

CHAIRPERSON

PURPOSE

Learn the skills necessary to run an effective business meeting. Emphasis is placed on the use of parliamentary procedure to control a meeting.


BEFORE THE MEETING

The Chairperson is responsible for the overall success of the business meeting. There are a number of things you should do in the two or three days before the meeting. Check the Agenda on the web site to ensure roles are filled. Check with the **V.P. of Education** and help fill any roles needed. Communicate any theme to other roles and prepare introductions of those roles.

AT THE MEETING

The Chairperson is responsible for keeping the business meeting in order.

Conduct Business Session use the gavel. 

1. Ask the **Secretary** to read the minutes from the last meeting. When they are finished, ask twice if there any changes to the minutes. If there are, ask the **Secretary** to add or delete the change. Ask again if there are any further changes. If not, adopt the minutes as read, ask for a second to this. **Use the Gavel.** 
2. Ask for reports from the Executive: Brief reports are made by the executive to give information for the club and its members. Members can also make announcements here but they must inform the **Chair** beforehand. Ask again if there are any further reports, if not, move to next division.
3. Unfinished Business: Ask twice if there is any old business from previous meetings. If there are any motions to be resolved and voted on it will be handled in the same way as in the new business section. Once cleared,

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Your responsibilities during the meeting include:

Call to sing: 'O Canada' (ask to stand)

Ask for the toast (remain standing) (be seated) Ask for Gusset introductions

Announce any program changes. Ask for the changes to be adopted, look for person to second the changes, and then adopt changes. Introduce the **Grammarians**, the **Timer**, and the **Quizmaster**.

ask again for any old business arising from previous meetings. If not, close the old Business Division.

4. New Business: ask if there are any new motions for the floor. If there is a motion follow:
 - A. Ask the member to state their motion: "I move that..."
 - B. Ask the members to second the motion, acknowledge the person for seconding the motion, if no one

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seconds the motion; it dies there on the floor. You then move to ask for any new motions.

C. Once the motion is seconded then you ask the member who first put the motion forward to speak on it.

D. Invite other members to speak for or against the motion. If one of the members wants to add or change a portion of the original motion, then he or she must state an amendment.

E. The amended motion must then be seconded, then the member who stated the amendment on the original motion is invited to speak on their amendment.




F. Again all members are invited to speak for or against the amended motion. If three no further comments, the chair will start the voting process.

G. The first vote will be on the amended motion. The chair will ask the secretary to read back the amended motion. Once done,

H. The chair asks for the members to vote by a show of hands both for then against the amended motion has passed or not.

I. The second vote will be on the original motion. The same voting process is repeated as above.

J. The secretary records the results of all motions.

K. The chair asks for any further motions on the floor, if there are none, the new business section is now closed. Use the gavel. 

Introduce the **Lesson Giver**.

Introduce the **Table Topics Master**.

Call for the **Parliamentarians** review.

Announce the Break, specifying the time at which the meeting will reconvene.

Reconvene meeting after break. Announce any further changes to the Agenda, if necessary. Introduce the **Toastmaster** Request guest and member comments of the meeting. Present Hershaw Sheep and Ram Introduce the **Thought / Joke of the Day** Closing comments / Adjourn meeting.

TIPS AND TRAPS

Consult the Agenda and do whatever you possibly can to keep on schedule. Time is important and it is essential to do whatever you can do to make sure the meeting stays on time. Knowing the basics of parliamentary procedure refer to the (“Roberts Rules of Order”) will allow you to handle most situations effectively. However, occasionally, an unusual situation may arise where some seldom-used rule of parliamentary procedure may be exercised. Becoming familiar with the role of Chairman will be beneficial both within Toastmasters and in other organizations with which you may be involved.