

Meetings, Rules & Responsible Governance



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Agenda

Tough Meetings (The OFEEDS Acronym)

Rules & the Common Sense Factor

The Microscope, The Math, The Process

a. Handout Package

b. Published Books & Free Publications: www.elimina.com

c. Timing (90 minutes), Questions

**Have you been
to
a Really Bad Meeting?**

Been to a Bad Meeting?

- a. Mid sentence interruptions?
- b. Off topic remarks?
- c. Rambling? Too much time spent on an item?
- d. Domination?
- e. Personal attacks?
- f. Toxic environment?

*“If things go badly in a meeting,
we have no option but to suffer,
and then we can blame the _____
for not enforcing the rules.....”*

Right?

- 1. Suffering is Optional...*
- 2. Finger pointing? (1 to 3)*
- 3. Talk TO people, not ABOUT them...*
- 4. Everyone `defends the process`*

“Defending the Process”

- a. The process is *`Your Best Friend'*
- b. Learn how the process works and follow it, willingly
- c. Ensure others know the process and follow it, willingly
- d. When the process is broken, defend it
- e. If you defend the process, **it will defend you...**

Here comes the process... (The OFEEDS acronym)

The OFEEDS Formula

(Handout Package page 2)

Oder

Focus: on current agenda item, on core mandate

Efficiency: per agenda item, per person

Equality: for fairness & informed voting

Decorum

Safe Meeting Environment

Implementing the `OFEEDS`

- a. Cheat sheet (handout package **page 6**).
- b. Cue cards.
- c. Opening Script and Standing Rules.
- d. Stories: Messy meetings, “I need your help”
- e. Story: Errors and the value of feedback.
- f. Story: The power of **community education**.

Raising a Point of Order

- a. The Chair or a Member interrupts
- b. The interrupted member stops talking
- c. The procedural concern is stated
- d. The concern is addressed

Why is it hard to raise needed points of order?

Are we trying to achieve `a perfect meeting'?

RONR12 23:4: *“In ordinary meetings it is undesirable to raise points of order on minor irregularities of a purely technical character, if it is clear that no one’s rights are being infringed upon and no real harm is being done to the proper transaction of business.”*

Examples: Brief digression, quick interjection, no second, defer v. postpone, mover speaks against own motion

A Clearly Flowing Comment

- a. A 'sandwich' approach: Clear, well flowing, **brief**.
- b. *'Tell them what you'll tell them, tell them, conclude.'*
- c. *Example: The **P.R.E.P.** Formula:*
 - 1. My **P**oint of view is _____. Let me tell you why.
 - 2. My first **R**eason is _____. An **E**xample is _____.
 - 3. My second **R**eason is _____. An **E**xample is _____.
 - 4. My third **R**eason is _____. An **E**xample is _____.
 - 5. Therefore, my **P**oint of view is _____.

Time Wasting Habits

- a. Rambling, going in circles (*"I must match him/her"*).
- b. Rebuttals (*YES, BUT... Can shut down input*)
- c. Motions on the fly (*no staff input*)
- d. Motions to receive a letter or report: *Required? Voting no?*
- e. Public delegations not timed (*'They are our bosses...'*)
- f. No allocation of time to agenda items (*monitoring?*).
- g. Questions (?) with long preambles

**Questions About
Tough Meetings and
The OFEEDS Acronym**

Is Common Sense Present?

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- a. An incoming Mayor's media interview
- b. Getting re-elected?
- c. RONR's phrase about Common Sense:

RONR12 p. 427: “... *any presiding officer will do well to bear in mind that no rules can take the place of tact and **common sense** on the part of the chair...*”

What are the 3 common sense goals for a meeting?

