

De-bottlenecking Meetings

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Disastrous Board exercise

Situation: The full day conference on “Energy & the Environment” two weeks ago was an absolute flop. The board needs to discuss the event. Since we haven’t had a useful Board meeting in months, it’s unlikely that this will resolve anything.



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Disastrous Board exercise: Board members

- Doris/David Didn't-get-it-done
- Nick/Nicky No-show
- Mickey Micromanager
- Val Volunteer
- Dom Dominator
- Walt/Wendy Wanderer
- Boris the Bully
- Terry the Texter



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What Makes a Really Good Meeting?

Members are:

- ✓ Engaged
- ✓ Involved in constructive conversation
- ✓ Actively participating
- ✓ Focusing on the appropriate issues
- ✓ Making well-conceived decisions
- ✓ Providing counsel that has a beneficial impact on the organization's performance

Dealing with Problem Board

- Choose Board candidates wisely
- Set expectations
- Train
- Control meetings and flow of Board



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Did the board contribute to the problem: Did we recruit well? Persons that:

- have passion for the organization
- can bring an added value to the organization
- can bring connections, resources, and funds

BUT ALSO

- who will be on their best behavior
- with excellent “people skills”
- are good team players
- understand, respect, and fulfill their respective roles

Did the board contribute to the problem:

Onboarding:

- introducing,
- orienting,
- installing, and
- welcoming someone into organizational structure

Training

- Have a Board Training Session at the start of the year
- Send potential leaders to Leadership Training Academy (each April in Pittsburgh)
- Offer other short trainings
- POSS – Periodic Online Sharing Sessions
- Volunteer Resource Center on www.awma.org

The Rules of the Room

- Have a written agenda with specific topics
 - What are the issues?
 - What are the desired outcomes?
- Set an agenda
- Start and stop on time
- Allow for each person to speak

Control the Meeting

- Set an agenda
- Start and stop on time
- Allow for each person to speak



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Robert's Rules for meetings

- Deal with only one thing at a time!
- Main Motion
 - Amend the motion
 - Amend the amendment
 - Vote on the amendment to the amendment
 - Vote on the amendment (as amended)
- Vote on the Main Motion (as amended)

Robert's Rules for meetings

- Main motion – *“Have an energy conference next Feb”*
 - Amend the motion – *“energy & environment”*
 - Amend the amendment – *“energy & air environment”*
 - Vote fails. Motion returns to *“energy & environment”*
 - Vote passes. Motion returns to
“Have an energy & environment conference next Feb”
 - Amend the motion – *“Let's do it in March”*
and so on

Keep only one issue on the table. Work through changes one at a time, then vote on the final whole motion.

Voting

- A duty
- Abstain when personal interest (ex: nominated)
- Abstentions don't count as a vote
- No explanations
- Usually no proxies! (Vote not transferable)
- A tie is a lost motion!
- Chair is neutral – can relinquish Chair for an issue
- Must have quorum for the vote

Dealing with Problem Board

- Deal with issues early.
- If problems persist, decide whether to confront or endure.
- Are there procedures to remove a board member?
- Don't procrastinate on unacceptable behavior. It can and will destroy the usefulness and spirit of the board.



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Dealing with Problem Board Member

- Re-Assign
- Re-Train
- Re-Vitalize
- Refer
- Retire



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Celebrate a Good Board

- Thank each personally
- Thank their bosses? (Ask permission first)
- End-of-year dinner
- Special recognition
- Give yourself a pat on the back
- Step aside for the next leader
 - But help if needed

Questions?

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