



Lead Local

Training for aspiring, elected and appointed leaders serving on boards, councils and committees.

NDSU EXTENSION
SERVICE

This one-day training will help participants:

- Feel better prepared to serve as an effective board, council or committee member
- Recognize the components of an effective meeting
- Learn basic parliamentary procedure and how to use it
- Understand different personality styles and how they can work together effectively
- Use effective tools when dealing with conflict

Agenda

Personality Assessment

Effective Meeting Management

Parliamentary Procedure

Managing Conflict in Groups

Ethical Leadership

Action Planning

Followership

Why be involved?

- 8,314
- 1 in 24 citizens over 18

Personality Assessment

- To work most efficiently in groups, it is important to understand people.
- Define who we are and why we do things the way we do.
- Helps us understand how other individuals view things.

Effective Meeting Management

- What type of board/group/organization is this?
- What are the differences in groups?
- What am I supposed to do?
- Why did I say yes?

What types of groups or organizations are out there?

- Many are either for-profit or nonprofit corporations
- Advisory groups
- Commissions
- Committees
- Councils
- Task forces



Duties and responsibilities of board members

- Know the organization's mission and purpose
- Approve and monitor the organizations programs and services
- Ensure effective fiscal management
- Fundraise
- Organize so the board operates effectively
- Select and/or support the executive and review his or her performance
- Develop as a board and enhance the organization's public image
- Ensure sound risk-management practices are used
- Serve as the arbitrator of disputes

Set up a Board Member position description



Effective Meetings

- Good meetings don't just happen. They are carefully thought out, well-executed events that affect the way a group carries out its business.
- What are some things that frustrate you about meetings? What problems do you see?



Top 10 Meeting Problems

1. Getting off subject, rambling, repetition
2. Inconclusive: no results or follow-up
3. No purpose, goals, or agenda
4. Meetings are too long
5. Disorganized leadership with lack of control
6. Starts late, people are tardy, time is wasted
7. Poor preparation by leaders and participants
8. Information overload: unfocused, irrelevant
9. Individuals monopolize discussion
10. Interruptions



Establish Ground Rules

- All members participate
- Stay focused
- Maintain momentum
- Reach closure
- Follow the agenda
- Speak for yourself
- Maintain confidentiality
- Start and stop on time
- Don't monopolize discussion
- Be respectful

Effective Meetings: Agenda

An agenda is a written order of business to conduct a meeting. It is a list of things to be done. It is an invaluable tool to help a group focus on the business at hand and more quickly achieve its goals.



Agendas sent prior to the meeting should include:

- Date
- Time
- Location
- Name of the group
- Title or topic of the meeting
- Name and contact information for more information/clarification

Agenda Items – Robert’s Rules of Order

- Call to order
- Opening exercise (optional)
- Reading and approval of minutes
- Reports of officers and standing committees
- Special committee reports
- Unfinished business
- New business
- Announcements
- Adjourn



Parliamentary Procedure

- Proven rules move meetings along
- Maintain order and ensure equal treatment
- Control communication processes
- Orderly and democratic — provide a common routine to conduct business
- Usually needed when groups become large or when issues are complex or controversial

Parliamentary Procedure Basics

- Group discusses only one issue at a time.
- All members have equal basic rights to vote and be heard.
- Rights of the minority must be protected.
- No one can speak until recognized by chair.
- Every member can speak to the issue
- Majority vote decides an issue.
- Chairperson maintains impartiality.



Seconds

- Shows the members that more than one member thinks the motion deserves discussion.
- A member seconding a motion does not have to agree with the motion, they only agree that the motion should be discussed.
- A member who seconds a motion is not required to vote in favor of the motion that he/she seconded.



Addressing the Chair

- In a large group setting, a person wishing to speak should stand and address the chair by saying: “Mister/Madam President” or “Mister/Madam Chairman,” etc.
- In a small group setting, standing and addressing the chair is not necessary.
- The chair should recognize the speaker by saying “the chair recognizes ...”

