

Are You Ready to Preside?

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. Using the following list of possible terms, fill in the blanks to complete all of the effective practices 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!

Brought to you by David Mezzera, PRP, Past CSAP President