



Troubleshooting Meeting Facilitation - Roundtable Discussion Questions

[Note: I actually find this session to be most useful without pre-set questions. Attendees will know what sorts of challenging situations they've faced as facilitators, and you'll probably have a much more interesting conversation if you use an emergent agenda and run with it. I trust you, and know that you could do this with your eyes closed.]

The questions asked in 2015 included:

- 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?
- Would you describe your co-op's facilitation process as being formal or informal? More complex or simple?
- 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?
- 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?
- Do members of your co-op receive training on your co-op's meeting facilitation process, or on facilitation in general?
- 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?
- 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?
- Does your co-op publish agendas ahead of time and minutes in a timely way following meetings?