



---

# Fun and Engaging Meetings

Prince George's Community College | March 4, 2021  
Dave Kelly | America's Student Leadership Trainer<sup>SM</sup>

---

## I. Meeting Keys

### A. The Problem with Meetings

1. Meetings are \_\_\_\_\_ or \_\_\_\_\_.
2. Make the meeting \_\_\_\_\_ and \_\_\_\_\_ with lots of \_\_\_\_\_.
3. A \_\_\_\_\_ welcomes people to the meeting.
4. Have \_\_\_\_\_ to give the attendees a chance to meet other people.
5. Call the meeting to order on \_\_\_\_\_!
  - a. Have \_\_\_\_\_ playing.
  - b. \_\_\_\_\_ the meeting and post it so members can access it later if they could not attend live.
  - c. Lead a group \_\_\_\_\_ such as the Pledge of Allegiance.
  - d. Recite club or organization \_\_\_\_\_.
  - e. Have an invocation, humorous story, thought of the day, or this day in \_\_\_\_\_.
  - f. Offer member \_\_\_\_\_ in the form of the "membership minute".
  - g. Give members an \_\_\_\_\_ to talk about what is going on with them, \_\_\_\_\_ concerns, and \_\_\_\_\_ how they feel.
  - h. \_\_\_\_\_ report on their activities and items of interest.

- i. Introduce special \_\_\_\_\_.
- j. Have the greeter introduce other guests and meeting \_\_\_\_\_.
- k. \_\_\_\_\_ report on their area of responsibility and upcoming activities.
- l. Recognize \_\_\_\_\_, big accomplishments, milestones.
- m. End the meeting on \_\_\_\_\_!

B. Virtual Tips and Tricks

- 1. Check all the \_\_\_\_\_ before you start:
  - a. Run an \_\_\_\_\_ check – is there an echo? [Up arrow next to mute/unmute microphone]
  - b. If using a \_\_\_\_\_, test it. You may have to click the cursor on the first slide for the platform to advance the power point.
  - c. Use an \_\_\_\_\_ cable for better internet connection.
- 2. Provide an emergency contact \_\_\_\_\_ for people to call if they cannot access the meeting. [Many platforms provide a call-in number]
- 3. \_\_\_\_\_ the session so members who could not attend live can watch it later – even after you go back to in-person meetings.
- 4. Suggest everyone keep their \_\_\_\_\_ on for accountability and personal connection.
- 5. Use the tools:
  - a. Fun with \_\_\_\_\_
  - b. Encourage different \_\_\_\_\_
  - c. Participant icons:
    - i. Use for \_\_\_\_\_ (yes/no)
    - ii. Meeting \_\_\_\_\_ (go slower/faster)
    - iii. Need a break? \_\_\_\_\_ (Click “more”)

- d. Engagement through:
  - i. \_\_\_\_\_
  - ii. \_\_\_\_\_
  - iii. Responding in the \_\_\_\_\_
  - iv. \_\_\_\_\_ to tell a story using “screen share”

**II. Running Meetings | Basic Agenda**

- A. **Call to** \_\_\_\_\_ – Start of the meeting
- B. \_\_\_\_\_ – The number that must be present to hold a meeting
- C. **Reading of the** \_\_\_\_\_ – Record of the previous meeting
- D. \_\_\_\_\_ **Reports** – Officers report on their activities, concerns, needs, etc.
- E. \_\_\_\_\_ **Reports** – Committees report on their activities, concerns, needs, etc.
- F. \_\_\_\_\_ **Business** – Items left over from previous meetings
- G. \_\_\_\_\_ **Business** – New items for consideration
- H. \_\_\_\_\_ – Information for the benefit of the organization
- I. \_\_\_\_\_ – End of the meeting

**III. Parliamentary Procedure | Basics**

*Robert’s Rules of Order, Newly Revised* is typically defined as the resource for anything not covered in the governing documents.

Members can:

- A. Present motions: “\_\_\_\_\_.”
- B. Second motions: “\_\_\_\_\_.”
- C. Debate motions: “\_\_\_\_\_”
- D. Vote on motions: “\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_” (or “Yes/No/Meh”)

**Motions are how things get done!**

**IV. Parliamentary Procedure | Proposals**

To get a \_\_\_\_\_ on the floor:

- A. The chair recognizes the speaker.
- B. The speaker says, “I move.”
- C. The chair calls for a second.
- D. Someone says, “I second.”
- E. The chair calls for discussion.
- F. The motion is discussed.
- G. The chair calls for a vote.

**V. Parliamentary Procedure | Tips**

- A. A motion should be made before \_\_\_\_\_ of a topic.
- B. Only \_\_\_\_\_ motion can be considered at a time.
- C. The person making the motion gets to \_\_\_\_\_ about it first, then the person who made the \_\_\_\_\_.
- D. Motions can be \_\_\_\_\_ if members want to make changes to it. Amendments are done the same way as motions. Once a motion is amended, you can only talk about that part of the motion.
- E. Amendments to the motion must be \_\_\_\_\_ on before going back to the main motion. If the amendment is \_\_\_\_\_, then it becomes part of the main motion. If \_\_\_\_\_, then you go back to the original, main motion.
- F. After all of the discussion, take a vote: usually a \_\_\_\_\_ vote passes the motion.
- G. There are three common ways to move to a \_\_\_\_\_:
  - a. By \_\_\_\_\_ consent
  - b. By seeing no \_\_\_\_\_ discussion, the Chair calls for a vote
  - c. By \_\_\_\_\_ debate
    - i. “\_\_\_\_\_ the question”: requires there to be no objection to ending debate. If there is a single objection, debate must continue.

- ii. “\_\_\_\_\_ the previous question”: requires a second, there is no debate on the motion, and takes a 2/3 majority to approve.

**VI. Other Ways to Make Meetings Fun and Engaging**

- A. \_\_\_\_\_ projects
- B. Virtual \_\_\_\_\_
- C. Zoom \_\_\_\_\_
- D. \_\_\_\_\_ parties
- E. \_\_\_\_\_
- F. \_\_\_\_\_
- G. \_\_\_\_\_ hunt
- H. Your ideas?