident Marvin Flickinger asked Hatkin how many chickens he had in mind, should the city decide to reverse its policy.

"I can't see why anybody would want more than a dozen," Hatkin responded.

Mayor Jim McCarron said that it would have been common in the past for households to have a backyard flock, and that the issue should be discussed. McCarron said the City Council would review its current policy and decide if a change is necessary.

— Carrie Ann Knauer

Success Story - Sykesville



Mayor Ian Shaw



Listing times on the
Agenda ...
keeps the meeting on
track and the
discussion on point

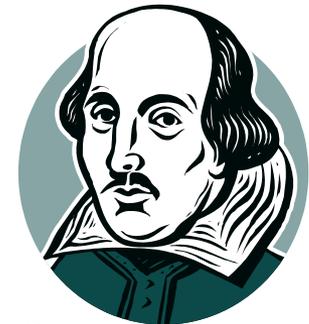
Final Thoughts on Agendas

- **Set an Agenda Policy**
 - Deadline for submission
 - Requests in writing
 - Approval process for Agenda
- **Post the Agenda**
- **Distribute Agenda/materials in advance**

MEETING SET-UP



- Perfection/Professionalism is in the details
- *“All the world is a stage and we are merely players upon it”*



Shakespeare

Items to Consider:

- Agenda for public
- Charts/Exhibits for public
- Nameplates
- Speaker podium
- Codebook
- Sign-in sheets
- Space/seating
- Dress code
- Clock



Subtle items to consider:

- **Who's coming?**
 - Quorum
 - Issue passage
- **Recent hot button issues**
- **Dignitaries and Protocol**
- **Newspaper deadlines**

Visualize the Meeting

“Blue Angel’s Strategy”



“The Five “P” Rule”

- Prior
- Planning
- Prevents
- Poor
- Performance





Be Prepared for Mr. Murphy

Of Murphy's Law Fame

- **“Things that can go wrong, will go wrong”**
- **“The best laid plans of mice and men sometimes go awry”**
 - Stay one step ahead of the pack
 - Figure out and prepare for all possibilities









