**Duties of the President**

“At the same time, any presiding officer will do well to bear in mind that no rules can

take the place of tact and common sense on the part of the chairman.” RONR, page 433

**Advice for new presidents:**

* Courtesy to all – remain calm and even tempered
* One item at a time
* Majority rule with respect for the rights of the minority
* Consideration for the rights of individual members, absentees, and the society as a whole
* Lead by example
* Be enthusiastic - it is contagious
* Learn from mistakes
* Involve members
* Empower members by giving them responsibilities and holding them accountable
* Give credit where credit is due and reprimand in private
* Assist members to learn parliamentary procedure
* Be an active listener

**An efficient well run meeting requires anticipation and preparation.**

**A president has duties as presiding officer and administrator:**

* As an administrator
  + Ex-officio member of all committees as defined in the bylaws
  + Signatory on checking account
  + Official representative of the organization
  + Administrative duties as outlined in the bylaws
  + Prepare a report at the board meetings and annual meeting or as defined in the bylaws
* As presiding officer
  + Begin meeting on time: “The meeting will come to order.”
  + Determine that a quorum is present
  + Announce the business in proper order: “The next item of business is ....”
  + Impartially recognize members entitled to the floor: “The chair recognizes Mr. Bee.”
  + State clearly all questions that are properly brought before the club: “It is moved and seconded that .......”
  + Enforce rules of debate, order, and decorum: “The member has exhausted his two minutes of debating time.”
  + Decide all questions of order (subject to appeal): “The chair rules that the proposed amendment is germane and therefore in order at this time.”
  + Make sure that members always understand what is the immediately pending question
  + Put the question to vote: “The question is on the adoption of the motion that.....”
  + Announce the result of each vote and the effect of the action: “The ayes have it, the motion is carried, and the treasurer will send a check for $50 to the scholarship fund. The next item of business is.....”
  + Inform the assembly: “In accordance with the bylaws, nominations from the floor will be in order at the June meeting.”
  + Assist in expediting business: “Would the member care to put that in the form of a motion?” ; “If there is no objection....”
  + At the proper time, declare the meeting adjourned (by unanimous consent or by a vote of the assembly)

**A good meeting doesn’t happen by accident.**

**Promptly after being elected:**

* Become familiar with the history, customs, and objects of the society
* Review the bylaws and standing rules
  + Make a club calendar of due dates, and events for the term of office
  + Make a list of officer responsibilities
  + Make a list standing committees and their assigned duties
* Review the state and national bylaws
  + Note the responsibilities and event dates related to the state and national organizations
* Examine the parliamentary authority of the organization
* Meet with the executive committee (board of directors) to make plans, and set goals for the term of office

**Tell me, I’ll forget, Show me, I may remember, but Involve me and I’ll understand.**

**Before each meeting:**

* Meet with officers, and committee chairs to see if they have reports
* Discuss with the secretary items that need to be on the agenda
* Check the club calendar and bylaws for special orders that need to be addressed
* Review the facilities so that they are adequate for the meeting
* Prepare an Order of Business or Agenda
  + Basic Agenda
    - Minutes read and approved
    - Reports of Officers, Boards, and Standing Committees
    - Special Reports
    - Special Orders
    - Unfinished Business and General Orders
    - New Business
  + Order of Business
    - Opening ceremonies (optional)
    - Reading and approval of minutes
    - Reports of officers, boards, and standing committees
    - Reports of special committees
    - Special Orders
    - Unfinished business and general orders
    - New business
    - Program (optional)
    - Announcements (optional)
    - Adjournment

***Effective questions*** *yield responses that support people. By asking questions in a forward focus, people get the added benefit of discovering the answers for themselves. This creates buy-in and commitment to the solutions they find.*

***Ineffective questions*** *make us feel put on the spot and intimidated. They focus on the reasons we are not achieving or cannot achieve our objective.*

**During the meeting**

* The president should have:
  + Copy of the bylaws, standing rules, and parliamentary authority
  + List of all standing and special committees and their members
  + Order of business or agenda listing all known matters that are to come up
  + Current membership list
  + Club Calendar
  + Calculator, gavel, paper, pen, reading glasses, flag, scissors, tape,...
  + Script to aid in using correct parliamentary language while presiding
* Arrive early to check on facilities
* Open the meeting with one rap of the gavel
* Determine if a quorum is present
* Follow the agenda, announcing each item of business in order
* Vote only when the chair’s vote would affect the vote (create a tie or break a tie)
* Vote on a ballot vote along with the members
* Adjourn the meeting on time, one rap of the gavel

**After the meeting**

* Make notes of what items of business need to be carried over to the next meeting
* Review the meeting with officers and committee chairs about;
  + what could be improved,
  + what help they need to accomplish the business that was decided during the meeting
  + what is coming up on the club calendar

*When you do a thing, act as if all the world were watching. Thomas Jefferson*

*I have found that being honest is the best technique I can use. Right up front, tell people what you’re trying to accomplish and what you’re willing to sacrifice to accomplish it.” Lee Iacocca*