

# MEETING ETIQUETTE



Federated Women's Institute of Prince Edward Island  
Sheila Gallant, Vice-President  
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# MEETINGS

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- Ratify decisions
- Exchange opinions
- Make recommendations
- Give and get information
- Make decisions

# TYPES OF MEETINGS

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- Formal/Informal
- In person/Zoom/Telephone
- Small/Large

# COMPONENTS of Effective Meetings

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- Set clear objectives and agenda
- Set expectations
- Maintain structure throughout meeting (follow the agenda, inform someone if they are out of order or if they bring up an item that is on the agenda for discussion at a later point in the meeting, inform someone if they are getting off track, etc.)
- Actionable next steps
- Review the: *what, where, who and when*
- Be consistent (hold meeting same day each month, keep meeting times the same, etc.)
- Concise, informative pitch

# COMPONENTS

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- Action-oriented outcomes
- Ensure everyone is on the same page
- Take detailed notes

# ETIQUETTE

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- Know your role in the meeting
- Be on time
- If absent, notify the Chair and determine what you can contribute ahead of time or what work you can do before the next meeting
- Be prepared . Stating that you have “nothing to report” minimizes anything you may have done – no matter how small or unimportant it may seem to you
- Do your homework
- Follow the agenda
- Be respectful – only speak when asked or when you have the floor
- Do not talk over or interrupt others
- Do not become angry, emotional or protective

# ETIQUETTE

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- Take direction – do not be combative, state the facts
- Be clear in what you are asking, stating, or presenting
- Take notes
- Dress appropriately
- Speak loud enough – stand to amplify your voice
- Do your follow-up in between meetings, not during
- Actively listen and participate
- Ask questions at the appropriate time

# ETIQUETTE

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- Understand the unwritten rule of not interrupting.
- Do not use your cell phone unless necessary. If you need to take a phone call, exit the meeting and take your call.
- Do not have side conversations during the meeting – this may distract or impede others from hearing the meeting discussion. Personal conversations can take place outside meeting times.
- Make sure you have permission to eat or drink at a meeting.
- Clean up after yourself.
- Don't save all your questions for the end.



# ROLE OF THE CHAIR

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- Keep meeting on track, stick with the agenda, restate decisions, and be sure that those who have work to do understand what they are to do.
- Do not make decisions outside of the meeting or change decisions made at the meeting. This also goes for meeting members.
- Ensure everyone has the proper materials and documents in order to start the meeting.
- Bring people in line who veer off course.
- Take charge.
- Make introductions.
- Sit appropriately.
- Start and end the meeting on time.