



Union Meetings

Do Now

- Using your constitution, calendars, and knowledge...make a list of the meetings that you will have to plan for this coming school year.
- Which meetings are mandatory?
 - For whom?
- How is your meeting attendance at each of these meetings?

Let's talk a bit about meeting attendance...

Which meetings
have low
attendance?

Why ?

Which meetings
have high
attendance?

Why ?

Let's enter into
screen

The Research says...

Innovations

Why Don't More Members Attend Union Meetings?

John Lund^{1,2} and Don Taylor¹



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Recommendations

On the basis of our results, we recommended the following to the leadership of Local 2150:

1. Deal with the matter of meeting location. We proposed that the local union literally map their membership and readjust meeting locations accordingly
2. Remove the excuse that members do not know the meeting location, date, and/or time. stewards are doing a fairly effective job of informing members about upcoming union meetings, but there is room for improvement.
3. Provide training on how to conduct more effective unit meetings. A significant number of respondents felt that meetings were poorly run, with overly garrulous members being permitted to dominate to some extent.
4. Continue to experiment with technology.

As this study has shown, it is important for unions to directly engage their members to find out why they do not attend meetings and to then develop a plan to address the needs identified through that process.

A blue speech bubble graphic with a white text area. The bubble has a dark blue shadow on the left side, giving it a 3D effect. The text is centered within the white area.

Let's see what else the
research says....

Need your phone again!

The Research says...

We take a psychological view of local union meetings in reference to the problem of chronic low meeting attendance. This view suggests that local meetings are designed to encourage employees to experience safe environments in which they can strive to fulfill psychological needs, examples of which include a need to voice concerns and opinions, a need to participate in decision-making, and a need to be counted as a valued contributor to “our collective effort.”

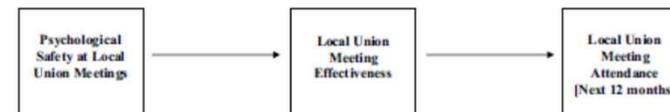


Fig. 1 Hypothesized model

To the extent that employees experience psychological safety at meetings conducive to such fulfillment—independent of non-psychological safety at meetings—more psychological safety is linked to higher rated effectiveness, and in turn, such rated effectiveness is linked to more likely to attend.



Questions??



With this
research in
mind...let's
talk about

Meetings

Psychological and non-
psychological aspects

What can you control as
the Local Union President?

What is a “meeting?”

- a planned occasion when people come together, either in person or online (= using the internet), to discuss something. (Cambridge Dictionary)
- Synonyms
 - assembly, congress, convention, convocation, council, gathering, get-together, huddle



How many meetings such as the one in the video have you attended?

What are some of the most frequent concerns about meetings on social media?

- When you get called on in a meeting, but you weren't paying attention.
- When a meeting could easily be summed up in a few sentences and sent via email/memo.
- When there are just too many meetings



Friend: Did you watch that video I sent you?
Me: Yes
Friend: What was your favorite part?
Me: Yes



You were not at the meeting! it should have been an email.



Meetings

Many meetings waste a great deal of everyone's time and seem to be held because "we always had to" or that is "how we do business" which explains why we see "memes", jokes, cartoons about "bad" meetings and not the good ones.

Meetings must have a clear purpose, agenda, and protocols.

Let's look at what the purpose, agenda and protocols are and how they are closely linked in the creation of an effective meeting.

Why have meetings?



"This meeting was called in order to discuss the meat. It has"

- Will the meeting be formal with agenda, rules of order, minutes taken?
- Will the meeting be informal with no agenda, no structure, and nothing written?



Meetings

Purpose of Meetings

Status Update meeting

Decision-Making meeting

Problem-Solving meeting

Team-Building meeting

Idea-Sharing meeting

Innovation meeting

Mediation meeting

Categories of Union Meetings

General membership

Executive Council/Board

Committee meeting

Grievance meeting

Labor-management meeting

Negotiation meeting

One-to-one meeting with Superintendent

Can any of the Union meeting categories have any of the purposes or multiple purposes?

Why have meetings?

- What is the purpose of your meeting?
- What do you expect to accomplish?



Are you lonely?

Tired of working on your own?
Do you hate making decisions?

HOLD A MEETING!

