

Central Florida HIV
PLANNING
COUNCIL

SERVING

Orange | Osceola | Seminole | Lake | Brevard Counties

2024 Leadership Training

Central Florida HIV Planning Council





Agenda

- **Role of the Chairperson**
- **Parliamentary Procedure Overview**
- **What are Effective Meetings?**
- **Meeting Facilitation**
- **Conflict Management**
- **Questions and Discussion**





Objectives

- **Understand the role of CFHPC leadership within the Planning Council.**
- **Review parliamentary procedures.**
- **Learn how to effectively facilitate a meeting.**
- **Identify and implement conflict management strategies.**
- **Discuss training and support needs.**



Role of the Chairperson



Chairperson/Officer Expectations

- Communication
- Collaboration
- Attendance
 - Committee Meetings
 - Executive (Vice Chairs only in the absence of the Chair).
 - Planning Council Full Business
- Compassion



Strategic Role

- Represents the vision and purpose of the Planning Council/Committee
- Ensure that the Planning Council/Committee functions properly
- Ensures that the Planning Council/Committee is managed effectively
- Facilitate meetings
- Serves as the representative of the Council or Committee



Organization & Functionality

- Plan & run meetings in accordance to the governing documents
- Ensure matters are dealt with in an orderly, efficient manner
- Bring impartiality and objectivity to meetings & decision-making



Coordination & Communication

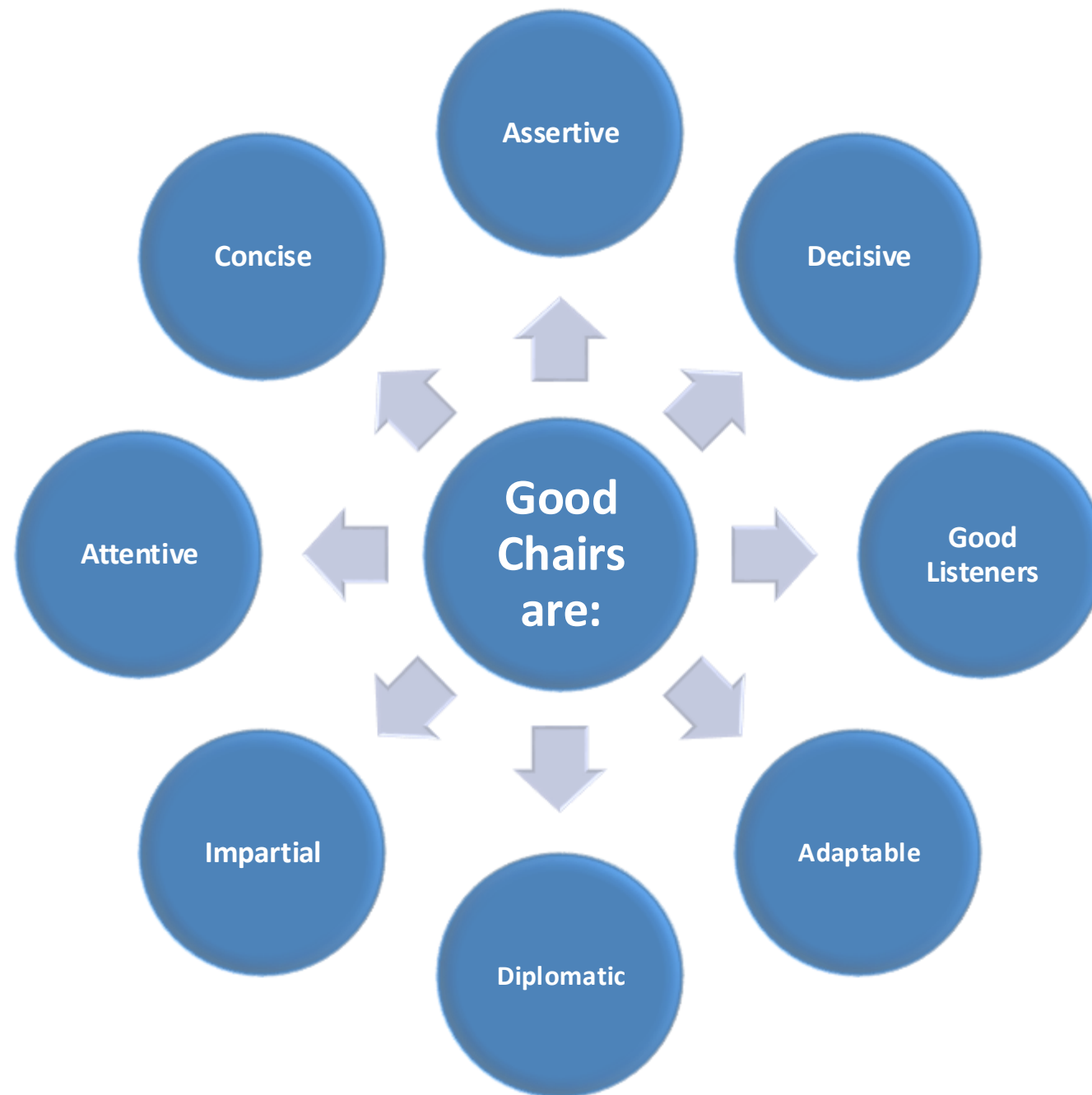
- Liaise with the chief officer, as appropriate to keep an overview of the organization's affairs
- Co-ordinate with PCS to ensure responsibilities are completed and
- Facilitate change and address conflict within the group, liaising with the chief officer and PCS to achieve this



