

FINANCE · MANAGEMENT · LEADERSHIP



AFOA CANADA

Building a Community of Professionals

Running Effective Council Meetings

**Facilitator:
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Webinar Agenda

1. Organizing Council Meetings
2. Recording and Communicating the Meeting
3. Effective Meeting Chair
4. Managing Challenging Topics

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1. Organizing Council Meetings

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COUNCIL MEETINGS NEED TO BE ORGANIZED

Some of the requirements include the following:

1 Opening and closing
of meetings

2 An effective chair for
the meeting

3 Agenda with
estimated time
frames

4 Briefing notes and
BCR's – make the
decisions easy

5 Rules and limitations
for presentations and
guests

6 Minutes and
acceptance of
minutes



PREPARING FOR THE MEETING

Agenda is prepared, including supporting documents (e.g., BCRs, briefing notes, etc.)

Visiting Delegations are given time slots and time limits

Location and time of the meeting is set

Meeting time, agenda and materials sent to attendees at least 4 days in advance



An Executive Assistant usually supports the coordination of this.

WHO NEEDS TO BE IN ATTENDANCE?

Director or Manager who seeks a decision from Council or whose program is on the agenda

Chair and Council members
(minimum number to make quorum)

Subject matter experts as needed for specific agenda items



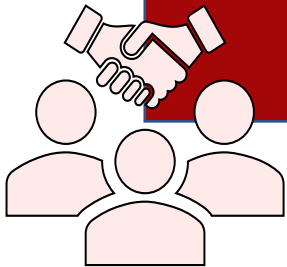
OPENING AND CLOSING OF MEETINGS

Meetings usually starts with a Prayer



OPENING AND CLOSING OF MEETINGS

Meetings are opened with a motion to adopt the Agenda



Meetings are closed with a motion to adjourn the meeting

IN-CAMERA MEETINGS

A meeting can go into camera when dealing with private and confidential information

It records the time that the meeting goes into camera and back out of camera.

The recorded and public portion of the meeting restarts when the Council comes out.

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2. Recording and Communicating the Meeting

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MINUTES OF THE MEETING

Characteristics

Identifies the date, time, and meeting location

Records decision, action items, mover (for BCRs), seconder, and record of completed vote

Read and edited by the Council prior to the meeting

Passed and adopted by a motion of Council

Fairly brief

An EFFECTIVE COUNCIL MEETING ends with the MINUTES OF THE MEETING

MINUTES OF THE MEETING

Acceptance

They may be signed once the Council accepts the minutes of the meeting, and edits have been made

Minutes may be signed by the Chief and Executive Director or Band Administrator

An EFFECTIVE COUNCIL MEETING ends with the MINUTES OF THE MEETING

MINUTES OF THE MEETING

Legal records of the meeting and
decision

A video recording may be done to
act as back up of the Minutes of
the Meeting

An EFFECTIVE COUNCIL MEETING ends with the MINUTES OF THE MEETING

COMMUNICATING ACTION ITEMS

Executive Assistant should help Council communicate action items to relevant staff members

Executive Director or Board Administrator should monitor progress to ensure that an action is taken for the items

Updates on the status of action items should be reported to Council.



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3. Effective Meeting Chair

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EFFECTIVE MEETING CHAIR

An effective chair is essential to running a good meeting



EFFECTIVE MEETING CHAIR

Duties of the Meeting Chair

Keep the focus of the meeting on the topic that is being discussed

Keep the set time for discussion for each agenda item as close to schedule as possible

Call for voting once the discussion is completed

When someone is not acting in professional manner, the chair needs to take control

EFFECTIVE MEETING CHAIR

Duties of the Meeting Chair

Maintain order and know how to gauge a situation

When someone disrupts the proceedings, the chair can choose to continue the meeting or to end the meeting early

Ensure the safety of the Council and staff

EFFECTIVE MEETING CHAIR

In some instances, it can be helpful to bring a Meeting Chair from the outside to help maintain order