You can –

- See people
- Show charts
- Feel important
- Point with a stick
- Eat donuts
- Impress your colleagues

All on company time!



MEETINGS

THE PRACTICAL ALTERNATIVE TO WORK

- Will this be a planning meeting?
- Will this be a reporting meeting?
- Could the meeting be both?

Meetings

Purpose of Meetings	Categories of Union Meetings
Status Update meeting	General membership
Decision-Making meeting	Executive Council/Board
Problem-Solving meeting	Committee meeting
Team-Building meeting	Grievance meeting
Idea-Sharing meeting	Labor-management meeting
Innovation meeting	Negotiation meeting
Mediation meeting	One-to-one meeting with Superintendent



Can any of the Union meeting categories have any of the purposes or multiple purposes?

Why might you want to have a grievance meeting with the purpose of team-building and idea-sharing? When would you have such a meeting?

Purpose of Meetings	Categories of Union Meetings
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Mediation meeting	One-to-one meeting with Superintendent

Perhaps your grievance meeting is to update members about grievances, think about resolutions for pending grievances, and set up meetings with grievants and District for resolution?

What is needed to accomplish this type of meeting?

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Innovation meeting	Negotiation meeting
Mediation meeting	One-to-one meeting with Superintendent

Most local constitutions require at least 1 general membership meeting per year. These meetings are most commonly status updates or decision making (ratifying a contract).

How could you make the meeting include team-building or idea-sharing?

YOU ARE HAVING THE
MEETING!!

NOW WHAT....

The Meeting

Whatever the meeting type and purpose there are shared characteristics of every meeting

- Set a goal for the meeting
- Prepare an agenda for the meeting
- Ensure that the participants been contacted and properly notified of the meeting
- Confirm that background information, minutes, committee reports, and agenda have been distributed to participants prior to the meeting?
- Are meeting arrangements complete?
 - In-person: large enough for social distancing, tech equipment available and running, refreshments?
 - Online: digital platform functioning, everyone has the link, troubleshooter available, screen sharing and/or other presentation software working?
 - Hybrid: will some attendees be in person and others online? How does that impact room set up and conversations?
- Post Protocols and Ground Rules

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Set a goal for the meeting – what is the ASK?

The goal should be the WHY for the meeting.

For example, as the local president, monthly representative meetings occur.

- What is the goal of the meeting?
 - Does the meeting seem boring and repetitious?
 - Is attendance poor?
-

The Meeting Goal

Meeting goals are the results you want to obtain by the end of your meeting

YOU ARE HAVING THE MEETING!!

- Planning the objective...
 - What is the purpose of the meeting?
 - What do you expect to accomplish at the meeting?
 - What are the basic goals of the _____? (What is the ask??)



Who should be at the meeting?



Ideally everyoneBUT...



Types of people



**Know your
Audience!!!**



Separate the PERSON from the POSITION!!!

Member Stereotypes

Stereotypes You May Expect to Find in a Group

The Chatterbox	Talks continually, rarely on topic, has little to contribute
----------------	--

The Sleeper	Uninterested in the proceedings, some sleep with their eyes open
-------------	--



The Destroyer	Crushes any and every idea, can always find something wrong
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The Rationalist	Makes worthwhile contributions, ideas are well thought out
-----------------	--

The Trapper	Waits for opportune moment to show error has been made – likes to trap the chair
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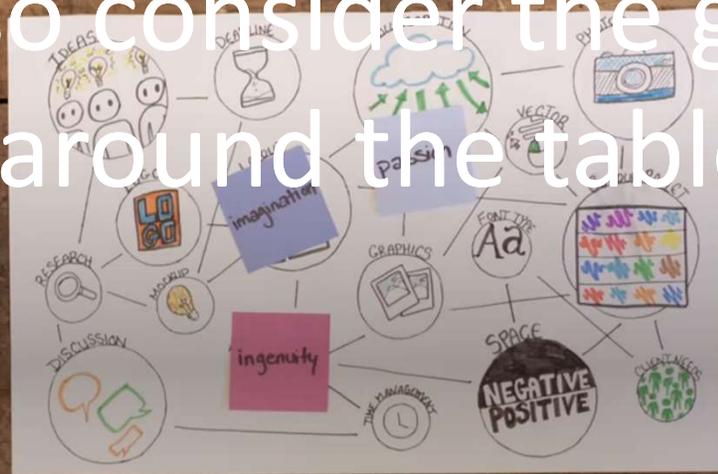


The Know-All	Tries to monopolize, but can have good ideas
--------------	--

The Thinker	Shy and slow to come forward, but is a great asset
-------------	--



Please also consider the generations
(around the table).



