



## **Procedures for the General Membership Meeting Committee (rev 6.26.2014)** (pursuant to policy C2.3)

### BACKGROUND

General Membership Meetings (GMM) are the official opportunity for all ICC members to come together and embody their cooperative organization. The GMM is also a space where the general membership is involved with the highest level of decision-making in the form of ballot referenda presentations and Board officer candidate introductions. The ideal GMM engages members through a thoughtfully planned, semi-formal, and interactive event, somewhere between a party and a lecture.

Per the committee charter, the General Membership Meeting Committee (GMMCom) should collaborate with staff to develop the program. For the spring GMM, the Nominations and Recruitment Committee should also be closely involved. Most importantly, the GMMCom should make sure the Board takes ownership and responsibility for the event. **THE ENTIRE BOARD IS EXPECTED TO PARTICIPATE TO HELP MAKE THE EVENT A SUCCESS.**

Most importantly, don't worry. The committee has a lot of great institutional knowledge to work with, starting with this procedure document. Rather than reinvent the wheel, pick up where the last group left off and move the needle forward a bit.

### COMMITTEE MEMBER TIME COMMITMENTS

Committee members should expect to attend three two-hour coordination meetings in preparation for each GMM. Work outside these meetings should not exceed 2 hours per GMM.

Because the GMMs are a cooperative effort involving staff, the Committee should make good use of staff, particularly for handling the low-level logistics of the event.

### FORMATION AND ACTIVE PERIODS

The General Membership Meeting Committee (GMMCom) should be formed in September each year and be dissolved in April.

## BOARD SCHEDULE IN GMM PLANNING

To make sure there is plenty of time to consider ideas for the GMMs, the Board should brainstorm GMM themes and topics at the August or September, and January meetings in advance of the first GMMCom meetings. This will give the GMMCom material to work with and allow the Board to approve the GMM agenda before the deadline.

## LOGISTICS

Recent GMM meetings have been scheduled on Saturday afternoons, with a lengths of 2-3 hours. The GMM dates are tentatively set during the Board annual calendar process in the spring each year for the upcoming year.

Finding a good meeting location has always been problematic, both because the options are limited and also because by the time of the formation of the committee, it is already relatively late in the game. New Guild has been a reliable back-up, but New Guild's size limits good events to maybe 50 or so members, which is far fewer than the ultimate goal of getting 90+ attendees.

Staff Responsibilities: Staff will work to reserve a meeting location at least six months prior to each GMM so that the committee can put efforts into higher-level event organizing. Staff will also be generally responsible for organizing the basic stuff like food, prizes, equipment, flyers, etc. and will present the plan to the committee for review and approval.

Helpful Tip: The GMM's never seem to start on time, so build in a 10-minute "soft start" to the meeting – perhaps with some incentives for members who show up on time.

Helpful Tip: One of the biggest complaints in spring 2014 was not sticking to the schedule and the meeting last an hour longer than advertised. Get organized in advance so that the meeting can run smoothly so that everyone's valuable time is respected.

Helpful Tip: A great MC can make all the difference in running a lively event. If nobody on the GMMCom is a great MC, then recruit a member who will do a great job.

## PROGRAM OUTLINE TEMPLATES

The following are good starting points:

### Fall Meetings

#### Part 1 – Introduction and Reports (20 minutes)

Welcome and Icebreaker  
State of ICC, a Message from your Board Officers/President  
Report from Staff

Part 2 – ICC Business and/or Board Perpetuation (20 minutes)

The Importance of Board Perpetuation (entice members to run for officer positions in the spring)  
Bylaw and Ballot Referenda Presentations (if any)

Food Break and Mingling (20 minutes)

Part 3 – Engaging Cooperative Activity and Discussion (50 minutes)

Attendance and Raffle Prizes (10 minutes)

Spring Meetings

Part 1 – Introduction and Reports (20 minutes)

Welcome and Icebreaker  
State of ICC, a Message from your Board Officers/President  
ICC Budget Presentation, from your Treasurer  
Report from Staff

Part 2 – ICC Business and/or Board Perpetuation (30 minutes)

The Importance of Board Perpetuation (entice members to run for officer positions in the spring)  
Bylaw and Ballot Referenda Presentations (if any)  
Board Officer Candidate Introductions  
Report from the Nominations Committee

Food Break and Mingling (20 minutes)

Part 3 – Engaging Cooperative Activity and Discussion (50 minutes)

Attendance and Raffle Prizes (10 minutes)

Helpful Tip: Presenting a well thought out, compelling program an important factor in getting members to attend. More importantly, though, following through and actually delivering the goods will mean that members will self-advertise for the next GMM event, making it even better.

