

## Meeting Guidelines for Chapter Presidents

- Set agenda for Chapter meetings, including status reports from Directors; send the agenda the week before scheduled meetings.
- Start and stop on time (timekeeper is Past President).
- Facilitate the meeting to encourage all to participate.
- Require cell phones off or silenced and put away.
- Request one conversation at a time; no sidebar conversations.
- All persons must raise hand and be recognized by the President before speaking.
- Time limits may be set on certain topics.
- Create a 'Parking Lot' for any discussions that need to be tabled or that get off track of meeting agenda/committee work.
- Procedural rules are used to maintain order at meetings by following Robert's Rules of Order and NEWH, Inc. By-laws.
- Encourage engagement and teamwork, practice time management, facilitate on-point discussions, maintain professional demeanor; keep the "personal" out of Board meetings.
- Don't get involved in personalities. Keep the discussion on issues. Be courteous, fair, calm and tactful. Recuse yourself from discussions where your business or personal life could be involved.
- Refrain from expressing opinion until all Board members have been heard.
- Majority vote rules to make decisions; the President has no vote. In case of a tie, the President will cast the tie-breaking vote.