THE ART OF CHAIRING

COCHF Spring Education Conference
March 28, 2015
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Introductions

- Who are you?
- Why are you here?
- What would you like to learn?
Agenda

1. Introductions
2. Chairing
3. Role of the Chair
4. Tips for the Chair
5. Tools
6. The Meeting
7. Rules
8. Good Lines
9. Evaluations
Chairing

Chairing a meeting means making sure that the meeting achieves its goals, in other words, you get the business on the agenda done.

The ultimate goals are;

- dealing with every item on the agenda
- making good decisions
- people feeling that they have had a chance to express their opinions
- people feeling respected and satisfied
The Role of the Chair

1. Be Impartial
   ◦ You care more about the decision-making process than the decision
   ◦ Give everyone a chance to speak
   ◦ Don’t let a couple of people dominate

2. Be Assertive
   ◦ Take and keep control
   ◦ It’s your job to keep the meeting moving
   ◦ Keep people on track
   ◦ Rule people out of order gently
The Role of the Chair

3. Manage the Discussion
   ◦ Use a speaker’s list
   ◦ Set time limits
   ◦ Summarize and clarify
   ◦ Have a sense of the meeting

4. Get Decisions Made
   ◦ Reach consensus
   ◦ Get motions
   ◦ Make sure everyone is clear on the decision
Tips for Chairing

➢ Be prepared

  ◦ Review the agenda in advance
  ◦ Know where decisions and motions are required
  ◦ Set times on the agenda so you can be finished on time
  ◦ Think about what items will take the most time

➢ Set the tone

  ◦ Professional
  ◦ Calm
  ◦ Courteous
Tips for Chairing

➢ Keep track of the time
➢ Model good behaviour
➢ Involve all participants
➢ Take a break if necessary
➢ Evaluate yourself
Helping the Chair

Participants (not just the chair) are responsible for the success of the meeting.

- Model good behaviour
- Speak up when asked
- Wait your turn
- Don’t talk amongst yourselves
- Suggest ways to move things along
- Make and second motions… and vote
- Take over the chair if asked
The Structure of an Effective Meeting

Typical Agenda

1. Call to Order
2. Approval of Agenda
3. Approval of Previous Minutes
4. Action Arising from the Minutes
5. Correspondence
6. Management Report
7. Review of Financial Statements
8. Committee Reports
9. Review of Work Plan/Strategic Plan
10. Review of Annual Board Calendar
11. New Business
12. Next Meeting Date
13. Motion to Adjourn
Advance Preparation

The Chair needs to be familiar with the co-op:

• By-laws, operating agreements, workouts, policies

Before the Meeting

• Are the previous minutes out in advance?
• Is the agenda prepared and sent out in advance?
• Have you considered the issues on the agenda?
• Do you have the necessary material or background information (copies)?
The Chair should be:

- Prompt
- Efficient
- Neutral
- Be a few minutes early
- Make sure the room is prepared
Meeting Agreement

✓ START AND END ON TIME
✓ STICK TO THE TOPIC
✓ PARTICIPATE, ENCOURAGE OTHERS TO PARTICIPATE
✓ DO NOT REPEAT YOUR POINT OR A POINT MADE BY ANOTHER DIRECTOR
✓ LISTEN FOCUS ON IDEAS, NOT PEOPLE
✓ BE RESPECTFUL
And this translates into

10 minutes prior to the end time, revisit the agenda and agree to extend for fixed period – but only in extenuating circumstances

Limit your comments to the topic. Keep it brief. Demonstrate that as the Chair

Share the air – if someone hasn’t spoken, ask them ‘Do you have any comment?’

No need to repeat the point. If someone demonstrates a good example of ‘not repeating’ - point it out!
And this translates into

Listening – sometimes means clarifying what a member has said – or restating it especially when it appears another member has misrepresented the point.

Don’t address members – but do address what they have said

Immediately address profanity, disrespectful language

Review Meeting Agreements at every meeting – and also during the meeting.
Tools for good process

With discussions

• Set time limits

• Use a speakers list

• Follow the Rules of Order

• Summarize and clarify the different points

“It seems you are also in agreement”
“Mary supports John’s concerns about a potential conflict”
“It seems most directors are in agreement. Could we have a motion?”
Be prepared to point out when someone is ‘off topic’

That isn’t what we’re discussing right now. Why don’t you hold that thought and we’ll get to it on the agenda soon”

“John, I know that is of concern, but let’s stick to our agenda”

“I can tell you feel strongly about this issue, but we need to stick to the agenda”. - Then suggest where the issue is best discussed (put on agenda, with management, with a committee)
Tools for good process.....

✓ Offer Options

✓ Stuck discussions – carry forward to the next agenda

✓ Seek agreement on part, perhaps not all

✓ Ask for suggestions for alternatives
Basic Rules of Order

Establish Quorum (for the meeting and votes)

Call the Meeting to Order

Motions

State the motion, Moved by ..... Requires a Seconder Then Debate on the specific motion is allowed

Calling the Vote

Put the motion to a vote In favour, against, abstain, carried or failed

Tabled/Postponed
Have you fallen off the Chair?

Ask yourself this:

You think the meeting is ‘your meeting’ – that chair = centre of attention.

You dominate the meeting and leave little room for discussion.

You show bias or favouritism.

You allow the meeting to ramble on without concern for the agenda timeframe or required actions.

You allow members to repeat themselves, interrupt or otherwise behave disrespectfully.

You allow conflict to get out of hand.
Great Lines for Chairs

Are you ready to make a decision?
People seem restless, shall we take a break?
I don’t think that’s on the agenda.
I don’t think that’s what we’re talking about.
Would you like to discuss that at the next meeting?
I think we’ve already heard from you, does anyone else want to comment?
We’re getting behind schedule, can we move along?
We haven’t heard from you, do you have anything to add?
YOU HOLD THE KEY - FIX THE CO-OP HOUSING CRUNCH

The campaign to help low-income Canadians whose housing is threatened by expiring federal operating agreements.

CHF CANADA'S ANNUAL MEETING

CHF Canada's 2015 Annual General Meeting -- June 3-6, Charlottetown, PEI

CHF CANADA EDUCATION

Tools and training for your housing co-op

CHF CANADA'S REFINANCING PROGRAM


Manitoba and Nova Scotia spring education events

MAR 13 Online registration is open for the Manitoba and Nova Scotia spring education events scheduled for Saturday April 25. Watch for your brochures in your co-op’s mail or download them

Online registration open for Charlottetown

FEB 24 Online registration is open for CHF Canada’s 2015 Annual Meeting in Charlottetown, PEI. Workshops fill up quickly, so book early to make sure you get your first choice.

Calling for Candidates for Board, Ontario Council and Finance Committee

FEB 9 CHF Canada is looking for qualified people to run for positions on our Board of Directors, Ontario Council and the Finance and Audit Committee. The
Excellent Meetings for Everyone – 20 tips for inclusive meeting

An effective meeting is one that every member can look forward to. How can we ensure that meetings are accessible for all co-op members — older members, hearing and vision impaired members, members who speak English as a second language, and those with mobility issues?

View count shown only to CHF Canada staff

- Nova Scotia Spring Education Event
- Manitoba Spring Education Event
- Your co-op’s board of directors
- Modernize your co-op by-laws for the new eviction system in Ontario
- LTB: Non-profit Housing Cooperatives
- Good Governance Charter
- Application form
THANK YOU