

13. Turn the chair over to a vice president or other temporary occupant during the assembly's consideration of:
  - A. A motion in which the presiding officer wishes to take part in debate. (This should only be done on rare occasions.)
  - B. A motion referring to the presiding officer in a capacity not shared with others.
  - C. A motion that commends or censures the presiding officer alone or with other members. The presiding officer should remain in chair for a motion to elect officers, delegates or committees, even if he or she is included.
  
14. Vote when her/his vote, in a voice vote, will affect the result – to make or break a tie.

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## Duties of the Presiding Officer...

The person who presides over a meeting has several specific responsibilities:

1. Open the meeting on time, be certain that a quorum is present.
2. Announce in proper sequence business to come before the general assembly.
3. Recognize members who are entitled to the floor.
4. State, put to vote, and announce results of vote on questions that legitimately come before the assembly.
5. Protect the assembly from obviously frivolous motions by refusing to recognize them.
6. Enforce rules of debate, order, and decorum within the assembly.
7. Expedite business, but respect all rights of members.
8. Decide all questions of order, subject to appeal. If in doubt, the presiding officer may submit questions to the assembly for decision.
9. Respond to inquiries of members concerning parliamentary procedure or factual information bearing on the business of the assembly.
10. When necessary, authenticate by signature, minutes, orders, legislation, etc.
11. Declare the meeting adjourned when the assembly so votes or at the time prescribed, or if an emergency affects the safety of the assembly.
12. Announce the results of an election or vote.