

# EFFECTIVE MEETINGS & INTRODUCTION TO ROBERT'S RULES

Tiffany Jackson, Director of Membership Services  
Michael Swain, AASB Past President



---

---

---

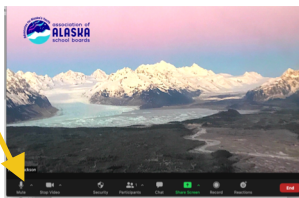
---

---

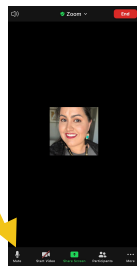
---

---

## Housekeeping ~ Muting



\*6 From phone



---

---

---

---

---

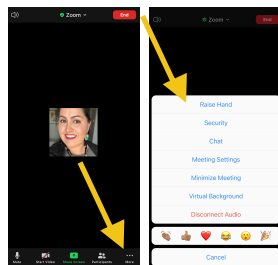
---

---

## Housekeeping ~ Raising Hand



\*9 From phone



---

---

---

---

---

---

---

### Housekeeping - Chat

Feel free to enter questions and comments into the chat box.

Chat box is being recorded and will be emailed to the host after the session ends.

---

---

---

---

---

---

---

### Why is Conducting an Effective Meeting Important?

- It's your responsibility to act in the best interest of the school district and students
- Want to make sure time is spent on what is important

---

---

---

---

---

---

---

### What Resources Can Help Your Board Conduct Effective Meetings?

- Board Policies
- Board Bylaws
- Robert's Rules of Order

---

---

---

---

---

---

---

Is my board required to  
use Robert's Rule's of Order?

---

---

---

---

---

---

---

#### Why Roberts Rules?

- Structure
- Discussion must be germane
- No interruptions
- Majority rules
- Everyone is equal

---

---

---

---

---

---

---

#### Common Mistakes

- Not understanding the role of the Chair
- Allowing surprises
- Not requiring respect
- Forgetting the public is watching

---

---

---

---

---

---

---



---

---

---

---

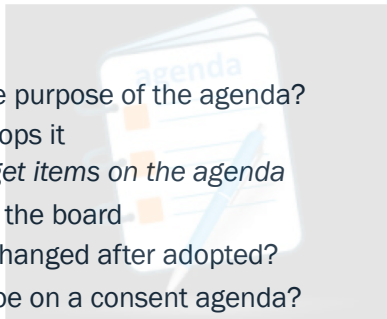
---

---

---

### The Agenda:

- What is the purpose of the agenda?
- Who Develops it
  - How to get items on the agenda
- Belongs to the board
- Can it be changed after adopted?
- What can be on a consent agenda?



---

---

---

---

---

---

---

### The Agenda is a Map

- Regular Meeting**

  - 1.) Call to Order
  - 2.) Pledge of Allegiance
  - 3.) Roll Call
  - 4.) Introduction of Visitors
  - 5.) Persons to be Heard (public comment on non-agenda items)
  - 6.) Approval of Consent Agenda Items
  - 7.) Approval of Agenda
  - 8.) Communications
  - 9.) Reports
  - 10.) Unfinished Business
  - 11.) New Business (public may comment on each item)
  - 12.) Personnel
  - 13.) Miscellaneous
  - 14.) Executive Session
  - 15.) Future Agenda Items
  - 16.) Adjournment

---

---

---

---

---

---

---

### Public at your meeting

- Meeting held in public, not public meeting
- Rules for public participation
- Public comments isn't debate
- Follow-up

---

---

---

---

---

---

---

### Minutes are Critical

- Date Time place of meeting
- Record of who attended
- Record of action
- Record of vote

**Record of what is done  
not what is said**

---

---

---

---

---

---

---

### Handling Motions

- Step 1 – Member makes a motion
- Step 2 – Member seconds a motion
- Step 3 – Chair states the question
- Step 4 – Members debate
- Step 5 – Members vote
- Step 6 – Chair announces the vote

---

---

---

---

---

---

---

### Characteristics of a Well Run Meeting

- Clear agenda available before meeting
- Materials available to public before meeting
- Board Members are prepared
- Chair understands their role
- Board familiar with Robert's Rules

---

---

---

---

---

---

---

### References

- Ann Macfarlane, Jurassic Parliament  
– [www.jurassicparliament.org](http://www.jurassicparliament.org)
- Board Basics – a primer for nonprofit board members, Jerry Covey
- Robert's Rules of Order Newly Revised  
– [www.rulesonline.com](http://www.rulesonline.com)

---

---

---

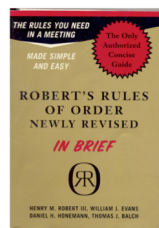
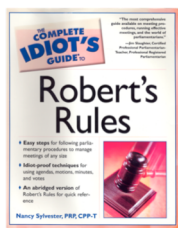
---

---

---

---

### Recommended Reading




---

---

---

---

---

---

---

THANK YOU!

For Questions, email  
Tiffany Jackson, [tjackson@asb.org](mailto:tjackson@asb.org)



---

---

---

---

---

---

---