

PRESIDING WITH EASE

❖ EVERYONE IN THE ASSEMBLY WANTS YOU TO SUCCEED

They feel pride in the organization when the presiding officer does well.
You are the role model to the rest of the members

❖ I AM KNOWLEDGEABLE ABOUT THE ORGANIZATION

I am familiar with the purposes and objects of the organization
I know the goals for the year or term of office
I am familiar with the rules of organization, articles of incorporation, job descriptions, bylaws, special rules of order, and plans of action for the officers and committees

❖ I AM PREPARED

I have an agenda, possibly a scripted agenda
I have reviewed the bylaws and standing rules for necessary action
I know which committees need to report
I have checked the room arrangement and equipment
I have set timelines to encourage completion of the agenda
I am dressed to look confident. How you look and feel does make a difference
I will arrive early to the meeting

WHEN PRESIDING

1. Start the meeting at the scheduled time
2. Announce the business before the assembly in the order in which it is order for transaction
3. Recognize a member entitles to speak, after the member has risen and addressed the chair.
4. Remember that all discussion should go through the presiding officer
5. Clearly state all motions (sometimes referred to as questions) brought before the meetings
6. Be impartial in assigning the floor during debate by giving both pro and con speakers a chance to speak
7. Neither enter into debate nor express your personal opinions from the chair
8. Restate the motion before the vote is taken
9. Announce the results of the vote and the effect of an adopted motion will have on the organization
10. Announce the next business in order
11. Protect the meeting from annoyance by refusing to recognize obviously or dilatory motions or remarks

12. Assist in expediting business
13. Enforce the rules relating to debate, order and decorum
14. Decide all questions of order (subject to appeal by the assembly)
15. Respond to inquiries of members regarding procedure and business before the assembly
16. Inform the assembly
17. Declare the meeting adjourned