

Effective Leadership

- Establish an expectation for timeliness – consistently start and end meetings on time
 - Monitor the amount of time given to each agenda item, or appoint a timekeeper
 - Prior to discussion, inform members that the time given to them to speak is limited and to allow others an opportunity to speak
 - If the time being spent on an item becomes overly long and you need to move on to the next item on the agenda, inform members that discussion will need to conclude and you will not have time to take a few more comments
 - Do not allow discussion of items not posted on the meeting agenda
 - If a member departs from the agenda, makes comments not related to the agenda, on the other hand, interrupts another speaker, or becomes abusive, rule the member out of order
 - The presiding officer must treat ex officio members and staff members and non-staff members present with the same expectations for order
 - If there are co-chairs (which is often the case), assign one co-chair to be responsible for each item on the agenda – this prevents any confusion over which co-chair is responsible for a particular member to speak or which co-chair may need to make other efforts to manage the meeting. It also allows the non-presiding co-chair to more freely participate in the discussion without undermining the impartiality and objectivity a presiding co-chair should maintain
 - The chair or co-chairs are certainly allowed to vote and take part in discussion. As indicated in the above point, the person presiding should be primarily responsible for facilitating equal opportunities for members to speak, and should strive to maintain impartiality and objectivity – but this is not to say that the person presiding should not express an opinion, so long as that opinion is not presented with any special authority or carrying more weight than any other member's opinion
- If any member moves a motion, it must be seconded by another member
 - Before the motion is put to a vote, only the mover and the seconder may speak in support of the motion, only the mover may speak in opposition
 - After the motion is put to a vote, the presiding officer may speak in support of or in opposition to the motion
 - If there is no second, the motion is not for a vote
 - If a member moves a motion, it may be made to "carry" or "not carry" this particular motion

- A member may move to amend a motion that is already on the floor – amendments may be in the form of changing the existing motion or making a substitute motion
- Once seconded, an amended motion is also subject to discussion and vote – voting is in inverse order, such that amended motions are voted on first, then the original motion
- A member may move to “table” discussion, to either consider the matter later in the meeting or at a later date (usually to move on to other items on the agenda)
- A member may move to “postpone indefinitely” the discussion, which means the matter cannot be reintroduced at that meeting, but may be taken up at a later date (this is often done in hopes of killing a motion)
- If a motion has several parts, a member may move to divide the motion to vote differently on the parts
- If a member feels that something is not germane to the matter at hand or that something is being done incorrectly, a “point of order” may be raised to be addressed by the presiding officer