

Stepping up to leadership Presentation

FUNDAMENTAL RULES FOR CONDUCTING A MEETING

As the President it is your responsibility to preside at meetings of the Board and the Membership and to guide the meetings to a definite conclusion.

1. Always start the meeting on time and follow a definite agenda; the whole purpose of an agenda is to save time and keep the meeting on course. Don't waste time by digressing from it without a good reason.
2. Keep the meetings moving; interest lags when action lags. Get as many board members as possible involved. Keep the responses short and to the point.
3. Speak clearly. If you can't be heard, you can't exercise control. If you have a low speaking voice, rap the gavel ONCE for silence before you speak.
4. Insist on order. When general simultaneous discussion ensues, no one can be heard and nothing can be accomplished.
5. Talk to the group, not to individuals. Side conversations are rude, disrupt a meeting and accomplish nothing.
6. Make sure each individual who takes the floor talks clearly and audibly. Interrupt if you must and repeat what was said if you have the least suspicion that it might not have been heard.
7. Sum up what the speaker has said and obtain a decision.
8. Stop aimless discussion by recommending committee study. You, of course, appoint the committee.
9. Retain control, but don't stifle free comment. Invite constructive criticism and even disagreement. Ask for support. Clarify issues by obtaining consensus.
10. Don't argue with the individual who has the floor. Ask questions if you disagree, but remember AS THE PRESIDING OFFICER YOU ARE NEUTRAL.