Presiding is Deciding!

(And see the RONR Short Take under our drop down menu!)

*Robert’s Rules of Order Newly Revised* ***In Brief*** (RIB) lists six steps to effective presiding which offer excellent suggestions for presiding officers of any organization. The steps are listed and explained on page 138-143 of RIB (but no peeking right now!). Using the following list of possible terms, fill in the blanks to complete all of the effective practices as recommended in RIB:

 a. amendments k. motion

 b. Appeals l. nominations

 c. books m. Order

 d. daily n. parliamentary

 e. debated o. presiding

 f. Information p. read through

 g. matters q. studied

 h. meeting r. voted on

 i. members s. voting

 j. memorize t. wordings

1. \_\_\_\_\_\_\_\_\_\_ constantly used procedures and standard \_\_\_\_\_\_\_\_\_\_ for them.

2. Make sure all (members) know what’s being \_\_\_\_\_\_\_\_\_\_ and being \_\_\_\_\_\_\_\_\_\_.

3. Learn how to conduct \_\_\_\_\_\_\_\_\_\_\_.

4. Know the steps in a \_\_\_\_\_\_\_\_\_\_.

5. Learn to handle Points of \_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_.

6. Know more about \_\_\_\_\_\_\_\_\_\_ procedure than other \_\_\_\_\_\_\_\_\_\_.

ANSWERS:

1. Memorize (j) constantly used procedures and standard wordings (t) for them.

2. Make sure all know what’s being debated (e) and being voted on (r).

3. Learn how to conduct voting (s).

4. Know the steps in a meeting (h).

5. Learn to handle Points of Order (m) and Appeals (b).

6. Know more about parliamentary (n) procedure than other members (i).

NOTE: These are based on the Six Steps to Effective Presiding in RIB. Check out pages 138-143 for more detailed information, especially - for instance - on how to accomplish #2. Also note that the word motion (k) isn’t the correct entry for #4 in this RIB based quiz, but it’s still good for any presiding officer to correctly know the steps in a motion!