

# BETTER MEETINGS MANAGEMENT

## PRESIDING WORKSHOP MARCH 8, 2018 7:00 PM CST

Join from PC, Mac, Linux, iOS or Android: <https://zoom.us/j/261881874>

### AGENDA

**7:00 PM Call to order** – introduction and technical adjustments

#### **PRESIDING - BEFORE THE MEETING**

- Bylaws, special rules, standing rules
- Notice of meeting
- Parliamentarian
- Agenda: executive and committee reports
- Motions
- Facility
- Timers, spotters, tellers
- Script
- Motions chart

#### **Your Questions on PRESIDING**

**Your turn:** Bring along any questions on Parliamentary Procedure.

**My turn:** During a lengthy debated on a motion, a member moves to limit debate to 20 minutes with no explicit provision for closing debate. At the end of 20 minutes nothing is resolved enough to vote on the motion, so the member wants to refer the motion to a committee. Can they do this with the motion to commit

or do they have to reconsider the motion to limit the debate first? Could they have referred the motion to committee during the 20 minutes of debate?

**Please have your answer ready!**

## **8:15     Adjourn**

**Note 1:** This workshop on presiding will deal with preparation for a business meeting. The NEXT workshop on presiding will deal with during the meeting. The next workshop may be the next two workshops depending on time restraints.

**Note 2:** I will be on line no later than 6:45 PM CST.