

SO YOU'RE GOING TO PRESIDE

THINGS TO DO

1. START ON TIME
2. MAKE SURE YOU HAVE A SECRETARY TO TAKE MINUTES
3. HAVE AGENDAS FOR EVERYONE - FOLLOW IT
4. BE IMPARTIAL - YOU REPRESENT ALL YOUR MEMBERS
5. KEEP THE MEETING MOVING - DON'T DALLY
6. AS LEADER, YOU SHOULD STAND WHEN CONDUCTING BUSINESS

THINGS YOU OUGHT TO HAVE

1. A LECTERN
2. A GAVEL, IT'S YOUR SYMBOL OF LEADERSHIP
3. A COPY OF YOUR BYLAWS
4. YOUR PARLIAMENTARY AUTHORITY, USUALLY "ROBERT'S RULES OF ORDER"

THINGS YOU NEED TO KNOW

1. HOW TO MAINTAIN ORDER
2. AT LEAST AS MUCH PARLIAMENTARY KNOWLEDGE AS YOUR MEMBERS
3. HOW TO HANDLE A MAIN MOTION - THIS IS A MUST

THINGS TO KEEP IN MIND

1. YOU ARE THE LEADER, ACT LIKE IT
2. PARLIAMENTARY PHRASES MAY SOUND "STUFFY," USE THEM ANYWAY. YOUR MEMBERS WILL APPRECIATE IT AND YOU WON'T GET OFF TRACK.
3. WHEN YOU MAKE A MISTAKE (AND YOU WILL), ADMIT IT, FIX IT, AND GO ON
4. DISCUSSION WITHOUT A MOTION WILL MAKE YOUR MEETING TOO LONG. IT IS IMPORTANT TO HAVE A MOTION ON THE FLOOR BEFORE DISCUSSING THE SUBJECT.

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