When should meetings be scheduled?



What is the purpose of the meeting?



When will people be available?



Are you scheduling 1 meeting or multiple?

In one day

For the school year



Will you include “food”?



How will people be notified?

When should meetings be scheduled?
How will people be notified?



How will notices be sent out?



Schedule meeting as far in advance as possible and practical



Information on notice

Date

Time

Place

Purpose

Adjournment time (or some indication of length of meeting after the start time)

RSVP needed??

Where is the meeting located?

In-person

- Central location?
- Rotate around the district?
- Does a specific location draw more people?

Online

Hybrid

- How will people know which? Or where?

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Set a goal for the meeting – what is the ASK?



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For example, as the local president, monthly representative meetings occur.

- What is the goal of the meeting?
- Does the meeting seem boring and repetitious?
- Is attendance poor?



Time to look at the Agenda

- What can be streamlined?
 - What can be done differently to increase representative engagement?
 - In “mapping time” the calendar should help anticipate upcoming events that allow a “focus” or “ask” on each agenda.
- 

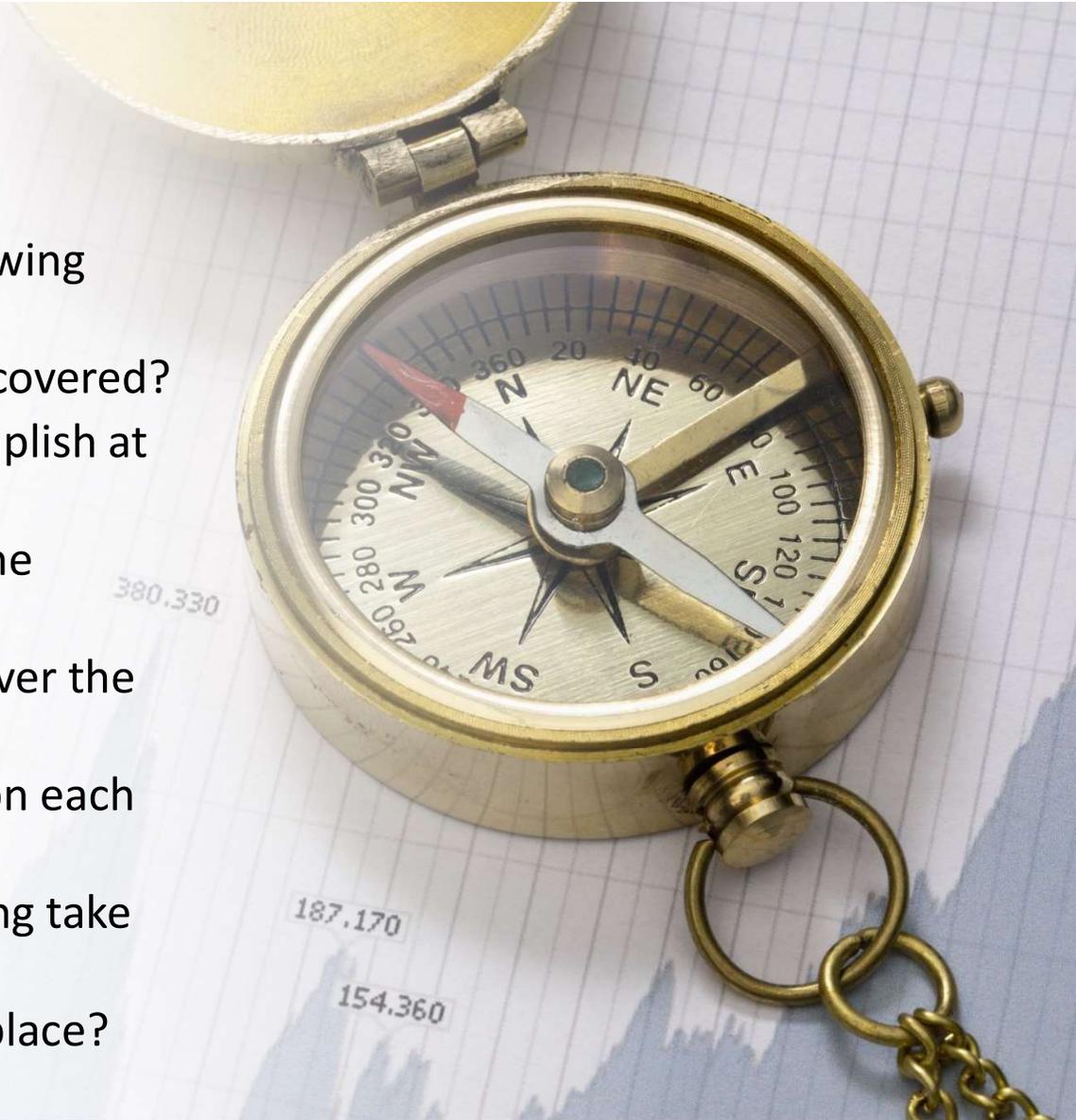
The Agenda

- The agenda provides a compass for the conversation, so the meeting can get back on track if the discussion wanders off course.



— The Agenda

- To prepare an agenda, consider the following factors:
 - Priorities – what absolutely must be covered?
 - Results – what do you need to accomplish at the meeting?
 - Participants – who needs to attend the meeting for it to be successful?
 - Sequence – in what order will you cover the topics?
 - Timing – how much time will spend on each topic?
 - Date and time – when will the meeting take place?
 - Place – where will the meeting take place?



The Agenda

- For each of these factors, why is it **important** to consider each? Think about each factor and consider (and write) what happens when each factor is NOT considered?
 - Priorities – what absolutely must be covered?
 - Results – what do you need to accomplish at the meeting?
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In-person or Virtual Meeting?

The Post-Pandemic consideration

- Before building the agenda – consider whether the meeting will be conducted in-person or virtually?
- What are the pro's and con's of each? Make a list below
- Attached are a few “best practices” for meetings articles. Take a moment to review. You will consider some of these points in our upcoming exercise.
 - [Best practices for virtual meetings](#)