Meeting Facilitation

- Ensure full participation at meetings
 - Manage the discussion by encouraging participation by all members
 - Calling on members who have not spoken on an issue
- Ensure all relevant matters are discussed
 - Ensures that all issues on the agenda are dealt with
- Remain impartial & objective
 - Keep the meeting on track
 - Listen to the discussion
 - Ask for motions but cannot make motions
 - Does not make decisions their own but guides the group in using data to make decisions





Parliamentary Procedure Review



Definitions

- **Parliamentary procedure** is a set of well proven rules designed to move business along in a meeting while:
 - ✓ Maintaining order
 - ✓ Eliminating confusion
 - ✓ Controlling the communications processIts purpose is to help groups *accomplish their tasks through an orderly, democratic process.*

Parliamentary procedure is **not** intended to inhibit a meeting with unnecessary rules or to prevent people from expressing their opinions.



Key Terms

- **Point of Order:** Personal affront or object to procedure. Can be used to bring to the group's attention that the rules are being violated (like having side conversations or speaking over others)
- **Point of Information:** Information request
- **Point of Support:** A call for help
- **Point of Clarification:** A call to clarify information that is not clear



Types of Votes

- **Rising Vote**

- Raise of hands. This is the most common method of voting. The Chair counts in response to those in favor and those against.

- **Voice Vote**

- We use for those on call or may be used in a small group setting

- **Ballot**

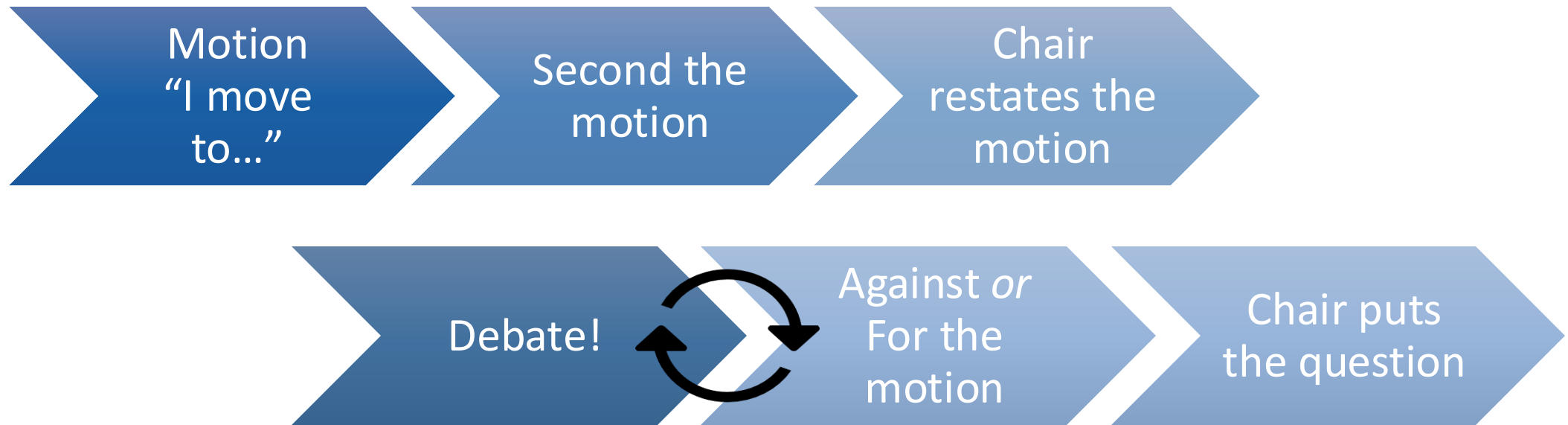
- Typically used for the election of officers.

- **Roll Call Voting**

- During Planning Council Business meetings (the last meeting of the month) all items that require a motion are voted on by roll call.



How to Present a Motion



It's time to
VOTE!



What Items Need Motions?

- Agenda (with or without changes)
- Minutes (only if there are proposed changes)
- Changes to documents (service standards, policies & procedures, work plans, etc.)
- Reallocation of Part A funds
- Applicant summaries
- Tabled/postponed items on the agenda
- Meeting extensions



Motion Making Tips

- State who first and seconded the motion
 - “Motion made by _____. Seconded by _____.”
- Allow time for discussion before moving on to a vote.
- Make sure that those who oppose a motion have the opportunity to vote against it.
- State if the motion passed or not after the vote.



