

Clerk of the Board: Tips for Conducting a Meeting

Boards, Committees and Commissions Training

Tips for Conducting a Meeting

- Agenda as a Guide
- Role of the Chair
- Managing Public Comment
- Deliberations
- Motions and Voting

Agenda as a Guide

- Basic elements of a meeting agenda
 - Call to Order and Roll Call
 - Adoption of the Agenda
 - Public Comment on items not on the regular meeting agenda GC54954.3(a)
 - Reasonable time limits may be set

Agenda as a Guide cont.

- Discussion Items
 - Brown Act compliant language for each item to be discussed
- To/From Members
- Next meeting

Role of the Chair - Generally

- Calls meeting to order and manages the meeting
- Calls discussion items and makes other announcements
- Opens / Closes Public Comment periods
- Generally takes a less active role in deliberations
- Calls for votes and makes a verbal statement after the vote; e.g. “motion passes 5-0”
- Adjourns the meeting

Role of the Chair – Public Comment

- Public's right to attend, observe and speak
- Managing public comment
- Disruptive behavior and non-compliance
 - Request adherence to rules
 - Call a brief recess
 - Contact Law enforcement

Deliberations

- Take place after public comment period
- Respectful and professional
- Confined to subject matter as agendized
 - Relevant comparisons to demonstrate a position

Motions, Voting and Adjournment

- Making motions
- Chair calls for the vote and states the results after the vote
- Adjournment – state the exact time



Questions?