 - [How to run a meeting](#)
 - [How to run a great virtual meeting](#)

The Agenda – An Exercise

- To prepare an agenda, one must consider the factors including priorities, results, participants, sequence, timing, date, time, and place
- Additionally, one must consider the platform of the meeting.
- You must consider all of these factors as you build your agenda for a Representative Council meeting at which you will introduce the concept for mapping your membership. This will be one main portion of the agenda. Your goal is to have each member contacted by a building rep to confirm contact information and to also collect two other pieces of information that will help build this map.



The Agenda – An Exercise

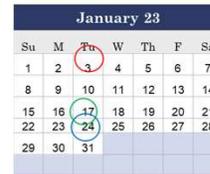
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- The [attached template](#) may help you think through this process. Please upload your completed document so that we can share during our time together.
- This is a brainstorming exercise, however, if you do try out your agenda, please be prepared to tell us how it went!



Factors	Meeting issue 1	Meeting issue 2
<p>Priorities – what absolutely must be covered?</p>		
<p>Results – what do you need to accomplish at the meeting?</p>		
<p>Participants – who needs to attend the meeting for it to be successful?</p>		
<p>Sequence – in what order will you cover the topics?</p>		
<p>Timing – how much time will spend on each topic?</p>		
<p>Date and time – when will the meeting take place?</p>		
<p>Place – where will the meeting take place?</p>		

Let me show you an example...a think aloud

Factors	Meeting issue 1	Meeting issue 2
Priorities – what absolutely must be covered?	Mapping the membership procedure rollout	New leadership – some new reps – some vacancies
Results – what do you need to accomplish at the meeting?	Clearly articulate the rollout and expectations	Fill vacancies, establish norms, and establish a “safe” environment
Participants – who needs to attend the meeting for it to be successful?	All reps	All reps
Sequence – in what order will you cover the topics?	<u>Easy item</u> – what to do <u>Hardest item</u> – questions/answers of members, deadline <u>Questions</u> <u>Easy item</u> - follow up	<u>Easy item</u> – fill vacancies <u>Hardest item</u> – establishing norms and consensus re “safe” environment <u>Questions</u> <u>Easy item</u> - next steps
Timing – how much time will spend on each topic?	45 minutes first meeting 30 minutes second meeting 30 minutes third meeting	45 minutes first meeting 30 minutes second meeting 30 minutes third meeting
Date and time – when will the meeting take place?		
Place – where will the meeting take place?	In-person	In-person



