



CHAIRING BILINGUAL MEETINGS

Official languages job aid

How well did you manage your bilingual meeting? Check below.

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.

Checklist:

- 1. Bilingual invitation sent
- 2. Agenda and other reference documents provided in both official languages
- 3. Participants greeted in English and French
- 4. Everyone encouraged to use the language of their choice
- 5. Alternating between English and French
- 6. Questions answered in the official language in which they were asked
- 7. Summaries provided, as needed, in the other language
- 8. Participants encouraged to ask for clarification when needed
- 9. 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
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