

## TIPS FOR THE PRESIDING OFFICER

### Before the Meeting

1. Prepare an agenda
  - Review minutes of previous meeting-Was any motion (item) postponed to the upcoming meeting
  - Check minutes of a meeting held at the same time a year ago. What business was conducted at that meeting? Any item that should be listed on the agenda for the upcoming meeting?
  - Check the bylaws. Do they specify business that must be conducted at the upcoming meeting? i.e. election of officers.
2. Consult with the secretary. Are the minutes of the previous meeting ready for approval?
3. Contact those who are responsible for certain reports. If someone cannot attend, find out who will be reporting. Do not call on those who do not have a report.
4. Arrive early and check the physical arrangements of the meeting, room. Make certain it is planned and arranged properly for the group that will be meeting. Consider ventilation, heat and cooling. Arrange for any properties that are needed such as podium, microphone, etc.
5. Take with you to the meeting the agenda, a copy of the bylaws, a list of all standing and special committees, the parliamentary authority, a timepiece and a calendar. (A gavel is optional.)

### During the Meeting

1. Open the meeting on time (a quorum must be present).
2. Follow the prepared agenda.
3. Announce business in order.
4. Recognize members entitled to the floor.
5. State clearly all motions properly made and announce the results of the vote.
6. Rule improper and frivolous motions out of order.
7. Give information and explanations when necessary but do not express an opinion.
8. Expedite business by the use of unanimous consent ("If there is no objection....") on routine business.
9. Keep order and enforce the rules of debate.
10. Respond to inquiries and decide questions of order.
11. Refer to yourself as the "chair" or "your president", never "I".
12. Be impartial and fair and have common sense, tact and a sense of humor.
13. Relinquish the chair when a motion is made which refers to him/her alone.
14. Stand when:
  - a. Calling the meeting to order and adjourning it.
  - b. Stating a motion, recognizing members seeking to discuss the motion and putting the motion to a vote.
  - c. Explaining reasons for the ruling on a point of order and speaking on an appeal.
15. Be seated (or step back):
  - a. During the reading of minutes, reports, etc.

- b. When the floor has been assigned for debate.
16. Vote when a decision is being by ballot or if the results will be affected by his/her vote. (To make or break a tie.)
17. Take part in the debate by relinquishing the chair and not returning to the chair until the vote on the issue has been taken and the results announced.

### After the Meeting

1. Make notes of any business that will need to be handled at the next meeting.
2. Review the Draft of the minutes before it is distributed. Grammatical, spelling, or informational errors can be embarrassing.
3. Attend meetings of committees (if you are an ex-officio member of the committee) or request an informational report.

## **MASTER CALENDAR**

Prepare for the entire year

- Review the Minutes of the past two or three years noting business conducted at each meeting.
- Review the Bylaws noting business that must be conducted at a specified meeting i.e. election of a nominating committee.
- Review communications from parent and other organizations noting activities and dates.

## **ADDITIONAL TIPS**

1. Appoint a committee to review and approve the minutes prior to allowing them to be published.
2. A detailed Treasurer's report may be printed and distributed at the meeting. If this is done, the Treasurer will need to report only the balances.
  - Balance on hand as of (date of the previous report).
  - Total Receipts
  - Total Disbursements
  - Balance on hand as of (date of the present meeting)
3. Have reports printed and distributed to save the time required to read them. Ask "Is there are any questions on the report of the (name) Committee." Request that action items (motions or recommendations) be placed at the end of the report.
4. Always allow for full discussion (debate) on proposed motions (action items).

# Agenda for Conducting a Board Meeting

	Fill in Details for Each Meeting.
<p>Call To Order</p> <p>The meeting will come to order.</p> <p>Opening (optional) <i>Roll Call (Sign-up sheet)</i></p> <ul style="list-style-type: none"> <li>-The invocation will be given by...</li> <li>-...will lead us in the Pledge of Allegiance to the Flag of the United states of America.</li> </ul>	
<p>Reading and Approval of Minutes</p> <ul style="list-style-type: none"> <li>-The secretary will read the minutes of the ... meeting.</li> <li>-Are there any corrections to the minutes? [pause] if not, the minutes are approved as read.</li> <li>-OR The secretary will make the correction.</li> <li>-Are there other corrections? [pause] if not, the minutes are approved as corrected.</li> </ul> <p>[Minutes approved by a committee and published.]</p> <ul style="list-style-type: none"> <li>-The minutes of the ... meeting were approved by a committee before being published.</li> </ul> <p>[Appoint a Committee to approved the minutes of this meeting]</p> <ul style="list-style-type: none"> <li>-The chair appoints (name), (name), and (name) to review, correct, and approve the minutes of this meeting before they are published.</li> </ul>	<p><i>"are there any other corrections"</i></p>
<p>Reports Officers</p> <ul style="list-style-type: none"> <li>-The first item of business is reports.</li> <li>-The secretary will read the correspondence.</li> <li>-May we have the Treasurer's Report</li> <li>-Are there any questions on the Treasurer's report? The report will be filed.</li> </ul>	