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Date and time – when will the meeting take place?		
Place – where will the meeting take place?	In-person	In-person

September 22						
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July 23						
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August 23						
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20	21	22	23	24	25	26
27	28	29	30	31		

Now it is your turn

- Using your Local calendar and goals design your agenda for your first rep council meeting
 - What is your ask?
 - What other factors must you consider?
 - How will you start to build a SAFE environment to build attendance?
- If you have a different meeting for which you must be prepared, follow the same steps and prepare the agenda.
 - What is your ask?
 - What other factors must you consider?
 - How will you start to build a SAFE environment to build attendance?



The Agenda – An Exercise

- Reflect in the space below – what did you find worked for you in this exercise? Where did you find you needed more support?



The Larger Meeting Agenda

Now that you know what “the ask” or “goal” for your meeting is, now it is time to start building the larger agenda. This should not be as overwhelming.

Most meeting agendas follow a standard outline

The Larger Meeting Agenda



Most meeting agendas follow an outline which includes

Title of the meeting

Date, time and location

Approval of prior meeting minutes

Reports from sub-groups/committees

Old business

New business

Announcements

Date, time and location of the next meeting



The links here provide a sampling of templates for you to explore.



Agenda

Goals for 2022-23

- Member Engagement/Involvement
- Unity
- Communication

Open positions -

- JFK - Director
- WMS - Rep
- BHS - Director, 4 Reps

New Positions –

- TA Rep
- Social Chair
- Second Teacher Center Rep

Membership -

Substitute contract ratification -

Budget & Dues

Other information

Agenda

Goals for 2022-23

- Member Engagement/Involvement
 - How do we get more members involved - come with 1 idea
- Unity
 - What does unity mean to you?
 - What does unity look like to you? Feel like?
- Communication
 - We need to communicate regularly - was our website/email blasts working?
 - What else do we need to consider?

Open positions - please come with some folks in mind OR characteristics

- JFK - Director
- WMS - Rep
- BHS - Director, 4 Reps

New Positions - we need to consider adding new positions. Please consider the following positions in terms of a job description and personality needed to be successful

- TA Rep
- Social Chair
- Second Teacher Center Rep

Membership - How do we ensure that all new hires are enrolled in the BTA (including subs)?

Substitute contract ratification -

- This has to be completed
- Are we following the constitution in terms of mail in ballots OR electronic??

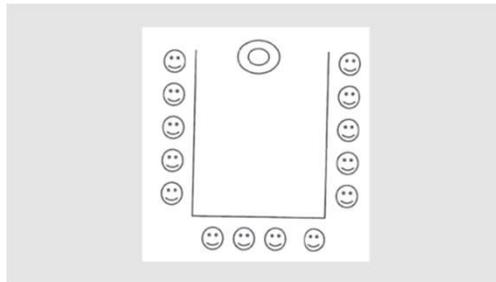
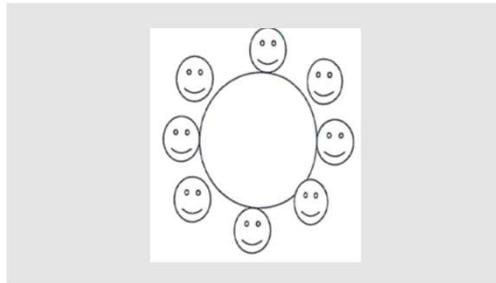
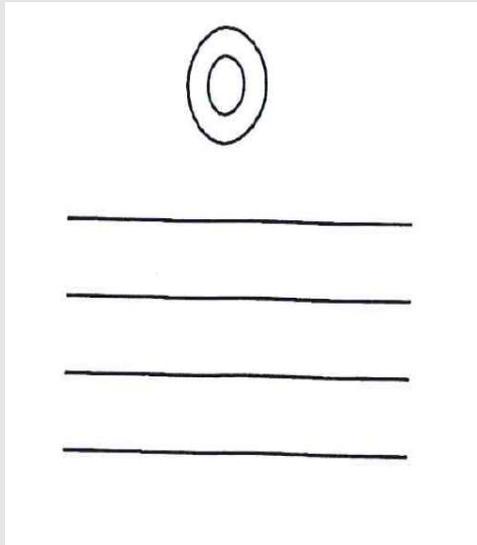
Budget & Dues

- Review of the budget based on our goals for the year
- Shall there be an increase in dues?

