

Meeting Power: Self-Assessment Tool

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

Many of us find it challenging to share power and space in meetings. This is a reflection tool for you as meeting chair and/or local president. Take a moment and check the box that most accurately describes your own conduct before, during and after meetings.

Possible Responses	Write the letter that best describes you
1. Sharing the floor a) I need to ensure that my point gets made clearly, even if I have to repeat myself b) If someone else says it, I don't have to speak c) I listen for other points of view that I haven't thought of	
2. Preparing the agenda for the meeting a) I do it all myself (usually at the last minute) b) I consult with at least one other person from the LEC c) The entire LEC is involved d) The LEC feeds in concerns from the membership, as well as the work they've been doing	
3. Roles at the meeting a) I usually have to do everything myself b) I share the chairing with one other person in case I have to step aside on an issue; everything else I do myself c) The LEC shares roles of set up, greeting people, reporting, proposing ideas and projects d) LEC members share all roles including chairing the meeting	
1. When someone speaks out of turn at the meeting a) I immediately rule them out of order; people have to be kept in line at meetings b) I listen long enough to be able to explain why I'm ruling them out of order c) I listen long enough to understand whether they understand how Robert's Rules works, and then I explain how to get their point on the floor	
2. When someone raises questions about an officer's or committee report a) I shut it down; we don't need that kind of griping when we're all working so hard for this local b) I listen long enough to determine whether this is a stupid question c) I try to ensure that the person has expressed their point clearly so we can respond effectively d) I encourage questions because they help us consider all the angles	

Possible Responses	Write the letter that best describes you
3. When someone accuses me or an LEC member a) I shut them down by saying we have a zero tolerance of disrespect around here b) I defend myself and/or the LEC member c) I try to get at what's really bugging the person so that if there's something they've noticed that we haven't, we can do something about it	
4. After the meeting a) I breathe a sigh of relief, go about my business, and don't think about the next meeting until it comes b) I check what actions need follow-up and try to do as much as I can c) I check in with the LEC to ensure minutes go out within a week of the meeting, and that we're coordinated about who's doing what.	

Score Yourself:

- | | |
|------------------------|------------------------|
| 1. a) 0 b) 1 c) 2 | 5. a) 0 b) 1 c) 2 d) 3 |
| 2. a) 0 b) 1 c) 2 d) 3 | 6. a) 0 b) 1 c) 2 |
| 3. a) 0 b) 1 c) 2 d) 3 | 7. a) 0 b) 1 c) 2 |
| 4. a) 0 b) 1 c) 2 | |

Score 12-17

You're sharing the leadership tasks with the LEC, which gives you energy but isn't always easy. You're more curious than threatened when people raise questions. You enjoy and learn from good debate.

Score 6-11

You'd like to share leadership more than is currently happening. You're cautious when people raise questions in case you lose control of the meeting. You're trying to listen more, instead of judge people for challenging the ideas the LEC is putting forward.

Score 0-5

You're worried that if you don't do everything, nobody will. You'd like to feel more relaxed in the chair, but are concerned that if you let anything go by, you'll lose the meeting. Right now, you find you're listening to avoid trouble in the meeting, which takes away from discovering new ideas and openings.

Something I do at meetings that I'm pleased about:

Something I'd like to improve about my conduct at meetings:
