



## City of Newport Beach “Effective Meetings Training for Boards, Commissions, and Committees”

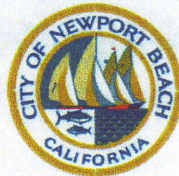
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## Overview of the “Effective Meetings Training” Effort

- Purpose: tools, techniques; efficiency, transparency; clarity about expectations and requirements
- Coordinated effort between City Manager’s Office, City Attorney’s Office, City Clerk
- Staff Training held on March 7, 2012; introduction of process improvements
- Handbook



# City of Newport Beach Handbook



## HANDBOOK FOR CITY OF NEWPORT BEACH BOARDS, COMMISSIONS, AND COMMITTEES

Prepared by:  
Office of the City Manager  
Office of the City Attorney  
Office of the City Clerk

April 2012

# City of Newport Beach Handbook

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## Model Governance

- Purpose of the Board, Commission, or Committee
- Role of the Chair
- Role of the Members
- Role of the Staff



## Meeting Reminders for Members

- Preparing Ahead for the Meeting
  - Understand the mandate
  - Check in with staff
- Developing Collegial Relations
  - Attendance
  - Talk with community members about your role
  - Attend other committees/subcommittees





## Meeting Reminders for Members (continued)

- Managing How You Communicate
  - Balance advocacy and inquiry
  - Understand Robert's Rules of Order
  - Conduct reasonable deliberations
- Encouraging and Honoring Public Participation



## Five Common Pitfalls

- Meeting with no purpose
- Conflict of interest on an agenda item
- Inadvertent violations of the Brown Act and/or Due Process
- Directing staff; unrealistic expectations
- Ineffective public engagement

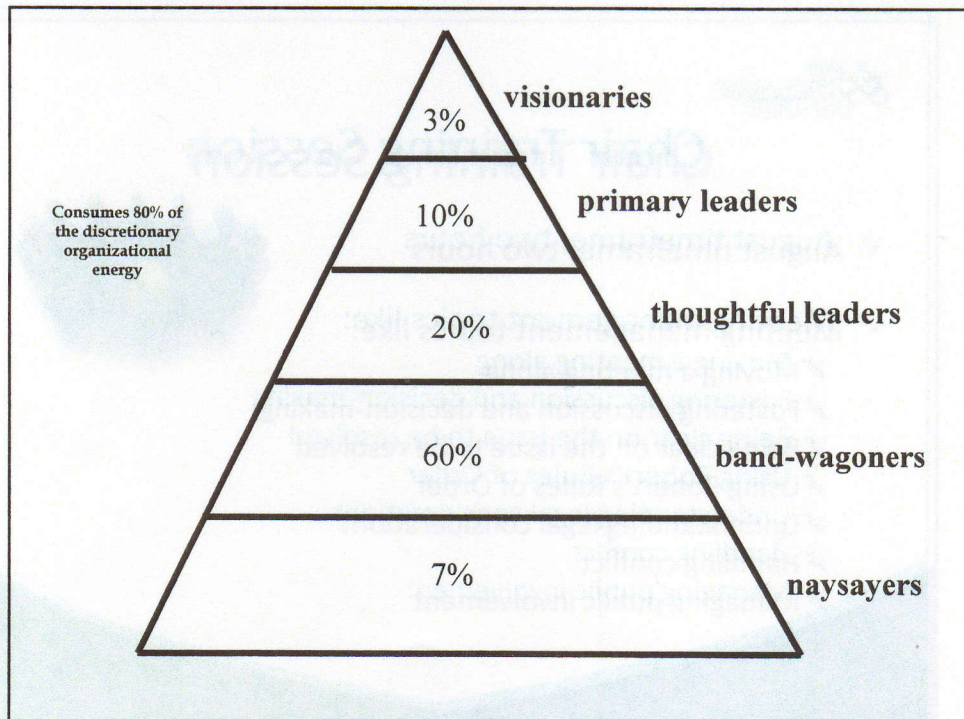




## Suggestions for Effective Public Involvement



- Be fair and consistent
- Announce any rules/timeframes
- Questions for clarification only; engage with fellow BCC members
- Use gavel, timer, breaks, etc.
- Understand the difference between thoughtful leaders and naysayers





## Observations from Today



## Chair Training Session

- August timeframe; two hours
- Meeting management topics like:
  - Moving a meeting along
  - Fostering discussion and decision-making
  - Being clear on the issue to be resolved
  - Using Robert's Rules of Order
  - Understanding legal considerations
  - Handling conflict
  - Managing public involvement







For more information about this presentation,  
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