



TIPS TO CONDUCTING A COMMUNITY COUNCIL MEETING

1 Plan Out the Meeting



- Set the agenda well in advance.
- Consider what the purpose and potential action of the meeting will be.
- Publicize the agenda through the FCC & social media.
- Have copies of agenda, minutes, and other handouts for everyone.
- Create a welcome environment for all to attend.

Seek Opportunities for Collaboration

2



- Work with your Executive Board to find and solicit presentations.
- Stay informed on topics in your community.
- Invite people of varying perspectives to present.
- Consider who is not present in the meeting and how to bring them to the discussion.

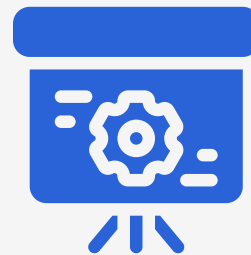
3 Facilitate the Discussion

- Expect the unexpected.
- Start the meeting on time and stick to the agenda.
- Let the group do the talking.
- Stay in the background.
- Remain in control of the meeting by listening, asking questions, and summarizing.
- Keep any one person from dominating.



Stimulate Conversation

4



- Allow people to express their views. Encourage participation by drawing all into the discussion.
- Don't stifle discussion but keep the conversation on topic.
- Defer to committee when a conversation is extending beyond the allowable time.

5

After Action

- After the meeting, meet with your executive board to plan the next meeting.
- Check in with committee leaders on breakout discussions and future topics of interest.
- Follow up on questions or action items as needed.
- Send the sign-in sheet, minutes, and other meeting documents to the FCC for record.
- Check the FCC website for resources on leadership and meetings.
- Consider facilitating strategic planning conversations in your meeting to help identify what your council is interested in discussing.

