



STM Committee Training Note

Week commencing 5 December 2011

Keeping the Meeting Moving

The Executive Committee's Guide to Better Owners Corporation Meetings

(Part 4 of 11 in this series)

The chairperson has the responsibility to not let rambling discussions impeded progress. Thirty-minute monologues, gossip sessions and searching for someone to blame for a problem, all waste valuable committee meeting time.

Here are some suggestions from experienced managers and chairpersons about how to keep business flowing:

- Never present an issue – particularly a minor one without a proposed solution. Any time you dangle a topic in front of people and invite opinion, everyone will feel challenged to weigh in with off the cuff opinions;
- Meetings are for making decisions and are not the time to begin the decision making process or discuss minor issues. Good preparation and pre-meeting discussions will ensure that decisions are taken at meetings rather than discussions beginning;
- Meetings should not be an occasion to micro-manage the strata manager. The committee should be making major decisions about important issues like contracts and larger expenditure (within committee limits, if any);
- Excluding people from debate will harbour resentment so on controversial issues, give every person the chance to talk so that the dominant personalities do not hijack the meeting; and
- At a committee level, look for consensus rather than forcing votes that could destroy a group's functionality by creating winners and losers.

Next week

Don't Be Afraid of Parliamentary Procedures