



Running meetings

purpose and organisation



Office of the
Deputy Prime Minister

Creating sustainable communities



Innovation into **action**

Why have a meeting?

- Discuss and share ideas
- Give participants information
- Consult participants to inform decision making
- Make decisions

So what happens at a meeting?

- How does the meeting start?
- How do people discuss and share information?
- How are decisions made?
- “*Chair*” starts the meeting introducing the “*Agenda*”
- Discussion is carried out through the “*Chair*”
- Making decisions “*voting*” is common practice in democratic organisations

What would prevent someone from participating in a meeting?

- Not understanding
- Frightened to raise an issue
- Too many people talking or wanting to get their point across

What can the “Chair” do to make sure individuals get a fair chance to participate in the meeting?

So what happens after the meeting is over?

- Have any decisions been made that require action?
- Who implements the agreed decision or action required after the meeting is over?
- The “*minutes*” record the main points of the discussion and decisions taken sometime called “resolutions”
- The “*Secretary*” is usually responsible for taking the “*minutes*” at a meeting and is often involved in implementing agreed authorised actions.
- The “*minutes*” are an important records and are kept in a safe place.

How do you organise a meeting?

- The Secretary and Chair usually finalises the agenda.
- The Secretary usually sends out an Agenda and a copy of the previous minutes to all the invitees or members of the group
- These notices must be sent out in time to give all the members adequate notice of the forthcoming meeting.
- What is reasonable notice?
- Why are the previous minutes sent out as well as the Agenda?
- What is the Agenda?