**THINGS EVERY CHAIRPERSON SHOULD KNOW AND DO**

1. Never start a meeting without an agenda.

2. State the purpose of the meeting at beginning and read the agenda.

3. Keep the meeting moving.

4. Speak clearly. Be sure you are heard.

5. Prevent general hubbub. Do not let the meeting break up into a series of private conversations.

6. Talk to the whole group, not to any individual.

7. Keep the speaker talking clearly and audibly.

8. Sum up what has been said and get a decision if the meeting has been called for action as well as informative.

9. Recommend committee study when discussion shows the meeting is not coming to an agreement.

10. Keep control of the meeting without cutting off discussion.

11. Do not argue with any speaker. The chairperson is the umpire, not a contestant.

12. If you have a comment, get another chairperson to preside while you participate.

13. Do not squelch a troublemaker; ask the group for their opinion.

14. Be aware of the physical comfort of all – temperature, drafts, lights, thirst.

15. Before closing the meeting, check results. See that nothing is omitted that should be said or done.