It can be a non-Indigenous person such as judge, police officer, or a person from another Nation



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4. Managing Difficult Topics

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POLITICALLY CHARGED MEETINGS – MEETING TOPICS

Land claim settlements

Drug and Alcohol abuse

Sales of Cannabis or alcohol in community

Banishment of a person or group

The adoption of community laws involving the above subject matters can trigger emotions within a community

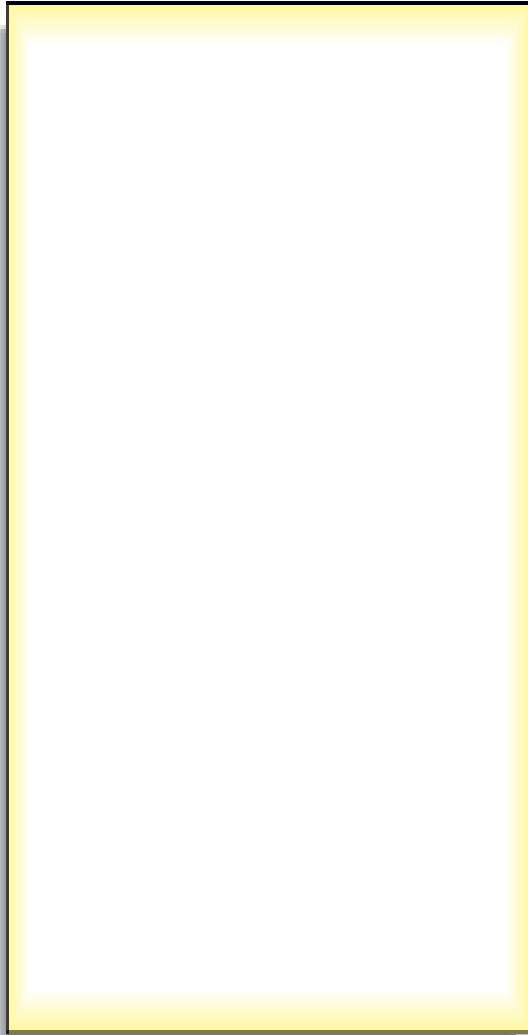
POLITICALLY CHARGED MEETINGS – POSSIBLE SOLUTIONS

Having an elder attend and smudge the meeting room

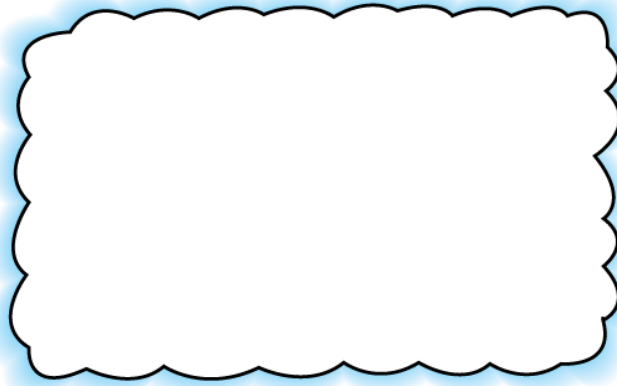
Having special security
e.g., a male and female security officer in the meeting

