THE KEY TO PRESIDING

Dr. Leonard M. Young, PRP

How do you learn to preside?

- **Doing it**
- **Observation**
- **Studying *RONR***

Who is ultimately responsible?

The presider is a <u>facilitator</u> and when people criticize the meeting they may often really be criticizing themselves.

A good leader knows that:

"Poise is that pose that makes others think we know what we are doing."

A GOOD PRESIDER WILL:

(9 Tips for Effective Presiding)

1. Prepare

- **Talk to participants to form the agenda**
  - **Especially the Secretary (consult minutes)**
  - **Coordination with other officers**
  - **Arrange for things to be done in the meeting (assigning persons to move certain items)**

AGENDA LOGIC:

PAST ▶ FUTURE

1. Prepare (Continued)

- **Be sure you have everything you need**
  - **Bylaws and standing rules**
  - **List of committees, boards, officers**
  - **Ballot paper**
  - **RONR**

1. Prepare (Continued)

- Check <u>the room arrangements</u>
  - Comfort
  - Sight & hearing
  - Facility to obtain the floor
  - Seating at head - parliamentarian & secretary

1. Prepare (Continued)

- Check <u>with those who might have presentations to make</u>:
  - If “no report” don’t place on the agenda
  - Assign this job to 1st VP to be sure reports are in and who needs to speak

2. Exercise Authority with Tact & Discretion

- Don’t force, but help
- Clarify the wording of motions
- When making a ruling. . . be kind
  - speak well of others
  - assume the best in others

2. Exercise Authority with Tact and Discretion (Cont.)

- Refer to self as “the chair” or “your president”
- Show no favoritism to anyone
  - personalities should be avoided
  - firm but fair to all

3. Show Enthusiasm for the Organization

- Voice inflection
- Vitality & energy for the work
- Be early for the meeting
- Speak optimistically
- Work to make each officer successful

4. Stand When Presiding

- Assures eye contact
- Helps to keep the attention of the group
- Stay out of the chair before the meeting and during recesses

5. Clarify the Business Before the Assembly

- Restating motions to clarify
- Be sure the members always know what they are voting on:
  - previous question
  - second degree amendment

6. Control Debate Democratically

- 2/3rds required to close debate
- Focus all debate to the chair or thru the chair
- Use “just a moment. . .” to get control back if needed

7. Expedite Business

- Use committee whenever possible
- Use unanimous consent on matters of general agreement
- Use of a “consent agenda” or “consent calendar”

7. Expedite Business (Cont.)

- Ask for permission not to read motions that are printed
- Print reports & minutes and do not read them
  - call attention to the report and ask for questions, but don’t read it
- Require all motions to be in writing
- Don’t read printed motions over and over again; read them once only

8. Clarify <u>What Is Being Voted Upon</u>

- “The question is on . . .”
- “The pending questions is . . .”
- “We are now voting on the motion that . . .”

9. Take a Proper Vote

- Voice vote if relatively little controversy
- Standing vote if controversial or if 2/3rds required
- Counted vote if appear to be very close
- Show of hands is permissible in small groups instead of standing

9. Take a Proper Vote (cont.)

- DEFINITIONS: majority, 2/3rds, plurality
- Use voting cards instead of standing in large assemblies
- Concern for the rights of disabled persons who cannot stand