The Gavel



- Is a symbol of authority
- 1 tap: signal for members to be seated
- 1 tap: follows the announcement of a vote
- 1 tap: follows the announcement that the meeting is adjourned
- 2 taps: calls a meeting to order
- 3 taps: signal to all members to stand
- Series of taps: used to restore order

Rules Governing Debate

- All debate must relate to the subject (must be germane).
- The member who makes the motion has the first right to debate the motion.
- No member can debate more than twice on the same motion.
- A member may not speak against his/her own motion but may vote against it.
- A member who seconds a motion, does not need to debate in favor of the motion.



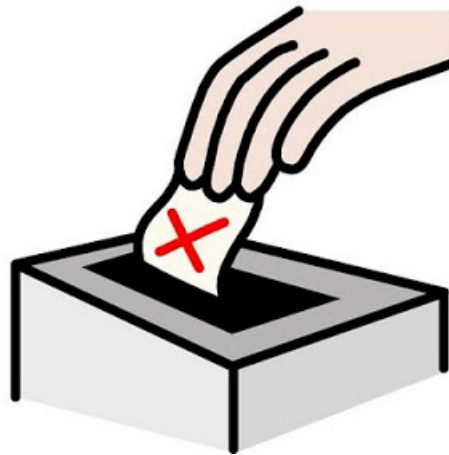
Debate Format

- Beginning statement – a clear statement of your position
- Middle statement – body – provide sound logic or evidence to back up your opening statement
- Ending statement – conclusion – reinforce your position



Types of Votes

- Voice Vote – by saying “aye” or “no”
- Rising Vote – by standing
- Secret ballot – a written vote
- Roll call: each member speaks his/her vote when called upon by the secretary.



Quorum

- The minimum number of members that must be present at a meeting to make valid decisions for the organization.
- Indicated by the by-laws of the organization.
- Usually 50% of the registered membership

Making a Motion

1. Member raises hand or stands to be recognized.
2. Chairman recognizes member.
3. Member says, “*I move ...*”
4. Motion is seconded by another member. Motion dies if there is no second.
5. Chairman restates motion.
6. Members discuss the motion.
7. Someone calls for the “Question,” or the chairman puts the motion to a vote saying, “All those in favor, say ‘aye.’” After a pause: “Those opposed, say ‘no.’”
8. The chairman announces the result of the vote.



Making an Amendment

- Offered during discussion of the main motion
- Member after rising, addressing the chair and being recognized: “I move to amend the main motion by (inserting the words..., adding the words..., striking out the words..., striking out the words... and inserting the words...).
- Another member seconds the amendment
- Chair restates the amendment and asks for discussion
- Members discuss the amendment
- Members vote on the amendment
- Chair announces the result of vote. Taps gavel once.
- Members vote on the amended main motion.

Refer to a Committee

- Offered during discussion of the main motion
- Member after rising, addressing the chair and being recognized: “I move to refer the main motion to (a special committee or a standing committee) to report back at our next regular meeting.
- Another member seconds the amendment
- Chair restates the refer motion and asks for discussion
- Members discuss the refer motion
- Members vote on the refer motion
- Chair announces result of vote. Taps gavel once.
- If the refer motion carries, the motion is given to an appointed special committee or to a standing committee

Adjourning the Meeting

- A member, after rising, addressing the chair, and being recognized: “I move to adjourn the meeting.”
 - Another member seconds the motion to adjourn.
 - Chair repeats the motion to adjourn and asks for a vote.
 - Chair announces the result of vote. Taps gavel once.
 - Chair announces that the meeting is adjourned. Taps gavel once.
-
- Practice: Make Trail Mix

Desirable Meeting Environment

- Moveable tables and chairs arranged so everyone can see and hear other members of the group
- Quiet area with good lighting
- Comfortable temperature, with good ventilation
- Restrooms nearby
- Equipment on hand: Web access, electronic devices, easels, markers, tape, etc.
- Wall space to post flip charts or use digital displays
- Refreshments available

Managing Conflict in Groups

- What feelings and thoughts do you have when you hear the word “conflict?”

Healthy Conflict Can

- Make groups consider a wide range of options
- Boost creative thinking
- Keep groups attentive to all interests
- Help hear everyone's ideas
- Focus on the facts and stay objective
- Use a logical approach to consider solutions

Unhealthy Conflict Can

- Encourage those who think they are “right” to feel elevated above those whose are “wrong”
- Bring out personal attacks and blame
- Generate distrust
- Stifle collaboration
- Make participants upset

What Causes Conflict?