Tarbell Meeting Start Up

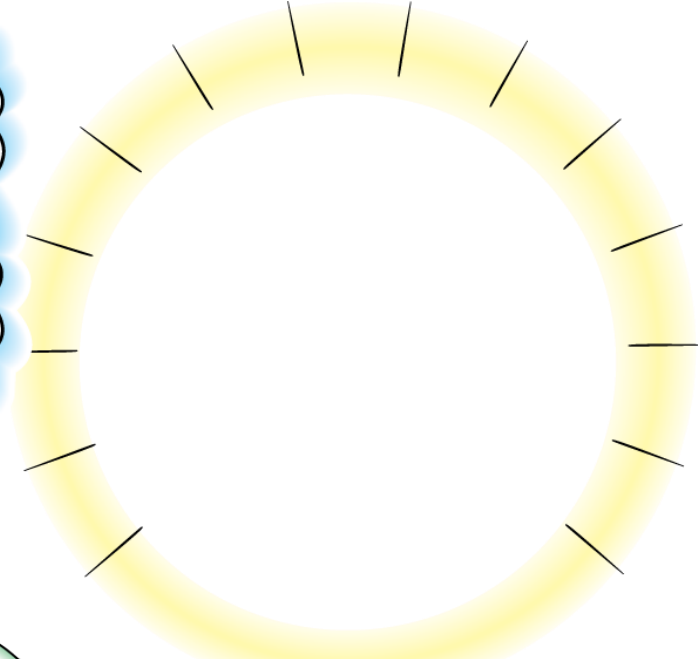
● **Agenda**



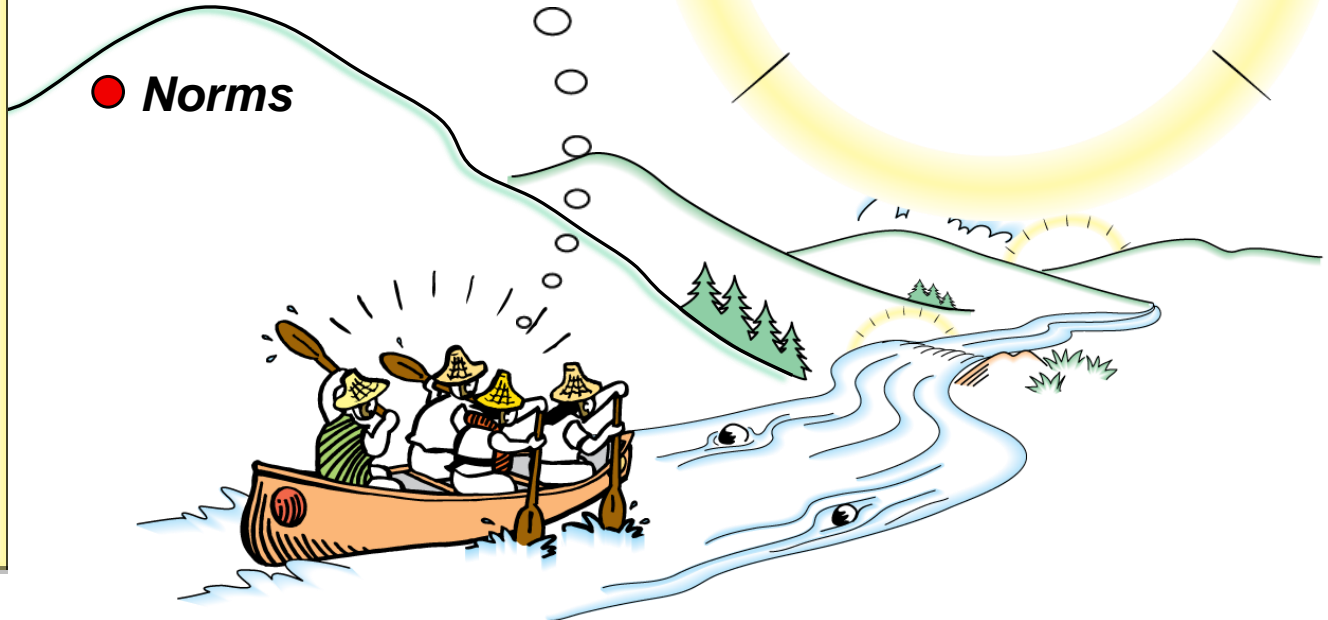
● **Roles**



● **Outcomes**



● **Norms**



Anwunikit
Niawen
Meegwetch
Mahsi
Ekosi
‘Doy-gg
Mussi Cho
Merci
Thank You



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