

HOW TO RUN A PLC

1. Must have an Agenda that was circulated to Jr & Adult Leadership at least one week or one Troop meeting cycle in advance of PLC
 - a. Best to circulate a Agenda 2 weeks/Troop meeting cycle before PLC by email with cover letter asking that it be reviewed by PL's at Patrol Meetings & inviting any "suggestions" (SPL's call whether to accept them) for corrections or additions to the Agenda
 - b. Have hard copies of Agenda at meetings & PLC (in case PL's don't have & be sure PL's are discussing at Patrol Meetings)
2. Agenda Items must be on agenda and discussed/acted upon at PLC sufficiently in advance of due date for task/assignment to reasonably allow job to get done but not so far in advance as to cause people to forget or become bored with issue
 - a. Allow enough time for follow up and the possibility of one PLC cycle to fail or no show at PLC to report
 - b. Instill a consistent practice/expectation that action is expected and accountability by making it clear that person assigned task knows what is expected, when it is to be done, how it is to be done & that he will be reporting same to the next PLC...AGENDA & FOLLOW UP!
3. Minutes must be circulated as soon after the PLC as is practical (maybe 1st reviewed by SPL & SM) and hard copies available to Jr & Adult Leadership at Troop meetings & PLC that follow
 - a. Follow Up by making sure PL's & those assigned tasks are handed a copy and reminded to do whatever (act, assign, discuss at Patrol Meeting, get with and adult...etc.). Yellow highlighting part of Minutes that pertain to the person you are handing them to is a good way to get them focused!
 - b. Minutes must clearly, and concisely, communicate:
 - i. WHAT - is to be done
 - ii. WHO - is responsible to act & report back to the PLC
 - iii. WHEN - it is to be done & reported back to PLC
 - iv. HOW - it is to be done (may be specific thing to be done -or- may be discuss issue with Patrol or other Scout or Adult and report recommendation back to PLC -or- may be finding someone to undertake task - if so, good idea to require that person to attend next PLC to confirm job delegated by PLC member is getting done
4. Recognize & Reinforce those who do what is asked of them
 - a. Allow PLC or someone Delegated by PLC to do something to report to the PLC on a job done and express the appreciation of the PLC & Troop for a job well done at the PLC, and where appropriate, at Circle UP or Court of Honor
 - b. Try not to be critical about anything except lack of effort
 - c. Don't dump responsibilities on the same people all of the time - keep trying to engage and involve "fresh blood"
5. THE ACTUAL PLC ITSELF
 - a. **Motivate People to Attend** & keep meeting short/productive so that they will want to come back - AND - set a regular place, time & cycle of PLC so people know when the meeting is even if they didn't get notice (example: the 3rd Wednesday of every month at 7~8PM in the Church basement)
 - b. **Set a Cordial Mood of Professionalism** - be in uniform, meet in a formal setting, sit at a table so everyone is facing each other, consider snacks (but not kept on the table you are sitting at) & have Agendas/Minutes for those who have forgotten them (but don't just hand out - ask if everyone has copies - this

is a good way to start the meeting, reinforce responsibility to bring own copies to meetings but compensate for those who forgot) and try to start & end on time.

- c. **Learn & Consistently Use “Magic Words” and Phrases** - to move things along or guide the group into action you want them to take:
 - i. **“Does everyone have a copy of the Minutes & Agenda?”** - good opening line to get the rabble focused on the meeting & turn to business
 - ii. **“Has everyone had a chance to review the Minutes from the last PLC?”** - good next opening line to get people to look at and read, often for the first time, the minutes as that is your first Agenda item
 - iii. **“Do I hear a Motion (to approve the minutes)?”**
“Is there a 2nd to the Motion?”
“Is there any discussion of the Motion before the PLC?”
“Hearing no discussion, all those in favor?”
“Next Agenda Item....” This is the usual sequence of directing the group to review& discuss an agenda item, invite a proposed decision/course of action, approve it and move on - it works particularly well on no brainer issues (such as minutes) and can be done in less than a minute - the Scribe should record who moved & 2nd the motion
“Will those who made the Motion Accept the Amendment to your Motion?”
“Would the Scribe read the Motion?” This works very well when actual discussion reveals an obvious flaw or omission in the motion/decision 1st proposed w/o making that person feel like an idiot whose idea has been rejected by the group. Having the Scribe “read the motion” allows the Scribe to clean up or better articulate the suggested solution and insures that everyone knows what decision is being proposed - also good if you don’t think the Scribe or group knows what’s going on
“Is that a Motion?” - works very well on more complicated issues when the group just starts discussing the issue and proposals are suggested - this works great in directing the group without them realizing it!!! If the discussions/proposals you hear are inadequate or ill-advised, just say nothing any let the discussion continue - then when someone finally says something you like or think is a good solution, just chime in with **“Is that a Motion?”** and 9 out 10 times the proponent will say “Sure” and the group will adopt the solution you chose but which the group identifies as being theirs!
“Next Agenda Item....” - moves the group along
 - iv. **“Lets get back on the Agenda” or “Lets put that on the Agenda for next time”** - good way to end irrelevant discussion
 - v. **“...would you please report on ...”** good way to put a particular person cordially on the spot for something not done - or - let someone who did a good job shine, be recognized & motivate others to do well ... communicates accountability to the PLC
 - vi. **“There is already a Motion pending before the PLC”** - cordial way to cut off irrelevant discussion or another proposal you don’t like gets group focused back on proposal you like. It is the opposite of “Will (whoever) proposed the (original) Motion accept this (new & better idea) as an Amendment to your Motion?”
 - vii. **“Any thing else for the good of the order”** - good way to bring up new stuff you forgot to put on agenda, but be careful as this can get out of hand: if so, go back to “Lets put that on Agenda for next time”