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Let's Practice



Meeting Facilitation



Definition

- A *facilitator* is someone who helps a group meet their goals.
- Someone who guides the dialogue & attempts to maximize member's time and energy by keeping the discussions on track
- Effective facilitators:
 - Understand the goals of the meeting
 - Involve everyone in the discussion
 - Make decisions democratically and in accordance with parliamentary procedure



Facilitation Principles

- Draw out opinions and ideas
 - Ask questions
- Exercise impartiality
 - Never take sides when facilitating a discussion
- Be prepared!
 - Try to review the meeting documents when you arrive and let PCS know if you need assistance



Encouraging Participation

- Check comfort level.
- Allow all ideas to be heard.
- Make members feel good about their contributions.
- Ideas and decisions should be group nominated.
- Be Supportive.



Facilitating Discussion

- Focus on the logistics of an idea or topic
- Ask appropriate questions. For example:
 - HOW can we accomplish this idea?
 - WHO will be responsible for an action item?
 - WHAT is the goal of the suggestion?
 - WHEN does this need to be completed?
- Any other questions we might ask?



Facilitating Discussion

- Show respect
- Thank individuals for their participation, comment, contribution, etc.
- Don't try to "one-up" anyone and inspire the same respect in council members
- Ask if there are any more thoughts that anyone would like to share before moving on
- Assess when it is appropriate to end a discussion and move on to either a motion or the next item of business
 - PCS is always here to help with this!



Style

- As leaders, why is it important that you be mindful of your facilitation style?
 - Neglecting mindfulness could lead an appearance of not listening, aloofness or insensitivity
 - Being perceived as good listeners, open, sensitive and flexible is more conducive to encouraging participation



Process Specific Items

- Remember to always speak clearly and loudly (enough for the mics in the room to pick up sound) and encourage participants to do so.
 - We want to be mindful that the participants online may not hear the conversation in the room. It is also helpful for the minutes.
- Chairs essentially run the meetings!
 - Using the agenda to know when to move on to the next item of business is essential to keeping the meeting flowing.



Staying on Track

9:40 AM	Reports	Purpose Info Sharing
	Part A	
	<ul style="list-style-type: none">• Monthly Expenditures	
	Part B & GR	
	<ul style="list-style-type: none">• Monthly Expenditures• Quarter 2 Utilization & Expenditures	
	PCS	
	<ul style="list-style-type: none">• Quarterly Expenditures	

3:00 PM	New Business	Purpose
	Applicant Summary	Discuss & Vote
	Membership Application P&P	Planning
	Plan for Quarterly Training	
	Marketing & Recruitment Plans <ul style="list-style-type: none">- Social Media Sources	Discuss & Vote

Conflict Management



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“We can’t achieve our vision in a hostile, disrespectful, or undermining group culture.”



Conflict Management

- Anytime a group of people get together, there is a possibility for conflict.
- Conflict is not something you need to avoid at all costs. In fact, conflict can sometimes be the quickest and best way to make creative progress.
- Conflict can be a healthy way of inviting discussion about issues that might not have come up otherwise.
- You certainly don't want everyone automatically to say "yes" to everything without proper discussion!



Signs of Frustration*

- Making facial expressions of amazement or disagreement, such as shaking the head or rolling the eyes.
- Looking at other people to see if anyone else's body language or facial expressions reveal their disagreement with the speaker.
- Whispering or writing notes to another person to gather support for confrontation.
- Staring, possibly in an intimidating way, at the speaker or potential target of confrontation.



Reducing Conflict

- Depersonalization
 - Steer the conversation into focusing on the bigger picture and the Council's collective success, rather than individual goals.
- Questioning
 - Ask meaningful questions to get to the root of the conflict. It is always possible that someone is not expressing themselves properly.
- Table Discussions
 - Postpone a discussion for the next meeting if progress is not being made.



Scenarios



Scenario #1

- While discussing an item in the New Business section of the agenda the conversation gets derailed into a different topic. As the chair, how do you intercede and get everyone back on track?



Scenario #2

- There are some members whispering and having side conversations during the discussion of an agenda item. How do handle this situation?



Scenario #3

- During a discussion, the chair calls for pros and cons on specific issue. Two members begin getting in a heated discussion because they do not agree with each other on one of the cons that was brought up in the room. As the chair, you notice that the discussion is getting a little out of hand, how do you handle this situation?



Final Thoughts



Things to Remember

- Everyone has different communication styles.
- Reduce power struggles and dynamics.
- Invite to contribute, so that one person cannot take over the discussion.
- Summarize what has been said to make sure everyone understands.
- Assess when to table a discussion that is not appropriate for the current meeting.



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Questions? Discussion?