## MEETING SCHEDULE AND TASKS

The co-chairs should prepare GMMCom reports for the Board meetings as-needed.

Three committee meetings should be sufficient to coordinate each GMM.

### Fall GMM Committee Schedule

The **first** committee meeting should occur within one week of committee formation.

In advance of the first meeting, the co-chairs should send out the GMM Committee Charter, GMMCom procedure document, most recent GMM programs and minutes, and the results of recent GMM surveys, to all committee members to review. Board officers and staff should also get some ideas together for what they will present.

GMM Com **first** meeting agenda:

- Review GMM discussion from the September Board retreat
- Discuss why the committee thinks GMM should occur and what kind outcomes the committee would like to see out of GMM
- Review date, time and location for GMM
- Make sure that word gets out for members to mark their calendars
- Brainstorm engaging themes and activities for GMM
- Discuss what ways the committee can raise member attendance at GMM
- Find what times work best for the committee to meet for their second and third meetings
- Prepare draft GMM agenda for consideration at the October Board meeting (see draft program outlines in previous section)

The **second** committee meeting should occur within a week after the October Board meeting (at which the GMM agenda was approved).

GMM Com **second** meeting agenda:

- Check in with staff on meeting logistics
- Review Board officer and staff presentations (practice presenting if possible to avoid a bumbling performance)
- Organize the engaging event and/or theme
- Ensure that the program is good, that members have been or will be notified, and that everything is on track
- Assign GMM tasks to all Board members (set-up, clean-up, presentations, sign-in/welcome desk, etc.)

The **third** committee meeting should take place a few days before the November Board meeting.

GMM Com **third** meeting agenda:

- Check-in to make sure all preparations are in place
- Dry run through program, including all presentations
- Review the post GMM survey questions (prepared by staff)
- Make update recommendations to the GMMCom procedure document

Spring GMM Committee Schedule – Make sure to coordinate with the Nominations Committee

The **first** committee meeting should occur before February 7.

In advance of the first meeting, the co-chairs should send out the GMM Committee Charter, GMMCom procedure document, most recent GMM programs and minutes, and the results of recent GMM surveys, to all committee members to review. Board officers and staff should also get some ideas together for what they will present.

GMM Com **first** meeting agenda:

- Review GMM discussion from the January Board retreat
- Discuss why the committee thinks GMM should occur and what kind outcomes the committee would like to see out of GMM
- Review date, time and location for GMM
- Make sure word gets out for members to mark their calendars
- Brainstorm engaging themes and activities for GMM
- Discuss what ways the committee can raise member attendance at GMM
- Find what times work best for the committee to meet for their second and third meetings
- Prepare draft GMM agenda for consideration at the February Board meeting (see draft program outlines in previous section)

The **second** committee meeting should occur right after new member signing ends (usually the end of February) and be coordinated, perhaps co-held, with the Nominations Committee.

GMM Com **second** meeting agenda:

- Check in with staff on meeting logistics
- Work with Nominations Committee to develop a good Board perpetuation and Officer Candidate section of the program
- Review Board officer and staff presentations (practice presenting if possible to avoid a bumbling performance)
- Organize the engaging event and/or theme
- Ensure that the program is good, that members have been or will be notified, and that everything is on track
- Assign GMM tasks to all Board members (set-up, clean-up, presentations, sign-in/welcome table, etc.)

The **third** committee meeting should take place a few days before the April Board meeting. (Also make sure that activities are coordinated with NomCom.)

GMM Com **third** meeting agenda:

- Check-in to make sure all preparations are in place
- Dry run through program, including all presentations
- Make sure that Nominations and Committee work will be seamlessly incorporated into the GMM program
- Review the post GMM feedback survey questions (prepared by staff)
- Make update recommendations to the GMMCom procedure document