

ATTACHMENT 5, RECOMMENDATION FOR CONDUCT OF MEETINGS

MEETING CHECKLIST: The following are a few basic procedures that the chapter president and/or the presiding officer may want to use in conducting chapter meetings:

- a. All meetings should commence with the Pledge of Allegiance.
- b. Keep the meeting moving; interest lags when action lags. Get as many members as possible involved. Keep the responses short and to the point.
- c. Speak clearly. If you can't be heard, you can't exercise control. If you have a low speaking voice, rap for silence before you speak.
- d. Insist on order. When general simultaneous discussion ensues, no one can be heard and nothing can be accomplished.
- e. Talk to the group, not individuals; side conversations are rude, disrupt a meeting, and accomplish nothing.
- f. Make sure each individual who takes the floor talks clearly and audibly; interrupt if you must, and have them repeat what they have said if you have the least suspicion that some may not have heard them.
- g. Sum up what the speaker has said and obtain a decision.
- h. Stop aimless discussion by recommending committee study. (You, of course, appoint the committee.)
- i. Retain control, but don't stifle free comment. Invoke constructive criticism and even disagreement. Ask for support. Clarify issues by obtaining majority support.
- j. Don't argue with the individual who has the floor. Ask questions if you disagree, but remember as the presiding officer you are neutral.
- k. If you have a comment, ask for the floor as a participant.
1. Check at the end of the meeting to see if BOD members feel all subjects have been properly covered.

Attachment 3