Other information

Conducting the meeting

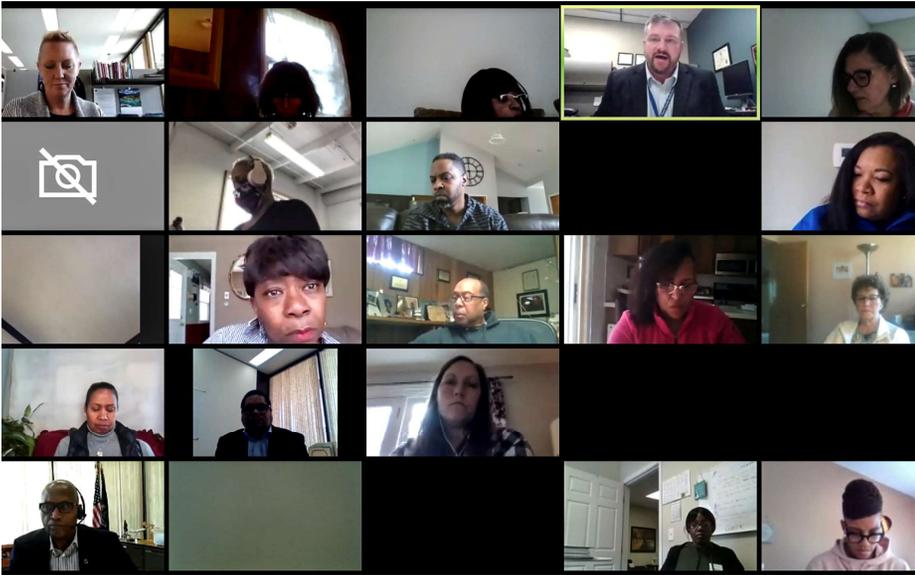
Where is the meeting located?



- Physical arrangement of the room?
 - Equipment needs
 - Table and placement of chairs

Where is the meeting located?

- Online



Conducting the meeting

What is the role of the Chair?

How will decisions be made?

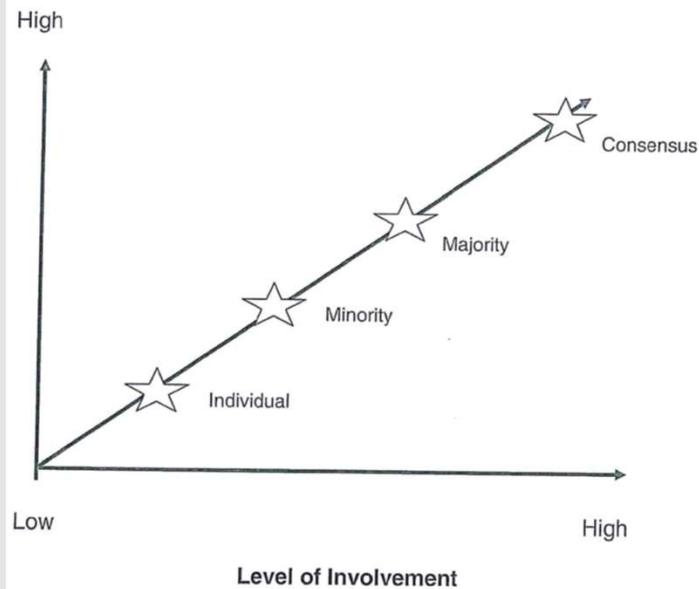
Does your local follow Roberts' Rules?

