

Southampton Choral Society - Brief guidelines for the conduct of team meetings.

The purpose of meetings is effective shared discussion and decision-making.

Before the meeting

A meeting place should be arranged and all necessary documents (minutes, agenda and reports if any) circulated not less than two days before the meeting.

It is important to have reports ahead of time as this allows people to consider them and so saves time in meetings.

Reports

Reports should specify whether items are for information only, discussion or decision (This will assist the chair and the minutes secretary)

Chair

The principal role of the chair is to conduct the business of meetings according to the agenda, to facilitate and summarise discussion within a given timescale, and ensure decisions are recorded. The chair should decide from the sense of the discussion whether or not a vote is needed in order to establish the degree of agreement or disagreement with a decision and, if so, the vote should be recorded in the minutes. If no vote is taken, which should also be recorded, it will be assumed that no-one was opposed to the decision. In the event of a tied vote, the chair may, but does not have to, exercise a casting vote which, if used, should also be recorded. Anyone formally in attendance at the meeting may ask the chair for a vote to be taken on any decision.

Members

It helps the conduct of business if members come informed and prepared for discussion of any agenda items, and reports are kept clear, brief and to the point. All discussions should take place through the chair.

Minutes

Minutes are legal documents that capture the information discussed during the meeting, and mimic the meeting's agenda.

Minutes should not attempt to record everything said, but should be a record of decisions and any key discussion points, particularly those that were not entirely supportive of any decision.

Minutes should be sent to the chair between a week and ten days after the meeting, before circulation to the rest of the team.

More detailed guidelines are available if required

Recommendations for documents:

1. **Minutes:** Ideally minutes should be set out consistently throughout the teams and arranged in three columns under the following headings, or should clearly reflect this structure

Agenda Item	Discussion and decision summary	Action/by
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2. Documents:

a. All documents should be dated and signed

b. For consistency of ease and filing all documents should be circulated with the date of the meetings in reverse order:

Year/month/date, followed by the name of the group and the document

e.g. 140623 Publicity team minutes

140623 Event planning team agenda