Module 3
Meeting Management Overview

Description
Effective meetings are no accident. Meetings are carefully thought-out, well-executed events. Students will be engaged in a meaningful discussion about running meetings that is sure to produce results. A basic knowledge of parliamentary procedure is essential for a leader and anyone serving on a board, council or committee.

Objectives
- Describe an effective meeting agenda
- Make a motion in a meeting confidently
- Understand the basics of parliamentary procedure
- Model confidence needed to serve in a leadership role

Total time with all suggested activities: 1 hour, 45 minutes

Activities

Effective Meetings
Effective Meetings PowerPoint and activity: 30 minutes

Supplies needed:
- Effective Meetings PowerPoint, computer, projector
- Balloon and wooden grill skewer for each student
- Bottle with dish soap and water
- Additional supply list within each activity

Agenda Sorting Activity
Eleven cards to be sorted are listed with an agenda item printed on each. Eleven volunteers are needed for this activity. Shuffle the cards and distribute one to each volunteer. Ask the volunteers to put the business meeting agenda together from start to finish without talking. After the group believes it has the correct order, go through it and explain if any items are out of order. One card should be developed with the following items:
- Call to order
- Opening exercise
- Minutes – read and approval
- Correspondence
- Treasurer’s report – read and approval
- Officers reports
- Committee reports
- Unfinished business
- New business
- Announcements
- Adjourn

When the volunteers have sorted the cards, ask:
- How did the group decide the order of business?
- Was determining the order of business difficult?
- How does an agenda help the group conduct business?
**Parliamentary Procedure**
Parliamentary Procedure PowerPoint and Making a Motion Sorting Activity: 30 minutes

**Supplies:**
- Parliamentary Procedure PowerPoint, computer, projector
- Additional supply list within each activity
- Handouts: Parliamentary Procedure: The Basics (one for each student)

**Making a Motion Sorting Activity**
Eight cards to be sorted are listed with a step to making a motion printed on each. Eight volunteers are needed for this activity. Shuffle the cards and distribute one to each volunteer. Ask the volunteers to put the steps in a motion together from start to finish without talking. After the group believes it has the correct order, go through it and explain if any items are out of order. One card developed with the following items:

- Member asks to be recognized
- Chair recognizes member
- State motion
- Obtain a second
- Chairman restates the motion
- Discussion
- Vote
- Chairman announces results

**Parliamentary Procedure Beach Ball Review**
**Time:** 15 minutes

**Supplies needed**
- Beach ball
- Beach Ball Review Activity questions on handout

Facilitator: Blow up the beach ball. Using a marker, write numbers 1 to 25 around the beach ball. Ask the students to form a circle and then toss the ball to someone across the circle. Call out the number closest to where student’s right thumb lands. The student will answer the question. Continue to toss the beach ball around the circle, giving everyone a chance to answer the question.

**Making Trail Mix**
**Time:** 30 minutes

**Supplies needed**
- Large bowl
- Spoon
- Trail mix ingredients (cereal, raisins, M&M’s, nuts, dried fruit, crackers)
- Serving utensils (napkins, paper cups)

— Optional activity — Working in groups of three, teach parliamentary procedure to lower elementary grades (suggest grades four to six) using the Trail Mix Activity and “Parliamentary Procedure: The Basics” Handout.