



## **Meeting Facilitation - Roundtable Discussion Questions**

- 1) Do your members consistently understand your meeting process? Are members comfortable with that process? Are members satisfied with the outcome of your meeting facilitation? Is there a process within the coop for finding the answers to these questions?
  
- 2) Would you describe your co-op's facilitation process as being formal or informal? More complex or simple?
  
- 3) How wide is the gap at your co-op between the members who have the best understanding/mastery of your meeting process and the members with the least? Are there problems with the power dynamics in your coop as a result of this?
  
- 4) What techniques are used at your coop to deal with members not using meeting process – for example, speaking out of turn, interrupting others, going over time, etc?
  
- 5) Do members of your co-op receive training on your co-op's meeting facilitation process, or on facilitation in general?
  
- 6) Does the role of meeting facilitator rotate between members at your co-op, or is this role filled by a single person for a longer period of time? How does impact meetings at your co-op?
  
- 7) Do members at your co-op share the same expectations of the role of facilitation in meetings? For example, how forceful or active the facilitator should be, whether the facilitator participates in discussions, or other details?
  
- 8) Does your co-op publish agendas ahead of time and minutes in a timely way following meetings?