Running a Successful Committee Meeting

Before the Committee Meeting

Preparation is vital to the success of your Committee Meetings.

Committee Chairs create Committee-specific meeting schedules, for the whole term, as well as agendas and meeting objectives on actionable items.

How often should your Committee meet?

- Your Staff Liaison can serve as a valuable resource with historical perspective on how often the committee tends to meet on an annual basis. In-person meetings, when they happen, take place during Plastic Surgery The Meeting and some may occur in conjunction with the Spring Meeting. Some committees meet only by videoconference and others augment their in-person meetings with videoconferences throughout the year. It all depends on the committee's unique needs.

What should be included in the agenda and meeting objectives?

- The agenda and meeting objectives should focus on actionable items to reach your Committee goals/charge within budget. Staff Liaisons can offer resources and topic suggestions.

When should the agenda be uploaded to the Committee Site by?

- Agendas should be approved by Chairs and uploaded to the Committee Site two (2) weeks before the meeting to give Committee Members time to view prior to meeting.

During the Committee Meeting

Stick to the agenda to ensure all relevant subjects have been adequately covered

Committee Chairs are responsible for running each Committee meeting.

Typical Committee Meeting Structure

Call Meeting to Order
- Welcome
- Ensure quorum
- Approval of minutes from last meeting

Disclosure of Relationships
- Identify potential conflicts of interest (real or perceived) between committee members' reported and unreported relationships and the agenda topics
- Identify recusal option if necessary – member may:
  - Remain in the room, participating fully in the discussion involving the conflict but not vote;
  - Remain in the room, while the matter is being discussed but not speak or vote;
  - Provide his or her opinion and leave the room while the matter is considered and voted upon; or
  - Remain out of the room while the matter is being considered and voted upon.

Committee Specific Topics
- Discuss and resolve agenda items as they are listed.

Old Business
- Discuss any old business from prior meetings

New Business
- After wrapping up old business discuss new business

Adjourn the Meeting
- Wrap-up and provide info for the next meeting, if known.

What are the requirements to take action on an item?

In order to take action on an item you must have quorum (more than 50% of members) and consensus on action or majority rule.

What steps are required for making a motion?

To make your motion, articulate as clearly as possible, for those voting and for those typing the minutes.
- Motion is made
- Motion is seconded
- Ask for discussion
- Vote on the motion as stated, or as amended during discussion.

Helpful Tips for Running a Successful Committee Meeting

Speak Clearly
Make sure you speak clearly especially if you are meeting via Zoom.

Take Notes
Staff Liaison will take minutes, but you may find it useful to record your own notes.

Guide Discussion
Allow members to examine and discuss all sides of an issue. Restate issues and goals throughout the discussion to keep the group moving toward a decision. Ask questions to seek clarification when needed. Redirect to a neutral point if emotions start to get involved.

Monitor Participation
Control talkative members and draw out silent members.

Stick to the Agenda
Start and finish on time. Near the end of the meeting, make sure all relevant subjects have been adequately covered.

End on a Positive Note
Close the meeting discussion with something positive or noting an achievement.

Questions Regarding Running a Successful Committee Meeting?

Need help?

Contact Staff Liaison found on Committee Site