



How to Conduct a Member Meeting – The 10 Minute Meeting Approach

As a union steward, one of the most important responsibilities you have is to conduct building meetings as a means to disperse and collect information. Sometimes this information can be shared and collected during staff meetings. **Remember, stewards have the right to be on staff meeting agendas per our contract.** However, there will be times during the year when it will be necessary to have a union meeting at your site. If members complain that they are too busy to come to a meeting, try using this alternative.

THE 10 MINUTE BUILDING MEETING

Promise the staff that the meeting will take 10 minutes and time the meeting. Distribute the meeting notice with this pledge. The meeting must start and end on time. If individual questions need to be addressed, do so after the close of the meeting. Your meeting notice should state specifically the beginning and ending time and the location of the meeting.

Stick to the meeting's agenda to help you finish the meeting before the 10 minute buzzer. Below is a sample agenda:

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| Two Minutes | A brief union update to address the specific issue/topic of the meeting |
| Four Minutes | Gather opinions or information on a specific topic. State specifically who will receive the collected information (Executive Board, Negotiations committees, action task forces) |
| Three Minutes | Explain next steps by describing the latest developments related to the issue, what actions need to occur and/or what MFT would like you to do. |
| One Minute | Highlight a union victory related to the issue/topic of the meeting |
| Closing | Thank members for their attendance and for supporting MFT! |

To help facilitate a meeting, remember the following:

- ▶ Plan the agenda and/or activities ahead of time.
- ▶ Limit the number of issues to be addressed.
- ▶ Arrive early to set up. Food and goodies are always a good way to get people through the door.
- ▶ Start on time and watch the pacing of the meeting. Keep it moving.
- ▶ State the purpose, objectives and estimated time for the meeting.
- ▶ Restate objective periodically.
- ▶ Remain impartial and be aware of emotions building up.
- ▶ Separate fact from beliefs and opinions.
- ▶ Seek participation from all members and acknowledge everyone's contributions.
- ▶ Clarify and summarize during and especially at the end of the meeting.