



Executive Committee training

July 5, 2022 Executive Committee meeting



Review of facilitation and leadership training

Role of co-chairs, staff, and outside resources


HRSA HAB expectations for meetings

Leadership skills and establishing trust

Tips for successful meetings

Small group breakout sessions

Managing conflict of interest during meetings

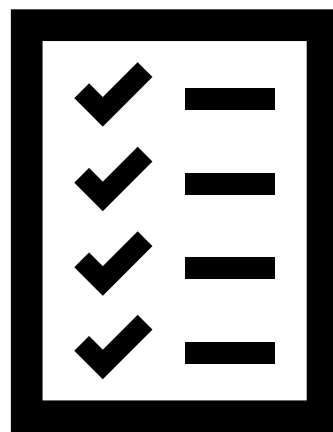
A close-up photograph of a spiral-bound notebook. The notebook is open, showing several pages with horizontal lines. A silver pencil with a pink eraser and a yellow band is resting on the pages. The spiral binding is visible on the left side. The text "Today we will look closer at documents in your binder" is overlaid in white on the notebook pages.

Today we will look closer
at documents in your
binder

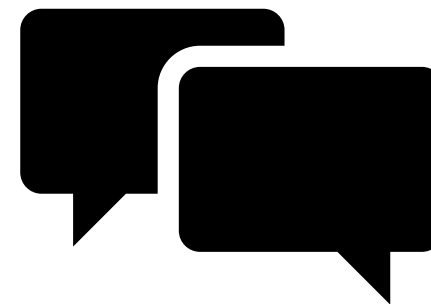
Fifteen-minute pre-meeting



Briefly debrief
the last meeting



Review the
agenda for the
next meeting

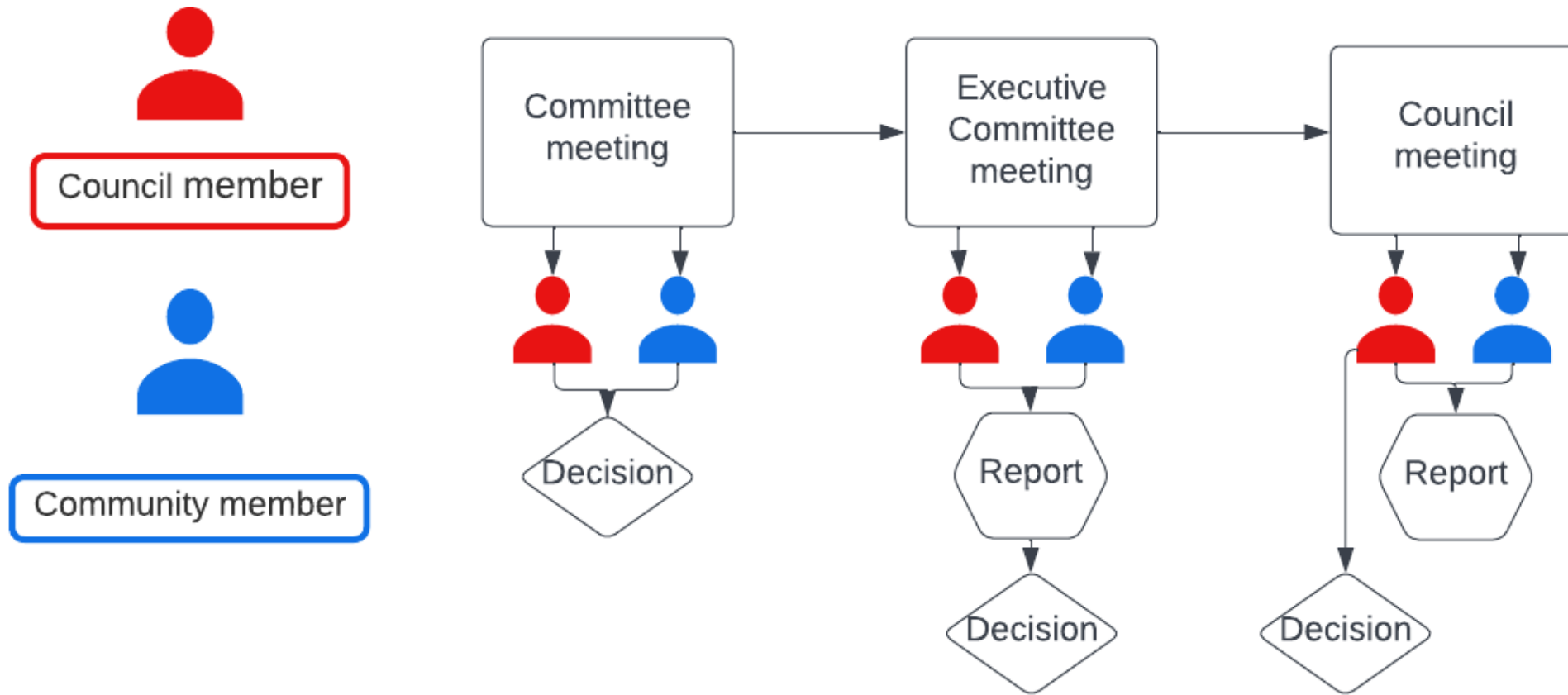


Develop a plan for
communicating with
each other

Companion document

- New component to facilitation training document

Role of co-chairs





Discussion vs. Debate

- Related to conflict of interest



Special Rule of Order One

When a matter arises that involves a potential conflict of interest, the Chair shall declare that the matter will be discussed informally for a time. The Chair shall determine when informal consideration is over, and a motion is in order. After a motion has been made, those members in conflict that represent those interests shall leave the room until the vote is taken. Those members will be listed in the minutes as having abstained from the vote. The regular rules of debate shall go into effect after the motion has been made.

MCHACP Bylaws

Handouts for your reference

- Fifteen-minute pre-meeting co-chairs checklist (Training Toolkit tab)
- New component to facilitation training document Training Toolkit
- Role of Executive Committee (Handouts tab)
- Discussion vs. Debate (Training Toolkit tab)
- Tips for co-chairs (Handouts tab)
 - Useful phrases when facilitating
 - Adopting the agenda and minutes
 - Processing motions

Questions

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