

## **PARLIAMENTARY DON'TS FOR A PRESIDING OFFICER**

**Don't** fail to start the meeting on time.

**Don't** stand during debate or while a report is being given.

**Don't** take part in debate while you are in the Chair. If you must speak, ask the Vice President to assume the chair; do not return to the Chair until the vote has been taken.

**Don't** allow members to deal in personalities while debating.

**Don't** say "I think," "I appoint," "It's my opinion," etc. but say "The Chair.."

**Don't** say "you are out of order," when you mean "The motion is out of order."

**Don't** strike with the gavel any harder than necessary to attract the attention of the members. Standing very quietly may accomplish surprising results.

**Don't** lose your calmness, objectivity, or impartiality.

