

Information for Chairs of District Advisory Committees

Effective Leadership

The chair or co-chairs must ensure that meetings are orderly.

Become familiar with basic parliamentary procedure (see separate section below), the committee Guidelines

_____ , and ensure that all of these are followed.

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 may be limited to allow others an opportunity to speak.

If the time being spent on an item becomes overly long and you need to move on in the agenda, inform members that discussion will need to conclude and you will only be able to take a few more comments.

Do not allow discussion of items not posted on the meeting agenda (see separate section below).

If a member departs from the agenda, makes comments not related to the subject at hand, interrupts another speaker, or becomes abusive, rule the member out of order.

The presiding officer must treat ex officio members and staff members who may be present with the same expectations for order.

If there are co-chairs (which is often the case), assign one co-chair to preside over each item on the agenda this prevents any confusion over which co-chair recognizes a member to speak or which co-chair may need to make other efforts to keep order 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 demonstrate.

The chair or co-chairs are certainly allowed to vote and take part in discussions, but as indicated in the above point, the person presiding should be primarily ensuring order and facilitating equal opportunities for members to speak, and should strive to demonstrate impartiality and objectivity but this is not to say that the person presiding can never express an opinion, so long as that opinion is not presented with any impression of

Basic Parliamentary Procedure

a widely accepted reference for parliamentary procedure, but this is a very large set of rules and only a few basic rules should be necessary for district advisory committees.

The preferred method of decision-making for district advisory bodies is consensus approval the presiding officer simply asks if anyone objects to approving something or moving forward with something