The Role of the Chair when conducting meetings

- Agenda should drive the meeting and discussion
- Observe body language
- Create a safe atmosphere (group norms)
- Draw out quiet members and temper long winded members
 - Perhaps have a timer
- Rephrase/summarize what you heard
- Leave time for questions and answers
- End meeting on a positive note

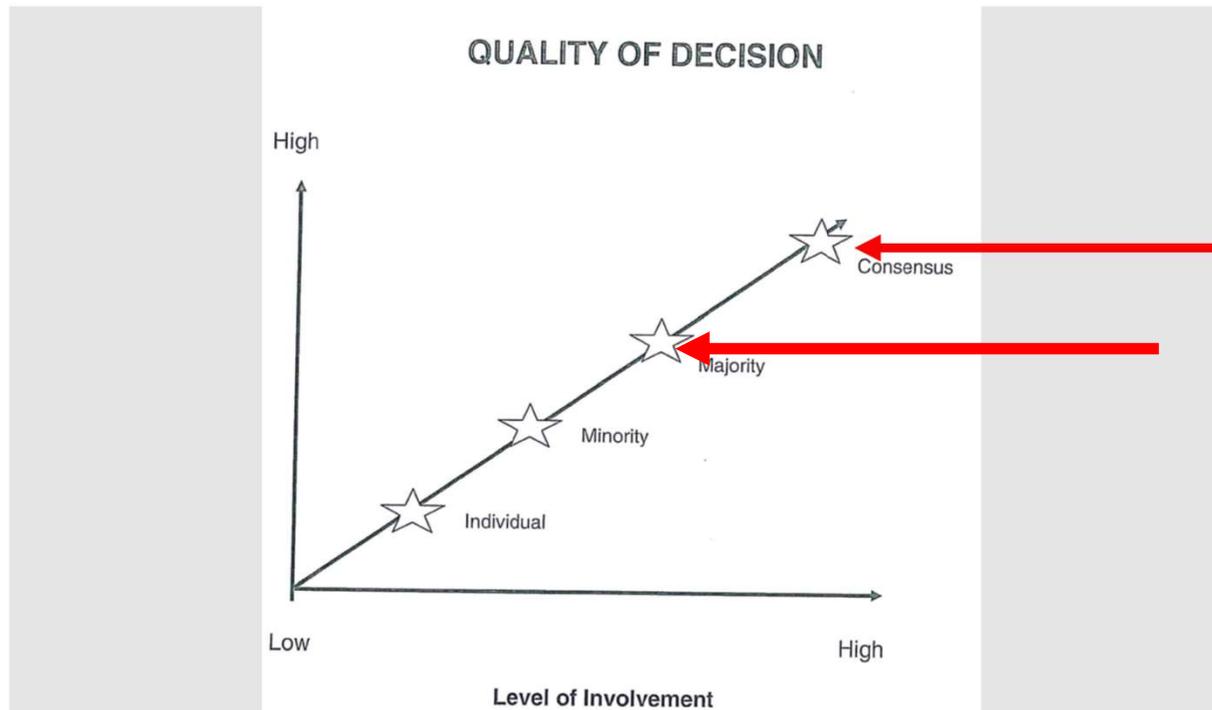
How are decisions made during the meeting?

QUALITY OF DECISION



- Be sure problem is stated clearly with a solution

How are decisions made during the meeting?



- Be sure problem is stated clearly with a solution

Decision Making by Consensus

Consensus Polling

Polling your group to test whether they are reaching consensus by asking each member of the group to indicate (by raising the appropriate number of finger(s)) the statement which reflects his or her position on the proposal before the group.

I ...

1. Support the proposal and will work for it.
 2. Support the proposal but will not work for it.
 3. Oppose the proposal but will not work against it.
 4. Oppose the proposal and must work against it.
-

You are reaching consensus if the group has . . .

- no "4's"
- few "3's"
- As many "1's" as possible.

You have a strong consensus decision if . . .

- you have all "1's"

If you have many "2's" or "3's", you have reached a decision, but it is not a true consensus decision.

Does your local
follow Robert's
Rules and
Orders during
the meeting?

- Following Robert's Rules allows everyone to have their say
- Questions/concerns are handled in a democratic way
- Create a safe atmosphere (group norms)
- Speak to a specific issue only
- Can only speak when recognized by the Chair

Robert's Rules and Orders – Handling Motions

- Member says, “I move that...”
 - Another member second the motion, OR chair asks, “is there a second?”
- Chair states motion and asks for discussion
 - Be sure someone, the Secretary, has written the motion
- Members enter into a debate. Maker of motion has first right of floor.
 - DEBATE ONLY ON MERITS OF MOTION
- Debate is closed when no members seek further discussion
- Chair puts motion to vote.
- Chair announces results of vote.

Pulling it all together

The Meeting

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