

# How to Lead a Meeting Like a Pro

*So Nobody Makes You Walk the Plank!*

Presented by:  
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# Anchors Away

- A. Be consistent with your meeting times
- B. Send agenda out one week ahead
- C. Send reminder out the day before
- D. Consider offering some type of incentive
- E. Start and end meeting on time
- F. Plan for a brief icebreaker/  
teambuilder



# Know the Ropes

Use Robert's Rules of Order/Parliamentary Procedure

## 1. Call to Order

- Leader of the meeting gets everyone's attention and announces it's time to start



# Know the Ropes

1. Call to Order

## 2. Minutes

- A short recap of last meeting is given. If formal minutes were submitted from last meeting, approve them now



# Know the Ropes

1. Call to Order
2. Minutes

## **3. Officers' Reports**

- Each officer takes turns updating group on what they have been working on since last meeting, and what will be worked on until the next meeting



# Know the Ropes

1. Call to Order
2. Minutes
3. Officers' Reports

## **4. Special Committees Reports**

- Sub committees report at this time



# Know the Ropes

1. Call to Order
2. Minutes
3. Officers' Reports
4. Special Committees Reports

## 5. Special Orders

- If any topics were “tabled” for this meeting, discuss them now



# Know the Ropes

1. Call to Order
2. Minutes
3. Officers' Reports
4. Special Committees Reports
5. Special Orders

## 6. Unfinished business

- Discussion of issues from last meeting that weren't completed





# Know the Ropes

1. Call to Order
2. Minutes
3. Officers' Reports
4. Special Committees Reports
5. Special Orders
6. Unfinished business

## 7. New Business

- Members would make motions for the group to consider new issues.

“I move that we purchase...”, “I move that we plan a movie night...”



# Know the Ropes

1. Call to Order
2. Minutes
3. Officers' Reports
4. Special Committees Reports
5. Special Orders
6. Unfinished business
7. New Business

## 8. Open Discussion

- Informal discussion (not motions) is held at this time, sometimes on topics brought up in officer reports, brainstorming ideas, etc.



# Know the Ropes

1. Call to Order
2. Minutes
3. Officers' Reports
4. Special Committees Reports
5. Special Orders
6. Unfinished business
7. New Business
8. Open Discussion

## 9. Adjournment

- Leader of the meeting recaps discussion and tasks that need completed before the next meeting, then announces it's time to adjourn.



# Be Ready for Rough Seas

## Side Tracker

- Brings up topics unrelated to what is currently being discussed

## Silent Observer

- Never talks

## Pseudo Leader

- Interrupts or contradicts leader, answers questions directed to leader, tries to move meeting along

## Skeptic

- Negative outlook on topics, negative feedback, a nay-sayer

## Show Stealer

- Hogs meeting with long-winded updates, discussion points



# Be Ready for Rough Seas

## Side Tracker

- Brings up topics unrelated to what is currently being discussed
1. Respectfully, but quickly, remind the side tracker of the topic at hand
  2. Ask side tracker if he/she would like to “table” his/her idea for another time or another meeting
  3. Ask side tracker a question specific to the topic to get him/her into the current discussion
  4. Approach the side tracker after the meeting to discuss the distracting behavior and ask if he/she could stay on track at the next meeting



# Be Ready for Rough Seas

## Silent Observer

- Never talks
1. Make eye contact with that person when you're asking for input
  2. Call on member by name to give his/her input
  3. If you know the member is shy and would not welcome being singled out, take two or three opportunities to "go around the table" and get a quick answer from each person



# Be Ready for Rough Seas

## Pseudo Leader

- Interrupts or contradicts leader, answers questions directed to leader, tries to move meeting along

1. Before pseudo leader has time to answer, interrupt him/her respectfully but firmly, and say, "Oops, I think that question was for me."
2. Let group know you will research the contradictions and report back at next meeting, then quickly get back to discussion
3. Stand if you must so all will know who is leading
4. Remember to be firm, don't lose your temper
5. Arrange to meet with that member afterwards to discuss improvement for next meeting



# Be Ready for Rough Seas

## Skeptic

- Negative outlook on topics, negative feedback, a purposeful nay-sayer
1. Respectfully remind member that the group is looking for solutions, not criticism
  2. Ask member for a positive contribution to the discussion
  3. Meet with member afterwards to talk about the behavior and how it can improve for the next meeting





# Be Ready for Rough Seas

## Show Stealer

- Hogs meeting with long-winded updates, discussion points

1. Wait for show stealer to take a breath, then quickly but respectfully interrupt him/her
2. Paraphrase what the show stealer just said
3. Call on another member specifically to continue the discussion



**Remember:  
Practice makes  
perfect and  
consistency is  
the key.**



# Good resources for additional information:

1. Heather Barnhart, Student Activities Coordinator, 240-500-2225, [hbarnhart@hagerstowncc.edu](mailto:hbarnhart@hagerstowncc.edu), office: STC-163
2. <https://cms.ysu.edu/administrative-offices/student-activities/how-be-success-organization-president>

*This publication is targeted to a specific group - but it is a clear, easy to follow guide for running any meeting:*

3. [https://www.afscme.org/news-publications/publications/afscme-governance/pdf/How to Chair.pdf](https://www.afscme.org/news-publications/publications/afscme-governance/pdf/How%20to%20Chair.pdf)