

# Local Executive Committee (LEC) Meeting Checklist



Source: OPSEU course, *Let's Start Meeting Like This! Running Meetings that Build the Union*

## Running a good LEC meeting

Your OPSEU Constitution says (Article 29.2.2), “The local executive committee shall administer the affairs of the local in accordance with this constitution, the by-laws of the local and the wishes of the members of the local. The committee shall **meet at least once every three months**. The **local president may call a committee meeting at any time** to deal with business of an urgent nature.”

One of the first things you should do as a new local president is to call your LEC together to decide how you will work together, and to agree on what the work is. Here’s a checklist for preparing for, running and following-up on your LEC meetings.

Use this checklist to help you plan and urn your first local executive committee meeting. Note: you can share these tasks with other LEC members. Put a checkmark in the “done” square when you’ve completed each task.

Before the meeting (starting 2 weeks ahead)	Who	Done
Check local by-laws for any meeting requirements.		
Contact each LEC member to set up date, time, place, agenda items for the meeting, any accommodations required, roles people will play in prep and running the meeting. In particular, find out who needs to report and who wants to speak to a particular item.		
Ensure proposed location is accessible and has furniture and any equipment required.		
Arrange for food if the meeting is at a normal meal time.		
Confirm logistics and circulate minutes of last meeting and draft agenda to all LEC members.		
Invite staff rep.		
Pull together any documents (minutes, reports, resolutions, letters, etc.) required by the agenda.		
Set up the room ahead of time, especially if using flipchart or audiovisual equipment.		

At the meeting	Who	Done
Greet everyone and ensure everyone knows each other's name before the meeting starts.		
Start the meeting by welcoming people and reading the Statement of Respect.		
Ask each person to introduce themselves – their name, job and unit, one thing they'd like to contribute to the local through work on the LEC. This is important information for leaders to have about each other, and builds a sense of shared purpose as leaders.		
<p>Review the agenda (about 5 minutes) and identify:</p> <ul style="list-style-type: none"> <li>• ending time</li> <li>• which items are information-sharing and which require a decision</li> <li>• approximate times for each item</li> </ul> <p>Amend the agenda with everyone's input</p>		
<p>Review minutes of the last meeting (about 10 minutes). <i>You're reviewing these for two reasons: to ensure they're a correct record, and as a basis for following up on decisions and actions taken last time.</i></p> <ul style="list-style-type: none"> <li>• Briefly review (people should have read this ahead of time)</li> <li>• Ask for any corrections or clarifications</li> <li>• Secretary (or whomever did the minutes) moves acceptance of minutes; ask for someone to second the motion; vote.</li> <li>• Review decisions recorded in the minutes and get brief updates on the action taken, obstacles, what else is required.</li> <li>• Summarize any further decisions or actions required and suggest where these might be taken up in the agenda.</li> </ul>		
<p>For each agenda item (e.g. recruiting new stewards, planning for the next GMM), work with LEC members to:</p> <ul style="list-style-type: none"> <li>• Summarize where this item came from – evidence of need</li> <li>• Summarize what's been done so far (good place to hear reports, etc.)</li> </ul>		

At the meeting	Who	Done
<ul style="list-style-type: none"> <li>• lead a discussion to identify next steps</li> <li>• identify what items must go to the membership for discussion (e.g. increased budget, help with recruitment)</li> <li>• develop a motion if it requires a membership vote</li> <li>• decide who will do what by when</li> <li>• ensure all decisions are recorded in the minutes</li> </ul>		
<p>At the end of the meeting (about 10 minutes before the agreed-to adjournment):</p> <ul style="list-style-type: none"> <li>• review decisions taken at the meeting and who has agreed to do what</li> <li>• review items still requiring discussion</li> <li>• identify how these items will be addressed (e.g. 1 or 2 people develop a proposal for discussion, conference call)</li> <li>• agree on next meeting date and time and roles for that meeting (e.g. rotating chair)</li> <li>• thank everyone for their participation and good work together</li> </ul>		

Follow-up to act on decisions (within 2 weeks of meeting)	Who	Done
Ensure minutes go out to LEC members no more than two weeks after the meeting		
Call and email LEC members to see how they're doing, if they're encountering any obstacles to the actions they undertook, and if they need help.		
Brief staff rep (if unable to attend the LEC meeting) on the key outcomes of the meeting and any support you need from them.		
Do what you said you'd do.		