

GUIDELINES FOR CHAIRING MEETINGS IN A CONGREGATION

REMAIN NEUTRAL – Never voice your opinion on a matter unless you feel your opinion will help answer a question or clarify an issue.

REMAIN COURTEOUS – Always be tactful. Control your emotions. Never shout. Never lose your temper. You cannot control others when not in control yourself.

AVOID BEING DICTATORIAL – Those present look up to you as their leader. You may advise them, but never tell them what to do. The decision of what to do or not to do must be decided by the group.

THE ORDER OF BUSINESS

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| 1. Opening Devotion | 6. Temporary Committee Reports |
| 2. Reading of the Minutes | 7. Old Business |
| 3. The Treasurer's Report | 8. New Business |
| 4. The Financial Secretary's Report | 9. Announcements |
| 5. Permanent Committee Reports | 10. Adjournment & Closing Prayer |

BASIC RULES OF ORDER

- > The minutes, treasurer's report, financial secretary's report and all other committee reports should be received via a motion, second and vote.
- > A committee, after having obtained sufficient information, should formulate and propose a motion if action is needed. Upon being seconded, it should be placed under Old Business for discussion and vote.
- > The chairman should allow one person to speak at a time. The chairman shall jot down the names of those wishing to speak and allow members to address the motion in the order their hands were raised. Those speaking should always face the chairman – never each other.
- > Nothing should be discussed without a motion and a second first being made. Motions should be well thought out and formulated before being proposed. The bad practice of discussing something before a motion is made and seconded, only serves to promote confusion and prolong a meeting.
- > Members should be permitted to speak only to the motion. Should they drift from the subject at hand, the chairman should politely announce that their discussions are "out of order" and direct attention back to the motion.
- > Motions should normally be positive in nature. The group should resolve to "do" something rather than "not do" something.
- > Amendments to the motion are always voted upon first before the motion itself.

THE ORDER OF VOTING

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| 1. Motion stated in full by secretary | 5. Chairman addresses the group:
Are there any further questions?
If not, all those in favor say: "Yes".
All those opposed say: "No". |
| 2. Seconded | |
| 3. Discussion of the motion | |
| 4. Motion repeated by secretary | |
- > A private ballot should be taken on very important matters or when discussions on the motion resulted in differing, sensitive opinions.
 - > Basically, three things can be done with a motion which has been seconded:
(1) Amend it. (2) Accept or reject it. (3) Table it for a future meeting.
 - > For additional specific guidelines, consult "Robert's Rules of Order" by Robert Henry.

Rev. Thomas Soltis, EM
SELC Stewardship Director