

# Effective Chairing and Meeting Skills

For the mayor and councillors in a council or across various councils | 1 day\*

\*Can also be completed in a half-day, or over 1 day together with training in areas such as code of conduct, good governance, etc.

**Council and community advisory meetings are a key way in which councillors fulfil their roles as elected representatives – discussing and making decisions on key issues of relevance and importance to the communities they represent. This workshop covers all the key meeting protocols and procedures.**

## Objectives

Upon completion of training, participants will be able to:

- effectively plan for council and community advisory meetings
- encourage full participation in meetings
- ensure that meetings stay on track and meet their objectives
- know and apply council meetings protocols and procedures
- know key elements of code of conduct and conflict of interests
- identify areas in which they can enhance their chairing/participation in meetings

## Key Content

- Hallmarks of effective meetings
- What makes an effective meeting?
- Council meeting requirements:
  - Before the meeting
  - At the meeting: general
  - Conflict of interests
  - Quorum and attendance
  - Motions and amendments
  - Rescission motions
  - Closed parts of meetings
  - Order at meetings
  - Committees, their members & functions
  - After the meeting
- Minutes
- Code of Meeting Practice

## Comments by Participants

- Covered wide range very well in limited time with very open discussion
- Relevant, concise, readable, well-delivered workshop
- Clear, good discussion, hands-on
- Had all meeting procedures, which for me will be invaluable
- Actually didn't have any expectations but Narayan was very good!!!
- Gave a reality check that my expectations of my peers were unrealistic.
- Further procedural enlightenment
- Enhanced knowledge – reaffirmed knowledge already gained.