Common Sense Meeting Goals

a. Engagement (**level playing field**)

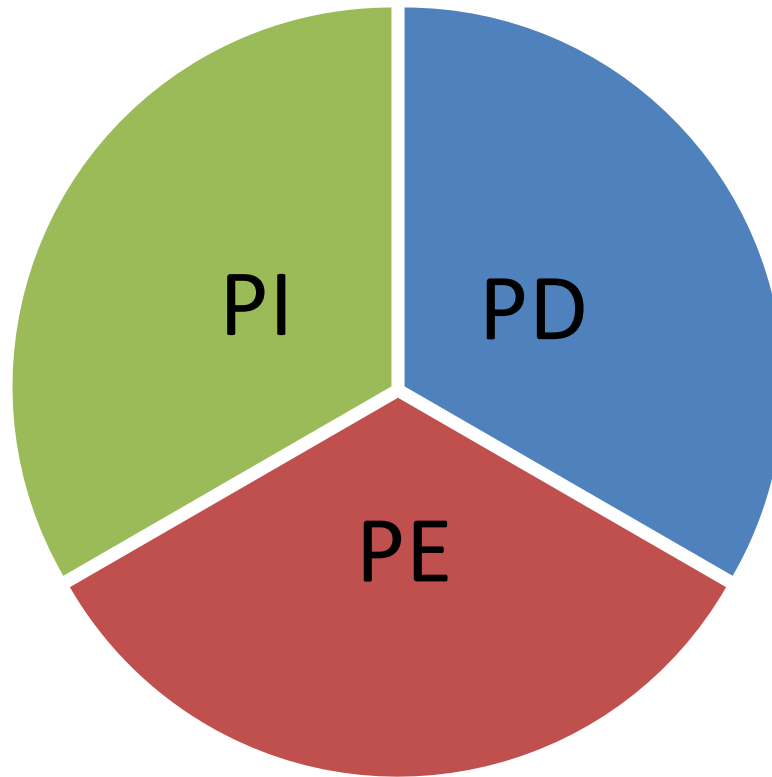
b. Sensible use of time (**per issue, per person**)

“The lower the stakes...”, “90% of the time taken up by...”

c. Informed voting (**notices, preparation, open minds**)

A JIGSAW PUZZLE model for shared governance

A Three Part Knowledge Pie



More on the Knowledge Pie

- a. Does the learning start when the meeting begins?
- b. **Public Input** v. **Staff & Expert Input (FLUFF or CORE?)**
- c. Is it Ok to give information to some ahead of others?
- d. Is a 300 page pre-meeting package too large?
- d. Are you missing valid input? (*electronic distractions?*)

Is Common Sense Present?

- a. Is the meeting environment safe? (clapping? heckling?)
- b. *“Don’t sit next to me or write our motions for us...”*
- c. *“The best approach to the motion to reconsider is...”*
- d. A motion on the fly (*“I’ll **move it...**”*), Staff impacts
- e. *Are minds open? Pre-meeting promises? **Example...***

Three Key Themes

- a. You're under the Public Microscope, 24/7
- b. Consider 'the Math'
- c. Defending the Process ('*Your Best Friend*')

Theme 1: The Public Microscope

- a. Frowns, eye-rolling, winks
- b. An enthusiastic greeting or even a hug by the Mayor
- c. Nepotism (French Immersion?)
- d. “*A breakfast pre-meeting*”: Is your mind truly **open**?
- e. A Councillor says nothing, then casts the sole **NO** vote

Theme 2: It's About the Math

- a. The number FOUR
- b. Math of Intellectual Capacity (**Time Management**)
- c. Levels of engagement

Community Engagement Levels

Leaders

Creators: Constructive Partners

Critics: Their criticisms can be helpful

Watchers

Socialites

Customers (very much entitled)

Theme 3: “Defending the Process”

- a. The process is *`Your Best Friend'*
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Example 1: The **GREEN BANANA** story

Example 2: The **TWO HATS** issue

The Two Hats Model



Bring Constituency Input



Share Constituency Input



Listen and Learn



Vote



Inform



Questions?

In closing:

**A light hearted story, and then
an ending note...**

**You now have 1.5 years to apply
what you learned today
for the community of today and of the future**

Thank you , and have a safe trip home