



# 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

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# 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

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# Public Engagement

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

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