- Past history/personality issues
- Different values and guiding principles
- Different perceptions or positions on the issue
- Lack of clarity



Managing Conflict regardless of your style

- Deal with one issue at a time
- Keep emotions in check
- Avoid resolutions that are easy but not satisfactory
- Avoid becoming a threat to the other person
- Conflict resolution often has more than one right answer
- Focus on interests, not positions
- Use humor when appropriate to help diffuse

Realize there will always be difficult people

- Accept the fact that there are difficult people
- Focus on what you CAN change (your reaction to difficult people)
- Resist the urge to be defensive



Work on relationship management

“The weaker connection you have with someone the harder it is to get your point across.”

Travis Bradberry & Jean Graves Emotional Intelligence 2.0

Ethical Leadership

- Character is ethics in action
 - It is revealed by how you behave when you think no one is looking.



Open meeting laws... designed to keep us honest

<https://attorneygeneral.nd.gov/open-records-meetings/public-meetings>



Action Planning

- Turn your vision into reality
- Design a plan
- Utilize SMART goals

Resources:

Community Tool Box-<http://ctb.ku.edu/en>

Beginning Again North Dakota-

<http://library.nd.gov/statedocs/NDSUExtensionService/ec138220090729.pdf>

Followership

- The relationship between a subordinate and a superior, as well as the response of the subordinate to the superior.

Characteristics of Effective Followers

- They manage themselves well
- They are committed to the organization or community and to a purpose, principle or person outside themselves
- They build their competence and focus their efforts for maximum impact
- They are courageous, honest and credible

What Followers Need From Leaders:

- Clear goals and direction
- Frequent, specific, and immediate feedback
- Coaching to develop potential

What Leaders Need from Followers:

- A can-do attitude
- A collaborative approach
- The personal drive to stay current
- The passion to drive personal growth

Evaluation & Wrap Up

LeadLocal

Training for aspiring, elected and appointed leaders serving on boards, councils and committees

Bring **Lead** Local to your organization or community

This one-day training will help participants:

- Feel better prepared to serve as an effective board, council or committee member
- Recognize the components of an effective meeting
- Learn basic parliamentary procedure and how to use it
- Understand different personality styles and how they can work together effectively
- Use effective tools when dealing with conflict

Cost: \$75

Includes lunch, breaks and materials

To bring **Lead** Local to your organization or community contact:

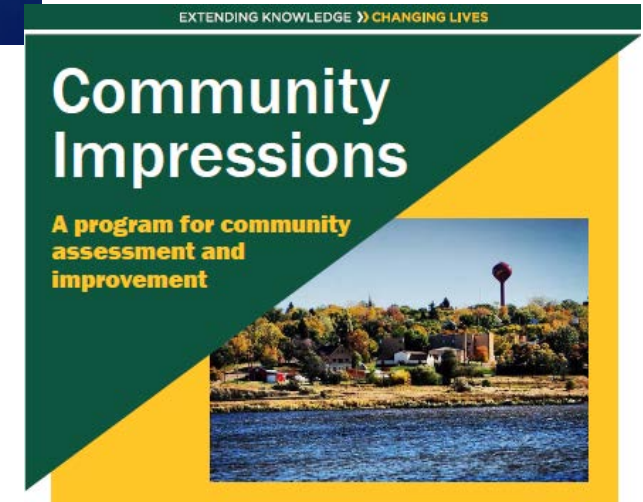
Lynette Flage
(701) 231-7782
lynette.flage@ndsu.edu

NDSU EXTENSION SERVICE

County commissioners, North Dakota State University and U.S. Department of Agriculture cooperating. North Dakota State University does not discriminate on the basis of age, color, disability, gender expression/identity, genetic information, marital status, national origin, public assistance status, race, religion, sex, sexual orientation, or status as a U.S. veteran. Direct inquiries to the Vice President for Equity, Diversity and Global Outreach, 100 Platerau, (701) 231-7706. This publication will be made available in alternative formats for people with disabilities upon request. (701) 231-7881.