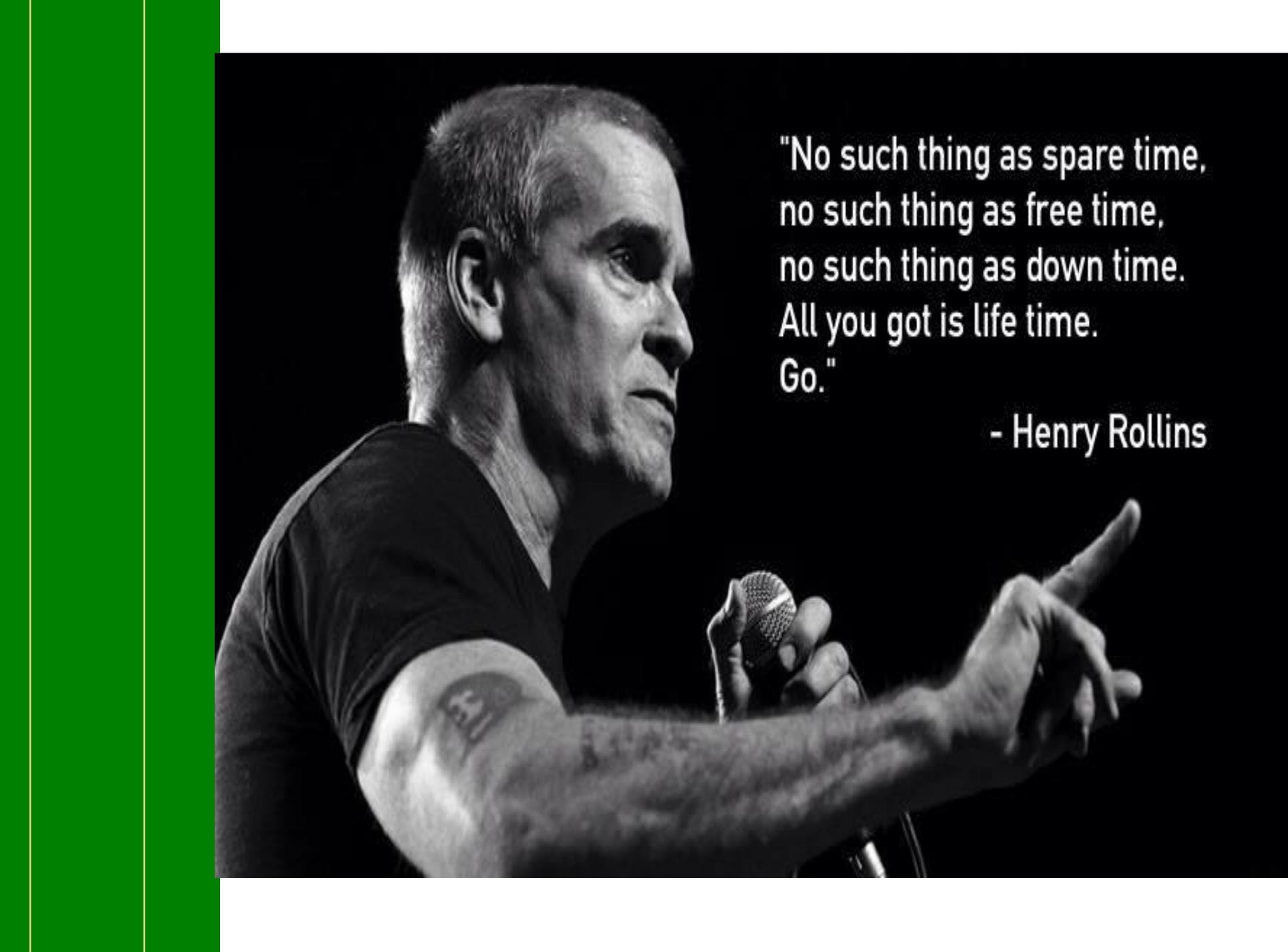
THE MEETING

- **TIME**
- **RULES**
- **RECORD**



TIME

- **Most people detest meetings because they are a “waste of time”**
- **Most people don’t attend meetings because they “don’t have the time”**
- **Most people believe that instead of participating at meetings their “time can be better spent”**



"No such thing as spare time,
no such thing as free time,
no such thing as down time.
All you got is life time.
Go."

- Henry Rollins

Tips on Time

- **Start on Time**
 - Takes control
 - Easy to do
 - Shows value for others' time
 - Shows professionalism



“The Moe ‘Go’ Rule”

Set an Informal Ending Time

- **Meeting isn't an endurance test**
- **Agree to anything just to leave**
- **Public doesn't stay**
- **Press deadlines are missed**

MORE ENERGY



BETTER DECISIONS



Time During the Meeting

- Agree on time limit for speakers
 - Remind people before they speak
 - Stick to it
- Avoid excessive unrelated banter
- Keep audience on task



Success Story – Takoma Park



Mayor Kate Steward



From 6+ hour
weekly meetings...

To 2 hour meetings

MEETING RULES

- **Charter Requirements**
- **State Open Meeting Law**
- **Municipal Code Requirement**
- **Parliamentary Procedure**



Charter Requirements

- **When meeting shall be held**
- **Public right of input**
- **Financial reports approval**
- **Open Meetings/Closed Meetings**



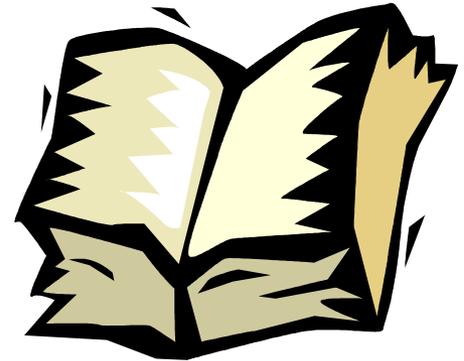
OPEN MEETING LAW



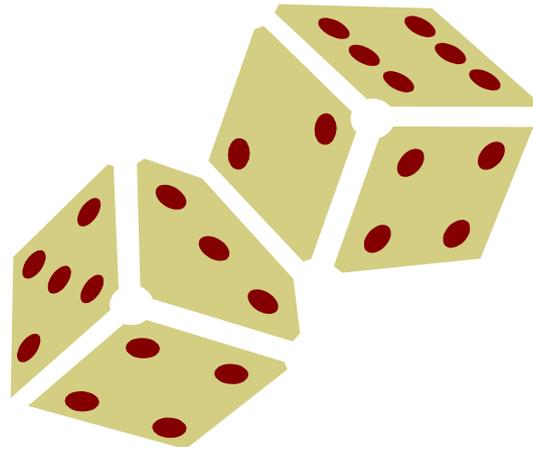
- **General Procedures Article of the Maryland Annotated Code**
- **Open Session required**
- **Exceptions for Closed Session**

Municipal Code Requirements

- **Outline Agenda**
- **Presiding Officer**
- **Order of Business**
- **Matters before Council**
- **Rules of Procedure**



What happens if you don't follow these requirements?











