

Ideas for improvements in how the SEED meeting are run (See also Robert's rules of Order ; it is available online):

Weekly Agenda:

1. State purpose for the meeting (New business)
2. Quick review of previous meeting
3. President report
4. Committees report (if they have anything to report)
5. Old business (anything left over from last meeting)
6. Address new business (The purpose of the meeting)
 - One person talks at a time
 - When asking for people's opinions on a topic , write them all down on a white board/screen so everyone can see the options
 - Everyone who wants to must be able to speak once before someone may speak for a second time.
 - When people don't agree have each state their case in one or two minutes and then take a vote (decide ahead of time if a simple majority, 2/3 majority or unanimous vote is needed, Consider if enough people are present to make the vote applicable (this is called a Quorum. If not send out an email that we will vote at the next meeting)If people want have it be by secret ballot do so to prevent more discord among members
 - When people have a new idea for a project, have them explain what it would consist of and how much time, resources, etc. are needed. If someone seconds or thirds the motion, have a short discussion where one person talks at a time and everyone gets to speak. (The director will enforce the rules) Ask how many people are willing to be on that committee (If not more than 1 then table the motion)
 - After a discussion, have a vote as to if the project is a good one or worth the time and effort.
 - If approved, create a committee to begin work on the project. They will report to the club at the next meeting or whenever progress has been made. For the size of SEED, we should have a limit of 3 committees at one time.
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Notes for the director:

Lead the Meeting

Start your meeting on time. Even if all the attendees haven't arrived, begin when you said you would.

Adhering to the schedule sends out a message that you're serious about the meeting and expect attendees to arrive on time.

As the meeting begins, provide an overview of agenda items and introduce the overall objective of the meeting. This provides direction for the meeting and reinforces what needs to be accomplished during this time. Introduce each agenda item by mentioning who will speak next and what will be discussed.

As the meeting leader, you're responsible for recording the meeting notes on an interactive whiteboard, projector or computer. This will free participants from the burden of note-taking and encourage richer, more in-depth discussions.

***It's also your responsibility to keep the meeting on track. This means steering the meeting discussion in a way that fulfills the meeting objectives. If you have difficult personalities in the room or opposing views, this can be challenging! Try using sentences such as, *"That's a valid point, but doesn't directly apply to this discussion. Perhaps we should schedule a separate meeting to address it fully."* Or, *"It's obvious there are some opposing views surrounding this issue. Perhaps our time would be best spent working towards a compromise. Any suggestions?"* If a meeting becomes particularly heated, it's best to address what's possible in the meeting but consider hiring a professional facilitator for the next meeting – a neutral leader

7. Announcements (upcoming events, next meeting, etc.)
8. Adjourn (end) the meeting.