Other Community Vitality Programs



2017

Rewriting the Rural Narrative



A one-day workshop that will:

- Showcase the changing North Dakota demographics, and opportunities and challenges for regions
- Share ideas for building local champions to sustain your community
- Learn of opportunities for community livability

Presenters

- **Kendra Erickson-Dockter**, Research Specialist and Project Lead for North Dakota Compass, NDSU Center for Social Research
- **Rural community panelists** sharing ideas that work
- **Ignite presenters** sharing fast, informative, five-minute presentations/resources available for communities

Aug. 9 (9 a.m. to 3 p.m.)

Rural community partner booths open at 8:30 a.m.

Bismarck Event Center

315 S. 5 St.
Bismarck, N.D.

\$30 To register – <http://bit.ly/2uju1hG>

Sponsored by

 **USDA**
United States
Department of
Agriculture
Rural Development

 **NDSU** EXTENSION
SERVICE

County commissions, North Dakota State University and U.S. Department of Agriculture cooperating. NDSU does not discriminate in its programs and activities on the basis of age, color, gender expression/identity, genetic information, marital status, national origin, participation in lawful off-campus activity, physical or mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, marital relationship for current employees, or veteran status, as applicable. Direct inquiries to Vice President for Title IX/ADA, Coordinator, Old Main 205, NDSU Main Campus, 581-205-7326, nrc@ndsu.edu. This publication will be made available in alternative formats for people with disabilities upon request. 701-221-7321.

Questions?

Andrea Bowman

NDSU Extension Program Coordinator,
Leadership and Community Development

andrea.bowman@ndsu.edu

cell 701-523-6239

home 701-279-6795

References and Reading

- *Board Leadership Series.* Kansas State University Extension Service.
- *Robert's Rules of Order, Newly Revised In Brief: A step-by-step guide to the rules for meetings of your club, civic or charitable organization.* Da Capo Press.
- *Leading Effective Meetings.* University of Arkansas Division of Agriculture Cooperative Extension Service, Connect AR — Connecting Arkansas and Its Leaders.
- *Improving Board and Organizational Effectiveness Resource Notebook* (2002) Southern Rural Development Center.
- *Step Up to Leadership: A curriculum for developing community leaders.* University of Missouri Extension, M172.
- *Simplified Handbook for Parliamentary Procedure,* University of Arkansas, Division of Agriculture, Cooperative Extension Service, MP350, http://www.uaex.edu/Other_Areas/publications/PDF/MP350.pdf

Photos and Graphics

Photos and graphics were made available under Creative Commons licenses specified by the authors.

- Question Guy – slide 2: <http://www.muthukamalam.com/parable/p601.html>
- Meeting group – slide 4: <http://gr8tersthcanterbury.wikispaces.com/cluster+administration>
- Group – slide 7: <http://iss-busmang12.wikispaces.com/Focus+group>
- Job description – slide 9: <https://ajjwrites.wordpress.com/>
- Frustrated face – slide 10: <http://jyotimi.blogspot.com/2011/10/beware-incredibly-contageous.html>
- Top Ten – slide 11: <http://iphoneate.com/top-10-de-pago-en-app-store-gratis>
- Agenda - slide 13: <http://www.ausbilderwissen.com/>
- Gavel – slide 15: <http://www.lifebysoul.com/2015/09/17/2015-mercury-retrograde-in-libra-a-demand-for-justice/>
- Meeting – slide 17: <https://laoutaris.wordpress.com/2011/06/21/kouvelis/>
- Second hand – slide 18: <https://openclipart.org/detail/169220/second-hand>
- Gavel – slide 20: <http://humbliceous.blogspot.com/2006/01/gavel.html>
- Debate group – slide 21: <http://www.mybrainblinks.com/2014/04/09/when-an-atheist-is-brutally-honest/exchange-of-ideas-debate-discussion/>
- 1.2.3 – slide 22: <http://forum.nintendoblast.com.br/t42169-analise-serie-3-por-1-tres-analises-em-uma-postagem>
- Vote – slide 23: http://studentswithlearningdifficulties.blogspot.com/2010_03_01_archive.html
- Raised hand – slide 25: <https://openclipart.org/detail/167360/raised-hand-in-silhouette>