

Bill of Rights For Meetings

Every person attending any meeting has the right to:



- ✓ Receive 24 hours notice of any meeting and the exact purpose of the meeting
- ✓ Receive a written agenda 24 hours before the meeting
- ✓ Know the precise focus for every agenda item rather than broad topics
- ✓ Know exactly what is expected for every agenda item – whether a decision is expected or information only
- ✓ Be aware of the meeting's authority to make decisions
- ✓ Expect that the meeting will not be dominated by the person in the chair or any other person
- ✓ Receive an accurate estimate of the expected duration
- ✓ Expect that the meeting begins and concludes on time and to leave a meeting which is not relevant to them
- ✓ Insist that this Bill of Rights is upheld at all meetings



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