



The Basics of Effective Meetings

Newly Elected Officials Orientation

Recipe for Effective Meetings

- Understand the meeting's purpose and come prepared
- Follow the Rules of Procedure
- Maintain order through effective Parliamentary procedures

@muniassnc

l.masc.sc/may2handouts

Wifi password: GuestWifi82\$

Written Agenda

- Now required under FOIA for all meetings
- Provides a guide for issues to be discussed
- Ensures transparency

Civility

- Proper decorum is Essential
- Listen
- Majority rules – support decision of the body

@muniassnc

l.masc.sc/may2handouts

Wifi password: GuestWifi82\$

Public Engagement

- Not mandated for all meetings
- Council should decide rules for public participation
- Maintain order

@muniassnc

l.masc.sc/may2handouts

Wifi password: GuestWifi82\$