



University of Nevada
Cooperative Extension

Citizen Advisory Board Officer's Meeting "Tickler"

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Meeting Set-Up

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- Sufficient chairs? Board member name plates visible?
- Certify posting of the meeting and check for quorum.
- Ensure audio recording is on and minutes are being taken.

Conducting the Meeting

- Remember to follow the agenda.

Why?

- The agenda is your road map.
- The agenda clarifies the objectives of the meeting.
- The agenda provides focus for participants.
- The agenda ensures time is used effectively. If necessary, group similar agenda items together.
- The agenda helps keep people on topic. Recognize when people get sidetracked.

Tips for a Productive Meeting

- Establish and adhere to ground rules (visual reminder?).
- Use the "ideas bin" and review ideas at end of meeting.
- Chairs should be facilitative leaders who:
 - Encourage participation.
 - Share reasons and feelings for statements.
 - Test assumptions.
 - Model effective group behavior.
- Understand the difference between gathering comments and seeking agreement.
- Know the difference between chairing versus facilitating.

Tips to Prevent Dysfunctional Meetings

Situation	Possible Solution
An agenda item may be potentially controversial in the community.	<i>Place the agenda item in the early part of the meeting. Review the objective of the agenda item. Share parameters and roles of the board members. Use a structured process for community input. Set time limits for speakers and minimize repetition.</i>
People become emotional. Sometimes they make personal verbal attacks.	<i>Use your ground rules, stop people, and rephrase comments to focus on the agenda item. Use "I" statements, rather than "you" statements. Take a "time out" if needed.</i>
Only the extroverts or the dominant personalities do most of the talking.	<i>Use round robins, get the silent ones involved, and ask each board member their opinion. Ask open-ended questions to test assumptions.</i>
People argue their side to convince others they are right. No one listens.	<i>Paraphrase what is said in response to their point. Connect the point to the agenda item, use probing questions, acknowledge the comment and move on.</i>
Board members hold frequent side conversations to discuss what they are thinking.	<i>Refer to the ground rules. Bring side chatter back to the general conversation so everyone can hear what they are thinking. Use ideas bin.</i>
Conversation goes nowhere. People get frustrated.	<i>Set a time limit for sensitive agenda items. Summarize comments, link related ideas together, and seek closure for the agenda item objective.</i>
Board members or meeting participants don't notice they've gotten sidetracked and are discussing a non-agenda item.	<i>Use the bin, record the off issue in the bin, and bring the idea(s) back to the original point related to the agenda item.</i>