Parliamentary Procedure

- **Set of Rules for the conduct of a meeting**
- **Ensures a fair hearing**
- **Uniformity**
- **Prevents Confusion**



Procedure Goals:

- **Run the meeting “As formal as necessary, as informal as possible”**
- **Do not use procedural rules as a weapon**

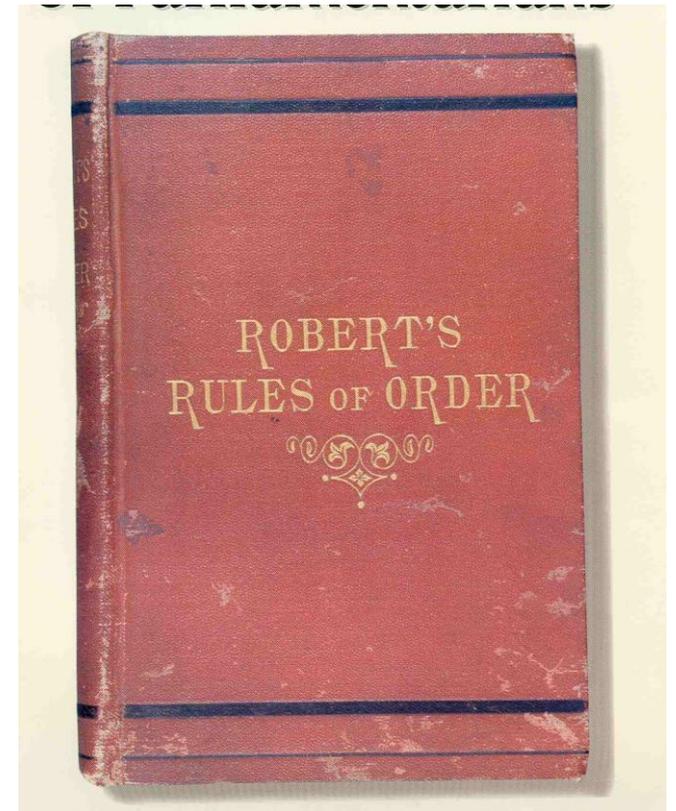




Law of **KARMA**:

“never try to play with other people around you for you may never know that they play better than you.”

Robert's Rules of Order



RULES OF ORDER

- **Motions**

- **Debate**

- **Voting**



Motions

- **Main Motion**
- **Subsidiary**
- **Privileged**
- **Incidental**

Things to consider – all motions

O – Is it in order – can I make it?

S – Does it need a second?

A – Can it be amended?

D – Is it debatable?

V – What vote is needed?

O S A D V

“OSADV TEST”

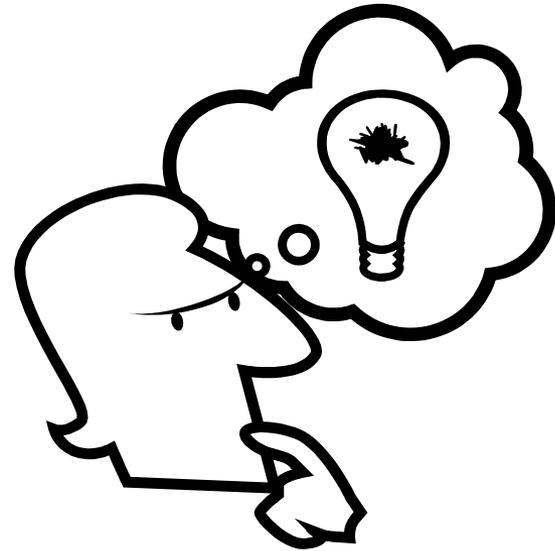
Oh

Shoot

Another

Disgruntled

Voter



The Main Motion

- **Introduces the subject**
- **Can't be made when another motion is pending**
- **Yields to all other types of motions**

Example: Main Motion

“I move that the City buy a new white Public Works truck”

