

# **Do's and Don'ts in Running a Meeting**

## **Do's**

Do prepare a detailed written agenda, to know where you are going. (If you don't know where you are going, where will you end up?)

Do prepare a script after the agenda is written, especially if you are relatively new to presiding

Do check for Quorum before starting a meeting.

Do be sure the invocation is non-denominational.

Do follow the agenda item by item. If something comes up out of sequence, ask the member to hold that item until you get to that category

Do have all Bridge Officers check with their committees. No report, don't call on them.

Do have business items brought up by Officers, Committee Chairs or members.  
Don't dominate the meeting.

Do ask for permission to change the order of business after the Pledge and Invocation. This allows you to conduct the meeting in the best way and still comply with the Bylaws.

If a motion is made, it must have a second before any discussion (unless the motion came from a committee as an action item).

If there is much interest in a motion, keep track of time limits and the number of times for each to speak on the subject.

Allow each member who wishes to speak on a motion to debate before allowing a member to speak a second time.

Most motions require a majority vote while others need a two-thirds affirmative vote to adopt.

If there is an amendment to the main motion, it must be "germane" or related to the motion and have a second before any discussion. Debate on the amendment must be germane to the amendment. This amendment must be voted on before voting on the main motion.

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If there is a "call the question", it needs a second, is non-debatable and requires a two-thirds affirmative vote to adopt.

State again all motions and/or amendments before a vote is taken.

Prepare for the meeting. Try to anticipate any unexpected items.

Do stay neutral. Once you state your opinion, you are not neutral and are subject to criticism from those who think differently.

Do call on your parliamentarian for clarification or maybe clarification of any parliamentary procedures.

Do follow the most current edition of *Roberts Rules of Order Newly Revised*.

Do remind the members who are talking among themselves, that all remarks should be addressed through the chair only.

### **Don'ts**

Do not give your opinion. Stay neutral

Do not lose your temper and don't show your displeasure.

Do not use profanity, even in jest.

Do not criticize anyone or allow anyone else to criticize another.

Do not ever forget, you are like a traffic cop; you are directing traffic but are not part of the traffic.