

The Characteristics of an Effective Meeting

Relevant Question:

(What kind of organization would my club be if all members were just like me?)

Robert's Rules of order is recognized as the standard for facilitating discussions and group decision-making. The club is governed by its bylaws and standing rules.

The meeting leaders must demonstrate the following behaviors:

- Be a good motivator
- Be a good listener
- Allow expressions of feelings when appropriate
- Seek input and ideas from the group when appropriate
- Be an interesting and pleasant speaker
- Be prepared ahead of time
- Be open and honest with the group
- Be tactful and responsive
- Be respectful of time and the agenda schedule
- Provide simple answers to questions; seek answers later when appropriate

The club members must demonstrate the following behaviors:

- Attend meetings regularly
- Be punctual and remain until the end of the meeting
- Be willing to listen
- Be willing to change your mind
- Be courteous and tactful when addressing the club
- Be willing to submit to majority rule and lose gracefully
- Refrain from ongoing side conversations during the meeting
- Be willing to read information received and come prepared to act
- Be prepared to cite facts, not merely personal opinions
- Enthusiastically, promote club objectives and work toward attaining club goals