- O** Must have the floor
- S** Must have a second
- A** Can be amended
- D** Is debatable
- V** Majority vote

Subsidiary Motions

Seven Types:

- 1. Amend**
- 2. Limit or extend debate**
- 3. Lay on the table**
- 4. Postpone to a time certain**
- 5. Postpone indefinitely**
- 6. Refer to a committee**
- 7. Previous Question**

Example – Motion to Amend

Main Motion was:

“I move that the City buy a new white Public Works truck”

Motion to Amend:

“I move to amend the motion by substituting RED truck for a WHITE truck”

OSADV test

- **Must obtain the floor**
- **Needs a second**
- **Can be amended**
- **Is debatable**
- **Majority vote needed**



Motions to “Table”

- **Lay on the table**
- **Postpone to a time certain**
- **Postpone indefinitely**



Motion to table

- **is to “lay on the table”**
 - **Temporarily suspend**
 - **Move to “Take off the table”**
 - **Failure to take up subject in the same session causes motion to die**
- “I move we lay the matter of the purchase of Public Works truck, until we hear the budget report”**

Postpone to a time certain

- **Postpone definitely**
 - **Will be considered as unfinished business**
 - **Matter is still alive until the time set**
- “I move to postpone this motion until the next month’s council meeting”**

Postpone Indefinitely

- **A parliamentary strategy allowing the disposal of a motion without making a decision for or against it**

“I move that the issue of purchasing Public Works truck be postponed indefinitely”



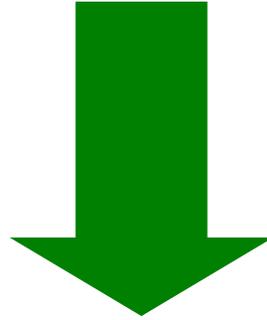
Motions and More Motions.....

***Privileged Motions – Five Types**

***Incidental Motions – Eight Types**



Forget memorizing



Use a chart



Jay's Pet Peeve #1

Happens all the time:

“I will withdraw my motion, if you will withdraw your second”



CAN NOT DO!

Once made motion becomes the “property” of the entire body

Jay's Pet Peeve #2

“I call the question”



Does not end the debate if someone still wants to speak

It is a subsidiary motion that should be voted upon

DEBATE

- **Maker of the motion speaks 1st**
 - *After there is a second!!!*
- **Time limitation**
- **Decorum**
 - *Use titles; Mr./Ms.; not names!*

VOTING

- Voice vote – yeah or nay
- Show of hands (division of the house)
- Roll call
- Ballot
- General Consent



General Consent



- **Also called “unanimous consent”**
- **When opposition isn’t likely**

“With no objection, the minutes to the last meeting are approved by unanimous consent”

If someone objects – vote

Final Thoughts on Parliamentary Procedure

- Should be used to assist, not hinder
- Depends on the group size
- Any group type – Council, Congress, Fire Department, School Board, Tribal Council







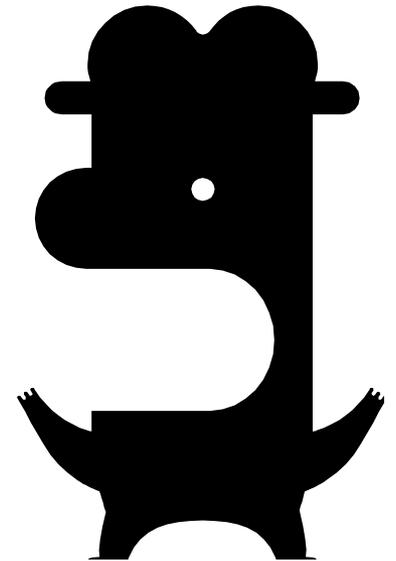
Public Hearing

- Legal requirements/public input
- It is a **HEARING** not a **TALKING**

Let the public talk

**Protect the record*

**Reduce debate*



Save your comments for action items

Contingency Plan

- The “What ifs”
- The Practical to the Political

“Chance Favors the Prepared Mind”



Taking Minutes

- Minutes not hours



- What was done, not what was said

- Legal requirements
Open Meeting Law



Conclusion:

The better prepared YOU are, the more effective and efficient your meeting will be



Resources:

- ABC of Parliamentary Procedure
- Parliamentary Quick Reference Card, Wolmar Parliamentary Enterprises
- National Association of Parliamentarians
- Jack A. Gullo Jr., Esq.
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