

## **Duties, Responsibilities and Authority of the ACBL President**

### Recommended Reference Material

1. Robert's Rules of Order
2. Bylaws of the ACBL
3. ACBL Codification of Previous Minutes

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For the purpose of this document presidential activities are divided as follows:

#### I. ACBL Board of Directors

A. Meetings

B. Appointments

C. Committee Assignments

D. Agenda and Journal

E. Executive Committee

#### II. Social Duties

A. NABCs

B. Other

#### III. ACBL Board of Governors

#### IV. World Bridge

## **I. ACBL Board of Directors**

### **A. Meetings**

A most important function of the president is to chair the Board of Directors meetings. Our meetings are conducted in accordance with Robert's Rules of Order and it is important that the president have a working knowledge of Robert's Rules and be very familiar with all sections listed in the index under chairman.

Usually, there is a brief session of the full board the 1st day of the meetings. The board then meets as committees for the balance of the first day and the second day. The full board convenes on the third and fourth days. The president may adjust this schedule to accommodate special circumstances.

While parliamentary law and rules are applicable to board action, board custom is to discourage technical procedure. Rules should be applied and interpreted so as to permit a majority to accomplish its ultimate purpose within a reasonable period of time, but only after allowing the minority reasonable opportunity to express its views. A debate during which only one side of the question is aired should be terminated when, after inquiring for a contrary view, no one rises to speak.

A non-partisan meeting chairman is a delight for any assembly and has a better chance of maintaining control during debate.

### **B. Appointments**

Certain positions are appointed annually by the president. These positions along with committees to be appointed can be found in the Committees Book.

### **C. Committees**

The president appoints all committee chairmen, vice chairmen and members of each committee of the board. Board members are asked for

committee preferences and the president uses his best judgment in trying to accommodate the requests of each member, while maintaining balance on the committees.

The president also appoints the Honorary Member Committee, Election Committee (this is actually done on a seniority basis of the members in the first year of their term), and any special committees designated by board action or at the president's discretion. All committees serve for the term of the president, except in the case of a special committee whose work is not concluded during the president's term.

#### **D. Agenda and Journal**

Management sets the time table for the various journals and final agenda. However, the president exercises his discretion as to which committee or committees an item is assigned.

In addition to board motions, the agenda includes special reports and other meetings (Charity, Ed. Foundation, etc.). The president sets the agenda with the aid of management.

#### **E. Executive Committee**

The president serves on the Executive committee and acts as its chairman. The president, sometimes in consultation with management, determines when it is necessary to hold an Executive committee meeting, and delegates the arrangements to management. When possible material should be sent to all board members in advance of an executive committee meeting, so that all board members can give input to their elected zonal representative. In certain situations it is advisable to have the committee chairman of the subject matter involved in the meeting. management assigns staff as necessary.

## **II. Social**

### **A. NABCs**

The President's suite should be open to Board members, Chairman of the Board of Governors, CEO and in house counsel between sessions and after each evening session. During Board meetings it should be open after meetings and later in the evening, as practicable.

The president decides what special guests and parties to hold in his suite. Board members are always included, but the president may limit guests or even close one or two nights except to board members, et al.

There are many functions at each NABC. Management makes up a calendar for the two week period which includes the President's special parties and distributes the list to the president, board members, CEO, Chairman of the Board of Governors and in house counsel.

## **B. Other Social Duties**

The President is expected to travel to tournaments throughout ACBL. The president determines his own schedule and travels and entertains within the financial parameters and budget set forth in motion 961-14.

The president is the League's Ambassador and will be in contact with many members, and their Unit and District representatives. The President will be met with a great deal of goodwill, and is expected to listen to problems and try to assist in solving them.

## **III. ACBL Board of Governors**

The president reports to the Board of Governors on the activities of the Board of Directors at each NABC. It is important that board actions be presented in a positive light and supported by the President.

The president represents all members and should be very sensitive in hearing the views expressed by the Board of Governors. Concerns which have not yet captured the attention of the board members are often first aired by the governors.

## **IV. World Bridge**

The ACBL President heads the largest bridge league in the world, and as president of ACBL is also president of Zone II of the World Bridge

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Federation. Other zones are keenly interested in activities in North America and the President is called upon to annually provide a written report to the WBF Executive Council detailing activities and items of general interest to the Executive Council. This report will be distributed to all zonal conferences. The president is always invited to world championships, but it is entirely his/her option whether to attend or not. If the president decides not to attend his report will be read for him by one of the ACBL Representatives to the WBF.