

Chairing Bilingual Meetings

Official languages job aid

In the spirit of the Official Languages Act, the following practices apply to any meeting held in a designated bilingual region for language-of-work purposes, where participants belong to both linguistic groups.

How well did you manage your bilingual meeting?

Check below.

- 01 Bilingual invitation sent
- 02 Agenda and other reference documents provided in both official languages
- 03 Participants greeted in English and French
- 04 Everyone encouraged to use the language of their choice
- 05 Alternating between English and French
- 06 Questions answered in the official language in which they were asked
- 07 Summaries provided, as needed, in the other language
- 08 Participants encouraged to ask for clarification when needed
- 09 All ideas given equal weight, whether voiced in English or in French
- 10 Colleague asked to co-chair to ensure the balanced use of both official languages
- 11 Bilingual nature of meeting maintained even in the presence of unilingual participants (Remember that the presence of unilingual participants does not preclude bilingual meetings.)
- 12 Feedback requested from participants on the use of both official languages during the meeting
- 13 Minutes distributed simultaneously in both official languages

Note: Where the recipients of the minutes are known to be bilingual, you can choose to alternate between the languages, as per the suggestions below:

- ▶ The minutes of a single meeting written partly in English and partly in French, or
- ▶ The minutes written entirely in English one time and entirely in French the next time, in the case of a series of meetings

