



WHERE LEADERS ARE MADE
www.toastmasters.org

Mentor's Moment

Today's Topic: Passing Control of a Meeting

Three quick thoughts about the Passing Control of a Toastmasters Meeting/Session:

1. Purpose

- a. Someone must always be in control of the meeting
- b. This ensures an orderly meeting and efficient use of the time
- c. It also helps meeting participants recognize, and thus, focus their attention on one speaker at a time

2. Best Practices

- a. In Toastmasters, the person who is in control of a session/meeting is the president, who then introduces the "Toastmaster of the Day" to run the program
- b. The "Toastmaster of the Day" then calls on other participants when it is their turn as outlined the session agenda
- c. These participants may, in turn, introduce others. For example, the "Table Topics Master" calls on individuals to give an impromptu talk, which is called a "Table Topic"
- d. The participants return control of the meeting when they are finished to the individual who introduced them by calling on them by role: "Mr./Madam Table Topics Master, or "Mr./Madam General Evaluator," or "Mr./Madam Toastmaster"
- e. A list of Toastmaster courtesies including titles is on the next page

3. Business Application

- a. Everything we do in Toastmasters has a direct application to the business world
 - b. This includes the control of the meeting
 - c. Whether it's a daily huddle, a weekly staff meeting, or a board meeting, there is always someone who is leading or chairing the session
 - d. The chair may recognize or call on someone else to speak/lead but regains control of the meeting at the appropriate time
 - e. The chair calls on a person by name when passing control of the meeting; this person, in turn, returns control of the meeting to the chair or passes it on to someone else by calling them by name
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Toastmaster Courtesies

All persons given the floor to speak should be applauded as they walk to and from the podium to display encouragement and support. In addition, the proper address for each portion of the meeting is as follows:

Opening: "Mr./Madam **President**, fellow Toastmasters, and honored guests."

Speaking Portion: "Mr./Madam **Toastmaster**, fellow Toastmasters, and honored guests."

Table Topics Portion: "Mr./Madam **Table Topics Master**, fellow Toastmasters, and honored guests."

Evaluation Portion: " Mr./Madam **General Evaluator**, fellow Toastmasters, and honored guests."

Closing: "Mr./Madam (Title of person who calls you up), fellow Toastmasters, and honored guests" (if guests are present)