

Iowa Extension Council Association Conference

Scheman Building, Ames, Ia.

March 5th, 2022

Efficient, Effective, & Engaging Council Meetings

2:15 p.m.

A.) Why is this important?

1.) Meeting agenda – Must be posted at least 24 hours in advance.

- Confirm council attendance - Council members can increase
- Start on time
- Minutes template for secretary

2.) Use of consent agenda – By reviewing consent agenda items ahead of time there is no need for further discussion unless inaccuracies are spotted or if clarification is needed.

- Minutes
- Staff written reports
- Financial reports
- New volunteers
- Correspondence

3.) Open forum – Opportunity for visitors to address the council. Can be limited.

4.) Use of committees and reports (special committees)

- Personnel – Use of council wage review forms
- Budget/Finance -
- Program –

5.) Old/New Business

- Motion made before discussion - Possibly by a committee member.
- Use of informational sheets
- Use of “Question” after much discussion

B.) What are your suggestions?