



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

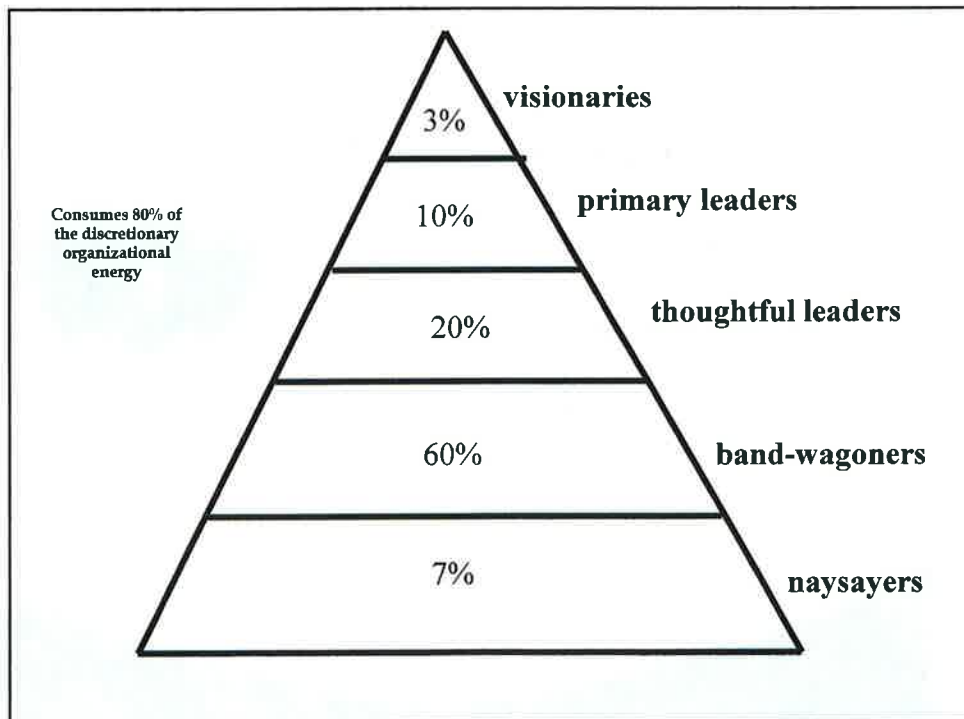
- Meeting with no purpose
- Conflict of interest on an agenda item
- Inadvertent violations of the Brown Act and/or Due Process
- Directing staff; unrealistic expectations
- Ineffective public engagement



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



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