



Leading in the Virtual World: Meetings, Events, and Using Time Effectively

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Dave Kelly
America's Student Leadership Trainerssm

The Events of 2020

- Start with having a _____ about the events of 2020
- Give each person a chance to _____, either with the whole group or by breaking out into smaller groups
- What impact has the pandemic and _____ had on them, their family, and friends
- How do they want to _____ as a club this school year?
 - What kind of projects and activities do they want to do?
 - What do they want to change, if anything? (This can be a time of reinvention!)
- What _____ do they have about this new, virtual world that we are in?

Conduct Great Meetings

Great meetings are vital to the _____ of organizations and maintaining members!

- Have an _____, with a clear call to order.
- _____ on time
- _____ on time

Basic Agenda

Call to Order – Start of the meeting

Quorum – The number that must be present to hold a meeting

Reading of the Minutes – Record of the previous meeting

Officer Reports – Officers report on their activities, concerns, needs, etc.

Committee Reports – Committees report on their activities, concerns, needs, etc.

Old Business – Items left over from previous meetings

New Business – New items for consideration

Announcements – Information for the benefit of the organization

Adjournment – End of the meeting

- Stay on _____
- Get _____ from a lot of people
- Make _____ feel welcome with a greeter and practical interactions (icebreakers)
- Play _____ before and after the meeting
- Provide _____ time as much as possible, either as part of the meeting or after

Parliamentary Procedure | Basics

Members can:

1. Present motions: “ _____.”
2. Second motions: “ _____.”
3. Debate motions: “ _____”
4. Vote on motions: “ _____ / _____ / _____”
(or “Yes/No/Meh”)

Motions are how things get done!

Parliamentary Procedure | Proposals

To get a _____ on the floor:

1. The chair recognizes the speaker.
2. The speaker says, “I move.”

3. The chair calls for a second.
4. Someone says, "I second."
5. The chair calls for discussion.
6. The motion is discussed.
7. The chair calls for a vote.

Parliamentary Procedure | Tips

1. A motion should be made before _____ of a topic.
2. Only _____ motion can be considered at a time.
3. The person making the motion gets to _____ about it first, then the person who made the _____.
4. 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.
5. 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.
6. After all of the discussion, take a vote: usually a _____ vote passes the motion.

Virtual Meetings and Events

- Provide an emergency _____ number for people to call if they cannot access the meeting
- Check all the _____ before you start:
 - Run an _____ check
 - Test your _____
 - Use an _____ cable for better internet connection
- Enable _____ controls to limit:
 - _____ between participants

- The ability to _____ themselves
- _____ on slides
- _____
- Use the _____ room feature or password
- Suggest everyone keep their _____ on for accountability and personal connection, microphone _____ until they are ready to talk.
- Use _____ rooms for ice-breakers, work sessions, or focus groups
- Run _____ to help participants remain engaged
- Start the _____ by asking each person how they are doing and to find out what's new
- Encourage students to use the chat feature to ask questions and offer _____ to others
- Ask them to be _____, not distracted by phones, games, or other things on their laptop
- _____ the session so members who could not attend live can watch it later

Using Time Effectively

1. What would be on your business card?

2. Maximize your _____.
 - a. Work on that which is _____
 - b. Do the _____ thing first
3. Workspace: _____ to _____
4. Enemy of priorities: _____.

What distractions do you have in your life?

5. _____ your _____ to _____ your _____.
6. You are in _____ of your _____.
7. _____ through to a _____.
8. _____ your time for study, work, and _____.
 Before your start to study, engage in programs, or play take a piece of _____ and write down everything that is on your mind that is _____ of what you are about to do. Put it in a safe place; this is your _____ list or thought page.
9. Divide your work into _____ short-range _____.
10. Plan your day the _____.

As the adage says:

How do you eat an _____?

One _____ at a _____!

🕒	Task	Grade	Completed
1.			
2.			
3.			
4.			
5.			

<p>High Importance/ High Urgency</p> <p><i>Do first</i></p>	<p>High Importance/ Low Urgency</p> <p><i>Set deadlines for completion; work into daily routine</i></p>
<p>Low Importance/ High Urgency</p> <p><i>Find ways to get done quickly</i></p>	<p>Low Importance/ Low Urgency</p> <p><i>Usually busy or repetitious work</i></p>