CHAIRMANSHIP

This is an honor in which we learn how to organise, plan and preside over a meeting.

The person in charge of proceedings in a meeting is called the Chairman. He or she acts as a referee to quick the members.

The purpose of chairmanship is to maintain harmony and declare the will of the majority through a properly organised business transaction.

Qualities of a Chairman

1. Must be a spiritual man, one who is controlled by the Holy Spirit
2. Must be a man of vision
3. Must know his tool, rights, politics
4. Must have love for God, the people and the organisation
5. Must be a humble man
6. Must be a man of courage, who will call a spade a spade
7. Must be a man of integrity

What Every Chairman Ought To Know

1. Do not be afraid to admit your mistakes
2. Give attention to every view of a member
3. Foster a spirit of unity and team work
4. Get rightful men to sit in committees
5. Identify yourself closely with the personal needs and desires of others
6. Seek to avoid giving offense
7. Be thoughtful of the feelings of others
8. Give credit where it is due
9. Practice the golden rule, ‘do unto others what you want them to do unto you.’
10. Do not make promises you cannot keep
11. Counsel closely with your work mates. Do not tear them outside the meeting but build them
12. Be friendly to the people you work with
13. Arrange compatible men to work together. Do not let people at war work together or their personal prejudices may hamper progress
14. Every member must know what is expected to be discussed where possible
15. Let there be moderation. Moments are there when policy books must be referred to.

Key to Decision Making

1. The Chairman must know his destination, when to hold a meeting, what is to be discussed, duration, who to attend
2. Allow one subject at a time
3. Ensure full debate to the position presented
4. Ensure free debate in the house
5. Always act as a referee
6. The will of the majority must be carried out
7. The rights of the majority must be preserved
8. The personal desires of each member must be merged into the larger group of the organisation
9. Every member has rights that are equal to those of others
10. The Chairman must recognise the formation of subcommittees
11. The Chairman must stick to the agenda

The Chairman’s Attitude

The Chair’s attitude must be one of impartiality, of neutrality in respect to the various issues to be dealt with by the house. This is so even where the personal desire of the Chair are likely to be affected profoundly by the decision the house is called upon to reach.

Methods of Appointing the Nominating Committee

There three ways, in which a nominating committee can be appointed, they are:

1. Nominating from the floor which is the special nominating committee which will then choose the nominating committee and brings the names to the church to vote
2. The church board can appoint the nominating committee in a similar way
3. A vote by ballot paper can be taken or used

Church Board Members

The Church Board is the executive committee of the church. It comprises the church clerk, treasurer, all elders and departmental heads. The chairman is the first elder and the secretary is the church clerk.

Business Meeting. This is the church council of local church members, baptized members only, which approves recommendations by the church board. The chairman is the first elder and the secretary is the church Clerk.

Committees

A committee is a group of people formed to fulfil an objective. However, the type and the function depend on the objective of the committee.

1. Standing committee. This is an appointed or permanent committee with a longer life-span and it deals with regular or continuing issues e.g. the church board, the A.Y executive etc.
2. Sub-committee. Formed from the main committee to look into certain issues, e.g. camp meeting committee
3. Adock Committee. Has a short life span. Formed to fulfil an objective and ceases upon completing the task, e.g., wedding committee

Advantages of committees

1. Helps to settle disputes
2. Provides information advice
3. Improves communication

Disadvantages of Committees

1. If wrong people are placed to sit in committees, it may yield bad results or poor performance
2. If they become too big, it causes problems by trying to be independent.

Duties of Committee Members

1. Punctuality at all meeting
2. To refer all issues to the chairman even if your neighbour knows the answer
3. To pay attention to the reading of the minutes
4. Never to discuss committee work outside the meeting
5. Express your views during and after the meeting
6. Remember the chairman’s decision of point of procedure is final and should be given the loyal support
7. Be loyal to the decision made even if you voted against it
8. Bring any other issue in A.O.B.

How to Make Committees Succeed

1. Get right men and women to sit in committees
2. Define the committee functions and goals properly
3. Appoint a chair with leadership skills
4. Record every transaction of the committee.

Modes of Voting

1. By Acclamation (viva voice). Voting by voice e.g. “those in favour say aye (i) yes and those against say nay (no).
2. By Raising the Right Hand (Division). This is where by those in favour of the motion raise up their hands.
3. By Standing Up. This is where by those in favour of the motion rise up by standing.
4. By Secret Ballot (writing on a piece of paper). Voting secretly without anyone knowing what you voted for.
5. By Calling the Roll. This is a list of names which are called and people say yes or no in the end the chair counts the yes and the noes.
6. By Bell Calling. This is where names are called out and people vote on each name called.

MOTIONS

A motion is piece of statement brought to the house, seconded, discussed and voted to become legal or a motion is a precise statement of a proposed action.

There are eight types of motions, and they are:

1. Main or Original Motion-this is the first motion a raised by a member to propose for action. It takes precedence. No any other motion can be passed when the principle motion is still under consideration.
2. Subsidiary Motion-this is the motion raised after the main motion has been discussed. It deals with pending matters, e.g. “I move that we table the motion.” That is to say, putting off the matter to a future meeting.
3. Table the Motion-this is to put off an item under discussion to a later time. This may be as result of insufficient information on the matter.
4. Motion on the Table-refers to items under consideration in the house.
5. Dilatory Motion-is a meaningless motion and must be ruled out of order by the chair.
6. Amendment Motion-a change made to an already existing motion, constitution or by-law.
7. Amendment to Amendment Motion-a change made to an amended motion.
8. Privileged motion-this is a motion which does not need to be seconded is not debatable, amendable and it is good for adjournment, e.g. “I move that we adjourn.” Without being seconded the chair states the motion, “there is a motion to adjourn, all in favour say I or all against say nay.”

Forms of Church Government

1. Apostolic/Democratic Form-People are free to take part in the governing of the church and electing delegates to conferences. All members are equal in ranks, e.g. Apostolic Church, Presbyterian Church and the S.D.A Church.
2. Papal-This is a form of church governance were supreme authority is vested in the pop. Other subsequent delegating is through the Cardinals, Archbishops, Bishops and Priests.
3. Episcopal-This is the governing of the church through Bishops, Priests and Deacons.
4. Independent type of Government-This is where the local church makes its own decision or policies without interference from higher authorities.

Guiding Principles on Who to Speak

* The chair should always show preference to the proposer of the motion to allow him explain his views
* A member who has not spoken has prior claim over one who has already discussed the question
* The chair should show preference to the opposed to be the last speaker
* The chair should show preference to a member who seldom speaks to one who frequently claims the floor of the house
* A member who raises his hand first when all have spoken stands priority
* When a member stands to speak, he must speak to the chair. No member should mention the name of the pre-current speaker or turn to face him as this may cause confusion by direct confrontation.

Two Points to be noted by the Speaker

* If the chairman intervenes to speak to the speaker himself, the speaker may remain standing but remain silent when the chairman is addressing him.
* If the chairman intervenes to speak to some other person, the speaker must at once resume his seat and wait until called upon to continue. If any other person seeks to intervene, the speaker may ignore him, but if the chairman signifies that the intervener be heard, the speaker must at once resume his seat.

Rules of Debate

* The chairman is at all times in charge of proceedings and if the chair rises to speak accept after adjourning the meeting, all other persons shall stop speaking and shall resume their seats or remain seated.
* The speaker must regard himself us subject to the directions of the chairman.