Checklist: How to Run an Effective Meeting

Date and Time of Meeting: _____

- [ ] **Develop meeting agenda**
    - [ ] Identify agenda items
        - [ ] Items requiring a vote or action
        - [ ] Items needing discussion or direction
        - [ ] Items deferred to a later agenda
    - [ ] Assign presenter to each agenda item
    - [ ] Determine how much time to allocate per item
    - [ ] Determine whether any of the agenda items require closed session

- [ ] **Distribute agenda and meeting materials at least one week in advance**

- [ ] **Convene the meeting**
    - [ ] Call the meeting to order
    - [ ] Follow the published agenda
    - [ ] Keep track of time
    - [ ] Ensure that everyone is heard
    - [ ] Encourage discussion and debate
    - [ ] Control the flow of discussion
    - [ ] Draw consensus at the end
    - [ ] Record vote
    - [ ] Assign follow-up tasks

- [ ] **End Meeting on Time With a Date for the Next Meeting**
    - [ ] Review future agenda items

- [ ] **Present Draft of Meeting Minutes to Members to Check for Accuracy**

Guidelines: How to Run an Effective Meeting

1. **Start and end on time**
   a) Do not penalize those who are on-time by waiting for late arrivals
   b) Do not catch up late arrivals until after the meeting has concluded

2. **Develop an effective agenda**
   a) Timed vs. untimed
   b) Relevant
   c) Concise
   d) Realistic (how much can be accomplished in the allotted time)

3. **The chair or meeting leader**
   a) Serves as meeting facilitator
   b) Encourages discussion and debate
   c) Controls the flow of the discussion
   d) Ensures that everyone is heard and that one or a few do not dominate
   e) Does not use as a platform to promote personal agenda
   f) Draws consensus at the end and documents it

4. **Agenda Items**
   a) Items requiring a vote or action
   b) Items needing discussion or direction
   c) Items deferred to a later agenda

5. **Closed session**
   a) Private discussion not included in meeting minutes
   b) Not for public knowledge or discussion

6. **Assign follow-up tasks and document**

7. **Outcome of Meeting**
   a) Record votes and actions taken

8. **Minutes of meeting are accurately recorded, usually by staff coordinator**
   a) Present minutes to members or appropriate members to check for accuracy
   b) Completed minutes are not a legal document
   c) "Public" document

9. **End on time with a date for next meeting**
   a) Review future agenda items