

Name _____

Local School Governance Team (LSGT) _____

“Pulse Check” on Effective Meetings Content

Directions: Select the best answer by choosing a, b, c, or d.

1. The content of a meeting refers to:
 - a. How the group works together to accomplish the purpose of the meeting
 - b. What is talked about at the meeting: agenda topics, information, opinions, decisions, actions, plans, and meeting purpose
 - c. How the group builds and maintains cohesiveness
 - d. The use of the Democratic Rules of Order
2. What are the suggested number of LSGT meetings that should occur annually?
 - a. 12-14
 - b. 4-6
 - c. 10-12
 - d. 3-5
3. Open meetings requirement elements include:
 - a. Meeting time, date and location of the meeting
 - b. Meeting agenda
 - c. Posting the information seven days before the meeting
 - d. All of the Above
4. LSGT committees:
 - a. Are subject to open meetings laws
 - b. Cannot perform the full duties and responsibilities of the LSGT
 - c. Afford opportunity to involve individuals beyond the membership of the LSGT
 - d. All of the above
5. LSGT Chair:
 - a. Serves as the spokespeople of the school
 - b. Defers to LSGT members to lead and facilitate meetings by setting the agenda.
 - c. Allows the Parliamentarian to preside over meetings
 - d. None of the above
6. People will participate fully when they:
 - a. Feel “safe” in expressing their opinions
 - b. Are unsure if the organization will support their ideas
 - c. Don’t feel committed to the topic at hand
 - d. Are on edge

7. When you have an opinion on what is being discussed, to join the conversation you should:
 - a. Interrupt the speaker, as you are much more knowledgeable on this topic
 - b. Wait until the meeting concludes, you do not want to interrupt the speaker
 - c. Wait until the current speaker has finished, and then wait to be recognized by the chair
 - d. Pass a note to the Chair so he/she will recognize you

8. When planning for a meeting, keep time in mind, because:
 - a. Less is more, make every minute count
 - b. Everyone should have dedicated several hours to a meeting and be willing to stay late
 - c. It will be common for LSGT members to leave early often
 - d. None of the above

Directions: Select either a or b.

9. The graphic below accurately describes the SMART meeting process.
 - a. True
 - b. False

LSGT Meetings are SMART

S

• Start with a plan (agenda); be transparent (Open Meetings law)

M

• Make every minute count; less is more

A

• All inclusive; everyone is vested and everyone contributes

R

• Respect each other; norms for behavior are established and practiced

T

• Take time to assess the meeting; by individual as well as by group

Carl Vinson
Institute of Government
UNIVERSITY OF GEORGIA

Charter System
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