



PRESIDING MEANS DECIDING

RONR Short Take, brought
to you by the
California State Association
of Parliamentarians

A PRESIDING
OFFICER
MUST
ANNOUNCE
BUSINESS IN
ITS PROPER
ORDER.

A meeting agenda or order of business prepared ahead of the meeting is the road map for the presiding officer during the meeting and for attendees at the meeting.

Any member may

Call for the Orders of the Day

to steer members and the presiding officer back to the proper order of business.

DUTIES OF THE PRESIDING OFFICER

1. Open the meeting at the appointed time; verify presence of a quorum.
2. Announce in proper sequence the business to come before the assembly.
3. Recognize members entitled to the floor.
4. State and put to vote all questions that legitimately come before the assembly.
5. Protect the assembly.
6. Enforce the rules relating to debate and decorum.
7. Expedite business.

RONR 12th ed. § 47:7

8. To decide all questions of order, subject to appeal.

9. To respond to inquiries related to parliamentary procedure.

10. WHEN NECESSARY, TO SIGN DOCUMENTS FOR THE ASSEMBLY.

11. DECLARE THE MEETING
ADJOURNED AT THE APPROPRIATE
TIME.

RONR 12TH § 47:7

A most
important,

*frequently
missed*

duty of the
Chair ...

“The chair should take special care to make sure that the members always understand ... the exact question to be voted on the next time a vote is taken.”

RONR 12th ed. § 47:17

“The chair should never try to avoid this critically important duty by saying, “You have heard the motion” or by saying, “The motion is moved and seconded without repeating its words. The chair must be careful ...”. § 47:17

THE PRESIDING OFFICER
IS CALLED THE
"CHAIRMAN" WHEN NO
SPECIAL TITLE HAS BEEN
ASSIGNED. § 47:6

The chair is addressed by Members as "The Chair", "Madam President", "Mr. Director", "Chairman" - Whatever the assembly Decides.

Without exception, all comments during debate are made to and through the Chair!



This has been an RONR Short
Take brought to you by the
California State Association of
Parliamentarians

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**Take our Quick Quiz on
Presiding!**

PRESIDING MEANS DECIDING

POWERPOINTS BY CSAP

A Quick Quiz

Select the correct answer to the questions below, based on RONRIB.¹

Answer key follows.

- | | | |
|--|------|-------|
| 1. More than one person is chosen to enforce the rules at a meeting. | True | False |
| 2. The presiding officer keeps order at a meeting. | True | False |
| 3. Preparing to preside is unnecessary amongst friends. | True | False |
| 4. A presiding officer would do well to memorize standard wordings. | True | False |
| 5. A presiding officer should state an unclear motion; debate will fix it. | True | False |
| 6. A presiding officer should not state an unclear or improper motion. | True | False |
| 7. A presiding officer can require a main motion be made in writing. | True | False |
| 8. Stating the question begins, "It is moved and seconded ...". | True | False |
| 9. The language in #8 applies only to main motions. | True | False |
| 10. The presiding officer should stand when ruling on a point of order. | True | False |
| 11. The presiding officer stands during debate. | True | False |
| 12. The presiding officer should make every effort to appear impartial. | True | False |

Answer Key:
1. F
2. T
3. F
4. T
5. F
6. T
7. T
8. T
9. F
10. T
11. F
12. T

¹ See RONRIB Page 12, pages 136 – 141, and page 69.