

CHAIR'S BOARD MEETING CHECKLIST

TASK	YES	NO
<input type="checkbox"/> Meet with the administrative assistant, district administrator, and others to plan the agenda at least one week before the meeting.	_____	_____
<input type="checkbox"/> Call the meeting to order on time. Waiting for all five supervisors to arrive wastes the time of all those who arrived on time. Supervisors will respect the fact that all meetings begin promptly at the designated hour if this practice becomes the rule rather than the exception.	_____	_____
<input type="checkbox"/> Announce the order of business by distributing typed agendas.	_____	_____
<input type="checkbox"/> Introduce visitors present.	_____	_____
<input type="checkbox"/> Guide the discussion in an orderly manner.	_____	_____
<input type="checkbox"/> Give everyone a chance to speak -- one at a time.	_____	_____
<input type="checkbox"/> Restrict comments to the question at hand.	_____	_____
<input type="checkbox"/> Give "for" and "against" supervisors' equal opportunities to speak.	_____	_____
<input type="checkbox"/> Encourage each supervisor to participate in the discussion.	_____	_____
<input type="checkbox"/> On small boards, the chair may participate in the discussion; however the chair should not monopolize the discussion.	_____	_____
<input type="checkbox"/> State each motion before discussion and before the vote is taken.	_____	_____
<input type="checkbox"/> Bring all motions to a vote and announce the outcome.	_____	_____
<input type="checkbox"/> Call for motions as necessary.	_____	_____
<input type="checkbox"/> Request a report from each standing committee.	_____	_____
<input type="checkbox"/> Based on your board's policies or tradition, request the motion to adjourn or adjourn the meeting when all business is completed.	_____	_____
<input type="checkbox"/> Decide all points of order raised by board members.	_____	_____
<input type="checkbox"/> _____	_____	_____
<input type="checkbox"/> _____	_____	_____