
















Speak Out Council Guide to chairing a meeting

1. This bit is about what the chair needs to do at the start of a meeting

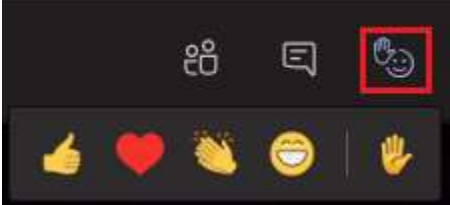

	<p>Make sure you have chance to look at the agenda if there is one.</p>
	<p>Allow a few minutes before starting the meeting to make sure everyone is ready.</p>
	<p>Start the meeting by asking people to introduce themselves. You won't need to do this if people know each other.</p>
	<p>Decide on when to have a break and if the agenda (if there is one) needs to be changed</p>
	<p>Remind people of the communication cards and how to use them</p>



2. This bit is about what the chair can do during a meeting

	<p>Make sure everyone gets to say what they want to say.</p>
	<p>Don't put pressure on those who haven't said anything if they don't want to say anything.</p>
	<p>Make sure people stay on topic and not start talking about something else (such as Covid!)</p>
	<p>Towards the end of each item's time slot, finish by letting one person finish what they are saying, or allow one more thing to be said, and then move on.</p>
	<p>If people start interrupting, talk over one another or say something without the chair letting them speak, politely remind them to use their cards, or the "raise hand" button.</p>
	<p>If more than one person wants to say something and have used their cards, or "raise hand" button, you can decide which order they can speak in.</p>





	<p>It's often ok to crack a joke if it's appropriate. But if people are acting unprofessionally, you can remind them that they are in a work meeting.</p>
	<p>If someone decides to take control of the meeting, or comes across as wanting to take control, you can politely remind them that you are chairing the meeting today.</p> <p>Guest speakers are allowed in some meetings.</p>
	<p>If there is a break, it can be useful to remind people what time the meeting will re-start.</p>
	<p>After each break, tell people that the meeting is about to starting again. This will tell everyone to come back ready for the next bit.</p>

3. This bit is about what to do when the meeting is on Microsoft Teams or Zoom

	<p>People may have their own communication cards, but in large meetings the raise the "raise hand" button can be very useful.</p>
	<p>If a person starts speaking but hasn't unmuted themselves, tell them this and give them time to sort it out.</p>

	<p>Respect people's wishes if they don't want to show themselves and be kept on mute.</p>
	<p>If there is too much background noise, ask the person making the noise to mute themselves unless they are speaking at the time.</p>

4. This bit is about what to do when the meeting is coming to an end

	<p>When you come to any other business, people are allowed to say what they like.</p>
	<p>Some people may need to go before a meeting ends. You can let them do this if there is good reason (such as a hospital appointment)</p>
	<p>When no one wants to say any more, you can then thank people for coming and announce the meeting to be over.</p>
	<p>Make sure people are able to provide constructive feedback.</p>