<p>Reports Standing Committees</p> <ul style="list-style-type: none"> <li>-Standing committee reports are now in order.</li> <li>-The ... committee will now report.</li> <li>-Do other standing committee have reports?</li> </ul>	<p><i>A recommendation from a committee should be placed at the end of the written report. This, in effect, is a motion.</i></p>
<p>Reports Special Committee</p> <ul style="list-style-type: none"> <li>-The next business in order is reports of special committees.</li> <li>-Is the committee appointed to ... ready to report?</li> </ul>	
<p>Unfinished Business</p> <ul style="list-style-type: none"> <li>-The next item of business is the motion relating to ... which was pending when the last meeting adjourned. The question is on the adoption of the motion to ...."</li> <li>-The next item of business is the motion to ... which was postponed to this meeting. The question is on the adoption of the motion to...."</li> </ul>	
<p>New Business</p> <ul style="list-style-type: none"> <li>-New business is now in order. Is there any new business?</li> <li>-Is there any further new business?</li> </ul>	
<p>Announcements (optional)</p> <ul style="list-style-type: none"> <li>-Are there any announcements?</li> <li>-Our next meeting will be held ....</li> </ul>	
<p>Adjournment</p> <ul style="list-style-type: none"> <li>-Is there further business to come before the meeting? [pause] Since there is no further business, the meeting is adjourned.</li> </ul>	<p><i>do not need a motion or vote to adjournment The meeting.</i></p>

Remind the Secretary that a Report of action taken by the Executive Board at this meeting will be needed at the membership meeting.

# Agenda for Conducting a Meeting

	Fill in Details for Each Meeting.
<p>Call To Order (quorum present) The meeting will come to order.</p>	
<p>Opening (optional) -The invocation will be given by.... -...will lead us in the Pledge of Allegiance to the Flag of the United states of America.</p>	
<p>Reading and Approval of Minutes -The secretary will read the minutes of the ... meeting. -Are there any corrections to the minutes? [pause] if not, the minutes are approved as read. -OR The secretary will make the correction. -Are there other corrections? [pause] if not, the minutes are approved as corrected.</p>	
<p>[Minutes approved by a committee and published.] -The minutes of the .. meeting were approved by a committee before being published.</p>	
<p>[Appoint a Committee to approved the minutes of this meeting] -The chair appoints (name), (name), and (name) to review, correct, and approve the minutes of this meeting before they are published.</p>	

<p>Reports Officers</p> <ul style="list-style-type: none"> <li>-The first item of business is reports.</li> <li>-The secretary will read the correspondence.</li> <li>-May we have the Treasurer's Report</li> <li>-Are there any questions on the Treasurer's report? The report will be filed.</li> </ul>	
<p>Reports Executive Board</p> <ul style="list-style-type: none"> <li>-The next business in order is the report of the Executive Board. The Secretary will read the report.</li> </ul>	
<p>Reports Standing Committees</p> <ul style="list-style-type: none"> <li>-Standing committee reports are now in order.</li> <li>-The ... committee will now report.</li> <li>-Do other standing committee have reports?</li> </ul>	
<p>Reports Special Committee</p> <ul style="list-style-type: none"> <li>-The next business in order is reports of special committees.</li> <li>-Is the committee appointed to ... ready to report?</li> </ul>	
<p>Special Orders</p> <ul style="list-style-type: none"> <li>-The next business in order is special orders.</li> <li>-The Bylaws specify that the election of officers is to be held at this meeting.</li> </ul>	

	<p>Unfinished Business</p> <ul style="list-style-type: none"> <li>-The next item of business is the motion relating to ... which was pending when the last meeting adjourned. The question is on the adoption of the motion to ....”</li> <li>-The next item of business is the motion to ... which was postponed to this meeting. The question is on the adoption of the motion to....”</li> </ul>
	<p>New Business</p> <ul style="list-style-type: none"> <li>-New business is now in order. Is there any new business?</li> <li>-Is there any further new business?</li> </ul>
	<p>Program</p> <ul style="list-style-type: none"> <li>-The program committee will now present the program.</li> </ul>
	<p>Announcements (optional)</p> <ul style="list-style-type: none"> <li>-Are there any announcements?</li> <li>-Our next meeting will be held ....</li> </ul>
	<p>Adjournment</p> <ul style="list-style-type: none"> <li>-Is there further business to come before the meeting? [pause] Since there is no further business, the meeting is adjourned.</li> </ul>