

## TIPS FOR RUNNING AN EFFECTIVE, SATISFYING MEETING

1. To ensure that all opinions get a fair hearing, give everyone a chance to speak. If someone is struggling to express a point of view

**Ask:** What do you like most (least) about this option?  
What about this option/ situation bothers you?

2. Encourage people to understand each other's viewpoints, especially if some of your participants are more knowledgeable than others.

**Ask:** How do others feel about this? How does this play out in your experience? Are there other factors we should be considering?

3. Paraphrase what speakers say if you feel that some statement is unclear.

**Ask:** Am I hearing you say...? Have I got your point?

**Check with what the recorder has heard:** Ask the group to correct as you go along.

4. If someone is demanding an unfair amount of time, or has a particular issue that is only a part of the larger agenda

**Interrupt** with a reminder about time limits, request other points of view

**Ask:** Does anyone else have anything to add? \_\_\_\_\_, you've been very quiet so far. What do you think about X?

**Refer to some later time** to continue a conversation that is going on too long. "Let's revisit this point after we've concluded the formal consensus." "This is really very interesting. Would you like to continue with it after we finish our consensus?"

5. If someone offers information that you think is erroneous

**Ask:** Does anyone else know about this situation?

**Refer to an external authority:** I've got our study kit here and it says that .....

**Admit ignorance:** That's a very interesting question/remark/slant. I haven't considered that fact before. Let me check it out and get back to you.

6. **Trust the group.** Your job is to protect the group and the group process in coming to consensus. Other people can help you do this. If you have new members who don't have any experience with League consensus process, ask experienced members to explain the difference between majority rule and consensus.

