

## **GOVERNORS' MEETING GUIDELINES FOR THE CHAIRMAN**

The Governors' Meeting is an extremely important part of the meetings held at each Interim Meeting and Convention. Although the body itself has no official status within the organization, it is a key to its operation.

The concept is to give the Governors an opportunity to discuss current happenings, or lack thereof, without being intimidated by the Executive Council's presence. Recommendations of the Governors are passed on for vote at the Board of Governors meeting. The Governors control this latter meeting as each member of the Executive Council only has one vote.

The Executive Council is on call and may be called into the Governors' Meeting for clarification of any particular item. It is recommended that this take place if required in order to avoid wasting time in what may turn out to be unproductive discussion. Examples of this that have been required in the past were for the clarification of a budget item or an item on the financial statements, or the reasoning behind a constitutional or bylaw change.

Observers are welcome at this meeting. These usually consist of Past District Officers and Past International Presidents, although any member of the Fraternity is welcome. These observers often have constructive input relative to such items as the constitution and bylaws, financial statements and uses of the various funds. They may even be able to assist from their memory of previous discussions. It is important to remember however, that they are just observers and the chairman must exercise his authority to control the input of the observers if required. **Preferably the observers would only speak when asked or when they have specific knowledge of an area being discussed. They should not be giving opinions. THE INPUT OF THE CURRENT DISTRICT OFFICERS IS THE KEY TO THIS MEETING.**

Without limiting the individual personality of any given Chairman; there are some things that should be done.

As soon after his appointment as possible, the new Chairman should prepare a list of items he would like discussed at this meeting. This should generally include a review of the financial statements and budget that will be presented and a list obtained from the President of any items the Executive Council would like discussed. This list should then be circulated to all Governors for their input as to further items. A final agenda should be circulated to all Governors prior to the meeting. Items may be added up to the conclusion of the meeting.

The Chairman and the Secretary of the meeting shall be selected from the nine multi-club districts at the previous Convention or Interim Meeting.

Traditionally of late, the meeting has adjourned in time for the attendance by the Governors at the hospitality room at noon. They should not be tied to this schedule. It is possible to have a working lunch or reconvene after lunch if the need arises. As was stated at the beginning, this meeting is a key component of the sessions and should not be curtailed by deadlines. You as chairman are paramount to the success of this meeting.

Good Luck.