

## ***Guidelines for Public Meetings***

This section offers guidelines and a helpful checklist for conducting a successful public meeting.

### **Keep It Simple, to the Point, and Brief!**

### **Keep the Tone of the Meeting Positive at ALL Times!**

#### **I. Determine Meeting Objective**

- A. Define the purpose of this meeting and what you hope to accomplish.
- B. Define who should be invited.
  - 1. Identify and invite local residents known to be interested and active in weed management.
  - 2. Personally contact the key people you want to participate (who can challenge or block a decision?).
  - 3. Make sure key agencies are represented (who can make decisions for the agency?).
  - 4. Make sure the group is broad-based.
  - 5. Keep it local (hold several meetings if necessary to accomplish this).

#### **II. Organize The Meeting**

- A. Type of Meeting - Presentation, feedback, problem solving, decision-making, combination.
- B. Define clear desired outcomes.
- C. Design effective agendas (see worksheet in this section).
  - 1. Determine length of the meeting (keep the meetings short).
  - 2. Identify who will serve as chairperson, meeting manager, facilitator, and recorder.
- C. Keep discussion centered on the agenda (form a WMA, determine the best management options, treatment priority, etc.).
- D. Stay on time.
- E. Form a Board of Directors or Steering Committee to keep the project progressing.
  - 1. Choose a broad-based board or committee.
  - 2. Keep board/steering committee to less than 10 members.

#### **III. Anticipate and Provide Meeting Materials (see checklist at end of this section)**

- A. Flip charts or overheads.
- B. Markers.
- C. Maps to identify areas to be discussed.

## Appendix 5

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D. Coffee, refreshments (Be sensitive to your audience and the time of the meeting).

### IV. Decision-Making Process

A. Clearly define the decision making process.

B. How will decisions be made?

1. Consensus.
2. Majority vote.
3. One person.

C. Who will be the final decision maker?

1. Manager.
2. Group.
3. Some other manager or group.

### V. Conduct Productive Meetings

A. Get everyone involved.

B. Facilitate the discussion to keep it on track.

C. Use a strategy for solving problems and responding to opportunities.

D. Build high quality, consensus decisions.

1. Consensus decisions are built on a series of agreements
2. Consensus decisions agree with desired outcomes

### VI. Insure Good Meeting Follow-up

A. Evaluate the effectiveness of the meetings.

B. Organize the information produced.

C. Produce useful minutes.

D. Plan for implementation of decisions and future meetings.



# Checklist for Setting up A Public Meeting

- Reserve an appropriate room and equipment
- Decide on the seating arrangement
- Design an agenda
- Announce the meeting and an agenda to the identified target audience in advance
- Make appropriate charts and overheads (ie - outline purpose, decisions to be made, needed information, etc.)
- Arrange for refreshments
- Make sure key decision makers and community leaders receive invitations to the meeting
- Arrive at the meeting room early to double check the room arrangements, verify any audio/visual equipment needed is in proper working condition, and display any charts or brochures, or other information
- \_\_\_\_\_
- \_\_\_\_\_

# Meeting Preparation Form

## Action Planning Worksheet for Meeting

Date \_\_\_\_\_ Place \_\_\_\_\_

**Why:**

Identify the need for the meeting and other potential ways to solve the problem.

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**Who:**

Identify key participants who have relevant expertise, are concerned, have the power to make decisions, have the power to challenge or block the decisions, or have influence on the community.

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**Desired Outcomes:**

Identify the desired outcome of the meeting.

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Determine what success will look like?

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Specifically, identify what will be accomplished?

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**Type:**

Identify the type of meeting to be held: presentation, feedback, problem-solving, decision-making, or combination.

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**Length:**

Determine a reasonable length of time for of the meeting.

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**Roles:**

Identify who will fulfill key roles in the meeting:

Moderator/Chair (open the meeting, keep it moving).

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Facilitator (keep the meeting participants on track making decisions and plans).

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Recorder (keep accurate notes of decisions made. Write up reports as needed).

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Wall Recorder (may need several; record decisions on wall charts).

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Equipment facilitator (will make sure all equipment is properly working).

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**Decision-Making Process:**

Identify how group and management decisions will be made.

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# Public Meeting Agenda

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Group/Meeting Name:

Date: \_\_\_\_\_ Time: From: \_\_\_\_\_ to: \_\_\_\_\_

Location:

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Purpose:

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Provide a signup sheet at the meeting.

WHAT	HOW	WHO	TIME