



**BURLINGTON SYSTEM DIVISION**

**BMWED-IBT**

**2023 TRAINING SEMINAR**

**GATHERING OUR TOOLS: LEARNING HOW WE WORK, LEARNING  
HOW WE ACT!**

**HOLDING MORE EFFECTIVE LODGE MEETINGS**

• **CREATE AN AGENDA FOR YOUR MEETING!**

- HOLDING A MEETING “JUST TO HOLD A MEETING” IS THE FASTEST WAY TO LOSE YOUR MEMBERS’ INTEREST AND PARTICIPATION. NO ONE WANTS THEIR TIME TO BE WASTED. IF YOUR LODGE HAS BUSINESS TO DO, A SPECIAL SPEAKER PRESENTING, OR OTHER USEFUL TOPICS TO DISCUSS, CREATE AN AGENDA AND COMMUNICATE IT TO YOUR MEMBERS! LET FOLKS KNOW WHAT TO EXPECT, THEN MEET THEIR EXPECTATIONS WITH AN EFFECTIVE MEETING AGENDA!

• **USE PARLIAMENTARY PROCEDURE TO GIVE STRUCTURE AND KEEP FAIRNESS IN YOUR MEETING.**

- MOST LODGE MEETINGS ARE PRETTY INFORMAL. PARLIAMENTARY PROCEDURE, WHEN PROPERLY USED, HELPS EVERYONE FEEL THEIR VOICE IS HEARD AND CONSIDERED WHEN DECIDING ISSUES AND BUSINESS.
- USING ROBERT’S RULES OF ORDER OR SIMILAR PARLIAMENTARY PROCEDURES NOT ONLY KEEPS THINGS FAIR AND TRANSPARENT, THEY ALSO MAKE SURE TIME IS USED EFFECTIVELY AND NOT WASTED IN DRAWN-OUT “SOAPBOXING” OR DISCUSSIONS THAT LEAD NOWHERE.

• **FOOD AND FREE STUFF ARE NOT EFFECTIVE WAYS TO BOOST PARTICIPATION.**

- MANY LODGES WILL OFFER FREE MEALS OR OTHER “GIVEAWAYS” TO MEMBERS WHO ATTEND. WHILE EACH LODGE IS FREE TO DECIDE ITS BUSINESS (WITHIN THE BYLAWS AND LEGAL RESTRICTIONS), BE CAREFUL THERE! GIVEAWAYS AND FREE MEALS CAN OFTEN CREATE RESENTMENT WITHIN THE LODGE, LEAD TO MEMBERS ALWAYS EXPECTING SOMETHING IN EXCHANGE FOR ACTIVE PARTICIPATION (PAY TO PLAY), OR END UP DRAINING THE LODGE’S FUNDS.

- **REACH OUT FOR RESOURCES OR MATERIALS**

- YOUR VICE GENERAL CHAIRPERSON, YOUR SYSTEM STAFF, OR NATIONAL DIVISION MAY HAVE GREAT TOOLS AND MATERIALS YOU CAN OFFER TO MEMBERS DURING YOUR MEETINGS. DON'T HESITATE TO REACH OUT FOR SUPPORT!

- **MAKE A MEETING A PLACE TO PLAN FOR ACTION!**

- AS A UNION, IT'S NOT OUR BUSINESS TO MEET. WE EXIST TO **ACT** ON BEHALF OF OUR MEMBERS. MEETINGS CAN BE A PLACE TO PLAN FOR ACTION, REVIEW WORK YOU'VE DONE, ASSESS WHAT COMES NEXT, AND ORGANIZE!

- **INFORM YOUR SYSTEM OFFICE AND VICE GENERAL CHAIRPERSON WHEN YOU MEET!**

- WE CAN POST INFORMATION ADVERTISING YOUR UPCOMING MEETING ON OUR SYSTEM WEBSITE OR SOCIAL MEDIA. YOUR VGC CAN ALSO BRING ADDITIONAL RESOURCES OR SUPPORT TO HELP YOU GET THE MOST OUT OF YOUR MEETING. WE HAVE TOOLS TO HELP YOU SUCCEED, BUT ONLY IF YOU ASK FOR THEM OR LET US KNOW TO BRING THEM!

- **LOOK AT USING VIRTUAL TOOLS TO INVOLVE MEMBERS WORKING AWAY FROM HOME.**

- WHILE THE CONDUCT OF SOME LODGE BUSINESS AND ELECTIONS MUST BE DONE IN PERSON, AND SOME LODGE BUSINESS IS SENSITIVE IN NATURE REQUIRING DISCRETION, INFORMATIONAL AND MOST REGULAR MEETINGS ARE NOT RESTRICTED IN THE SAME WAY. IF YOU'RE PLANNING A SOCIAL EVENT (CHRISTMAS PARTY, PICNIC, ETC.), SHARING INFORMATION ON THE LATEST NEWS, OR JUST GIVING YOUR MEMBERS AN OPEN FORUM TO DISCUSS ISSUES AND EVENTS, THERE ARE A VARIETY OF VIDEO CONFERENCE OR VIRTUAL OPTIONS YOUR LODGE CAN EXPLORE TO HELP YOUR MEMBERS PARTICIPATE.

***BOTTOM LINE, THESE ARE YOUR MEETINGS.  
HOW ARE YOU MAKING THEM WORTH YOUR  
TIME?***

***<https://www.bmwedburlington.org/Training>***