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Michael Johnson, Superintendent, Averill Park Central Schools**

Tips for Public Meetings

- 1. Be an active listener when others are speaking.**
- 2. Maintain eye contact with the speaker.**
- 3. Ask a question if something is not clear.**
- 4. Figure out the assumption(s) of the questioner - correct the assumption if necessary.**
- 5. Reflect the question back.**
- 6. Don't answer the negative person; answer the audience (be in control of the meeting).**
- 7. Receive/accept anger, hostility (and stay clam).**
- 8. Look honest, be honest.**
- 9. Treat all with respect, even negative people.**
- 10. Anticipate the key question and prepare succinct responses beforehand.**