

M – Meetings

Meeting Climate Survey
Board Attendance
Motions

For more information on meetings link to: www.nutsbolts.com

MEETING CUMATE SURVEY

Directions: Think back to the last three meetings you have had with this group. Respond to the questions below with the most appropriate answer.

AA = Almost Always

S= Sometimes

AN=Almost Never

The environment is easy and comfortable, even when discussing thorny issues.

AA S AN

Enthusiasm and participation at meetings is high.

AA S AN

New, unconventional ideas are suggested.

AA S AN

Different points of view on any issue are welcome and encouraged.

AA S AN

Many ideas are cultivated; none are ridiculed.

AA S AN

People speak their minds.

AA S AN

It is no secret where everyone stands on the issues that come up

AA S AN

There is respect for principles of others, however unpopular the view.

AA S AN

Clarifying, and sometimes challenging, questions are asked in warm, non-hostile tones.

AA S AN

Positions change as a result of discussions on the issues.

AA S AN

Feedback is given sensitively and constructively.

AA S AN

Relevant and appropriate self disclosure on any issue occurs.

AA S AN

Group members build on the ideas of others, and they volunteer to help when help is warranted.

AA S AN

There is a "can do" attitude.

AA S AN

Group members follow through on their responsibilities.

AA S AN

MEETING CLIMATE SURVEY

Directions for scoring: Record the appropriate point count for each of your answers.

Each "Almost always" answer is 3 points.

Each "Sometimes" answer is 2 points.

Each "Almost never" answer is 1 point.

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|-----|-----|-----|
| 1. | 2. | 3. |
| 4. | 5. | 6. |
| 7. | 8. | 9. |
| 10. | 11. | 12. |
| 13. | 14. | 15. |

Total: The closer your total point count is to 45, the more open your climate is.

Trust and openness: #'s 1, 7, 10 The amount of safety and security one feels in giving an honest opinion and trusting these views will be valued and respected; this also looks at how open participants are to new ideas.

Morale: #'s 2, 11, 14 The feelings of confidence in the group's ability to accomplish its goals and get the job done in the face of the predictable roadblocks. There is also the sense that differences will be dealt with in sensitive and productive ways.

Responsibility: #'s 3, 6, 15 The willingness of participants to follow through on their tasks and be held accountable; also the willingness to take initiative in putting forth ideas and voicing reactions to any ideas suggested.

Support: #'s 4, 9, 13 Both emotional and task support are involved. The first shows appreciation for the person who sticks his neck out to say something unpopular. The latter involves taking the initiative without being asked.

Freedom: #'s 5, 8, 12 A real tolerance for differences without fear of recrimination or ostracism; the feeling that you can be honest about ideas or reactions and it won't cost you in your relationships or opportunities.

Irwin Professional Publishing from *Managing Diversity* by Lee Gardenswartz and Anita Rowe, 1993.

Improve Attendance at Board Meetings

Getting board members to faithfully attend board meetings isn't easy. One idea to improve meeting attendance: include the number of meetings attended and/or missed next to names of each board member in your meeting minutes.

Example, "Mary Smith (3x)" could mean Mary has attended (or missed) three meetings so far this year, depending on the system you choose. If your non-profit had six meetings so far, it would be easy to see that Mary had attended (or missed) only three of these meetings.

This "public" record of their attendance helps keep board members more accountable.

Source: Non-Profit Nuts & Bolts

<http://www.nutsbolts.com/Articles/mel3.htm> 10/18101

Motions

To propose a motion:

1. A member addresses the Chair.
2. The Chair recognizes the speaker.
3. The speaker says, "I move that..." and delivers or reads the motion.
4. Another member raises a hand to be identified by the Chair and secretary and says, "I second the motion," ensuring the motion has the support of more than one member.
5. The Chair says, "It has been moved by _____ and seconded by _____ that (read the motion). Is there any discussion?"
6. The mover usually speaks first. Then an opportunity to speak must be given to anyone wishing to support or oppose the motion.
7. At the end of the discussion, the Chair says, "if there is no further discussion (pause), the motion is that (read the motion). All in favour?" The Chair pauses while a count is taken. "Opposed?" Again, a pause, and then, "The motion is carried (defeated or lost)."