

GUIDANCE FOR THE GRAND

PURPOSE

The Grand will run the meeting. They will be in full control, within the traditions of the Society. It is the Grand's responsibility:

- that the meeting should be successful
- that it conforms with the rules of the club
- that the members should be satisfied and that their needs should be met

DUTIES

Opening remarks will be given by the Grand – the welcome to visitors and members, a brief history of the Cogers, an outline of the meeting proceedings, the availability of a copy of the Rules and Procedures for Meetings kept in the Box. The Grand will then announce and introduce the Opener.

The Grand will then call on members and visitors to address the meeting. The Grand will:

- remind them of permitted timings and ensure their compliance
- remind speakers that meetings of Cogers are subject to the Chatham House Rule
- enquire if the speaker wishes to take an interjection from the floor
- encourage visitors to take a full part

It is helpful to speakers for timecards to be shown by the Grand at 5 minutes left (for Opener), at 2 minutes left and at the end of their time.

The Grand will decide when to call an interval break in the meeting and how long it should be. They will also ensure that the speaking programme ends at the time appointed.

Following the speaking programme, the Grand will call upon the Evaluator to give an appraisal and award the Apple of Discord. [The Evaluation and Apple of Discord are currently suspended]

The Grand will announce any items of business and will close the meeting.

NOTES

The Grand is responsible for pronouncing on matters of taste, on validity of interruptions, participation 'rationing' (if required because of time limitations) and any other matters affecting the meeting. Speakers must express their ideas within the ordinary courtesies of civil discourse. The Grand may disallow the use of words and phrases which obstruct the purposes of the meeting. The Grand may exclude from the meeting any speaker whose behaviour is unacceptable.

The Grand is responsible for ensuring that the meeting is not interrupted by extraneous noise or events, that speakers are given a proper reception and hearing, and that late arrivals are properly accommodated.

The Grand should ensure that the Attendance Book is completed.

The Grand does not have a right to speak in the meeting. However, if the meeting is not busy and time permits the Grand may contribute a speech, appointing a temporary Grand for the duration of their speech.