

CHAIRMAN

AIM:

- To ensure the smooth and efficient running of the meeting.
- To ensure the meeting runs according to agenda timing.
- In the Business Session, it is the Chairman's responsibility to find and carry out the will of the meeting by democratic techniques.

PREPARATION:

1. Your responsibility, as Chairman of the Meeting, starts at the conclusion of the previous meeting.
2. Read through your Assignment Guide so you are familiar with all the meeting assignments.
3. **One week prior** to the meeting, you should initiate the Phone Tree (this is provided by the Vice President Education).
4. Brush up on your parliamentary procedure - read the relevant chapters in "A Guide for Meetings" by N.E. Renton. If you do not have a copy, ask to borrow one from Sergeant At Arms (who keeps the club's copy). Areas to review are procedures dealing with: minutes; reports; points of order; substantive motions or amendments; procedure motions.
5. Finally, in the lead up to your meeting, prepare a few light-hearted remarks to address to the meeting after the President introduces you.

This concludes the preparation for your meeting and, if you have followed this advice, then on the night of the meeting you should be cool and calm, knowing that everything is in order.

ON THE NIGHT:

Choose a standard of dress that is suitable for a person who is to be treated with respect.

Arrive 15 minutes before the meeting is due to start. Check with the VPE to determine if there are any last minute programme changes and amend your copy of the agenda.

The four most desirable qualities you should embody as Chairman are:

- impartiality
- firmness
- tact
- common sense.

Don't talk too much during the meeting, and don't be dictatorial – you are responsible for the meeting's orderly conduct and you can do this without being verbose or riding roughshod over all and sundry.

Here are some points to remember:

1. Maintain order (*use the gavel if necessary)
2. Recognise and secure a hearing for those who are entitled to speak
3. See questions are adequately debated
4. Limit long winded speakers
5. Decide points of order promptly and fairly
6. Maintain balance, calm and self restraint
7. Be just, fair and impartial

AWARD PRESENTED AT MEETING:

Special Achievement Award

EDUCATION MATERIALS:

Renton's Guide for Meetings (Book)

PROCEEDINGS:

The following script is useful for the Chairman's role.

The Chairman stands to receive the gavel from the President. "Thank you Mr / Madam President – Toastmasters and guests ..."

The Chairman then gives a mini speech to introduce the theme of the meeting if applicable.

Chairman With the permission of the members, I will conduct this meeting seated,
Chairman then sits.

Chairman If there are any motions to be put before the chair, please ensure that I have
them before the commencement of the business session. Motions are to be in
once sentence, in writing and signed.

Chairman Follows the Agenda as provided

VPE Asks for apologies.

Chairman Once relayed, the Chairman asks 'will someone please move that these
apologies be accepted?'
'Do we have a seconder?'
'All in favour say aye, all against no'. 'The ayes have it, the motion is
carried'.

Chairman Now calls upon the VPE to advise any program alterations.

When declaring the meeting in recess, be very specific about how long the break is (the Chairman does have the discretion to extend the recess if this is appropriate eg. for a large number of guests), and be very clear about what time members are due back. This will help the Sergeant at Arms.

The Chairman is also responsible for controlling the business session and in their introduction may wish to explain to the members and guests what it is all about.

The Chairman should clearly state how much time is allowed for the business session and hold to that timing. It is suggested that each Executive have 1 minute to present their report. When motions are being discussed, ask the Timer to tell you when there is 1 minute left, which allows you time to wind up the debate by explaining that 'the allocated time is up, the motion will now be put to the vote'. The Chairman does have the discretion to allow the debate to continue, but this should only occur if they feel the members do not have adequate information to vote on the motion.

There is a specific assignment guide covering presentation of Executive reports, and also managing motions.

To close the business session, the Chairman simply says "I declare the business session closed." And will then introduce the next session on the agenda.

NB: Please see the following page for the Business Meeting Procedures

BUINESS MEETING PROCEDURES MADE EASY

1. Quorum

Establish that there is a quorum present, being a majority of the **active** members of the Club.

2. Apologies for Non Attendance

- a. Motion - "That the apologies be accepted."
- b. Secunder
- c. Discussion
- d. Vote by members

Advance apologies for non-attendance at the next meeting. (This is merely used as a convenient method or time of tendering apologies and thus no motion should be taken for acceptance.)

3. Minutes Of Previous Meeting

- a. Motion - "That the minutes be confirmed."
- b. Secunder
- c. Amendments or alterations to minutes as read
- d. Vote by members

Business arising from minutes. It is important that the Chairman is familiar with any matter, which may arise.

4. Correspondence Inwards

- a. Motion - "That the correspondence be received."
- b. Secunder
- c. Vote by members

Discussion is not necessary, except possibly an amendment not to receive a particular item.

Business arising from the correspondence. This can include a motion proposing some action as a result of a letter.

5. Correspondence Outwards

No motion is normally required, although if it is desired to approve the sending of letters then the appropriate motion is "That the correspondence be endorsed".

6. Reports

Before the meeting, ascertain which Officers will present reports and call upon them accordingly, e.g. President, Vice President Education, Vice President Membership, Vice President Public Relations, Treasurer, Secretary, Sgt. at Arms.

Unless just making an announcement about a future happening, each Officer should conclude their report with a motion "That the report be received (or adopted)" as appropriate.

- a. Motion - as above
- b. Secunder
- c. Discussion on content of report
- d. Vote by members

7. General Business

While it is preferable for motions and amendments to be submitted in writing to the Chairman, this is not essential. Motions may be accepted directly from a speaker.

Note. The following is the method of obtaining a decision on a motion:

CHAIRMAN: I will now put the motion "That....."

"All those in favour say Aye"

Those against say No"

"I believe the Ayes/Nos have it (*Pause in case someone disagrees and requests a show of hands*) and I declare the motion/amendment carried/lost."