

presents **TEN** *tips*

on
Chairing a Meeting



1

It is the Chair's responsibility to regulate the meeting and to ensure that a quorum is present before business commences.

2

Prior to the meeting, ensure a comprehensive agenda has been prepared and distributed to all members. Ensure that you have all supporting material available.

3

Stick to the Agenda.

4

Only one person should speak at a time. Should discussions break out 'on the side', call for order.

5

Do not permit speakers to stray from the topic under discussion.

6

Do not hesitate to seek expert advice when necessary. It is in order to suspend the matter under debate to do so.

7

From time to time during a prolonged discussion, summarise the main points. This helps those present to follow the arguments.

8

It is sometimes advisable to set a time limit on debate. Such a proposal must be approved by the assembly. A time limit may be placed on each speaker, and no speaker may speak twice to the same motion until all who wish to speak have had the opportunity to do so.

9

Be sure to remain neutral. Take alternate speakers 'for' and 'against' the motion, if they are available.

10

When it is necessary to take a vote, repeat the motion immediately before the voting takes place. Remember to ask for votes in favour *and* for any against. When announcing the result, again repeat the motion so that all present are clear on the decision which has been taken.