

DEVELOPING THE APPLICATION
PROCEDURE26/30
7/1/24CONDUCT OF GENERAL CONFERENCE - continued

Strict rules cannot be applied arbitrarily; interpretations and even deviations from rules may be necessary. This is a matter that must be left to the chairman of the meeting.

The personality and ability of the chairman will have a large influence in keeping the meeting progressing properly in its proper channel.

Suggest to chairman a return to proper procedure at any time in open meeting when the meeting appears to be wasting time on irrelevant matters.

THINGS TO BE DONE OUTSIDE OF MEETING ROOM DURING CONFERENCE

Registration List

Prepare a list from registration cards of those present as soon as meeting is called to order.

Send list to Administrative Assistant of the Division to be mimeographed.

Deliver registration cards immediately to the Chief of the Division who will be presiding at this time.

Follow up mimeographing of registration lists.

As soon as registration list is mimeographed, distribute a copy to each delegate.

Talk by the Secretary of Commerce.

Find out when the Secretary will be available to address meeting.

It is best to introduce the Secretary to the meeting during the afternoon of the first day, following luncheon recess.

PROCEDURE OF CONFERENCE

Meeting called to order

The chief of the Division of Simplified Practice will open and act as presiding officer at all conference meetings.

Call meeting to order promptly on the hour scheduled.

Every impression that can be made on business men of business-like attitude of the Department "starting on schedule" assists in increasing the faith in the work of the Division.

Introductory Remarks by the Chief of the Division

Make remarks brief.

Cover:

1. Purpose of the meeting

Open with statement "This is a conference with the producers, distributors and consumers of ---- line with the Division of Simplified Practice and its cooperating agencies, the Fabricated Production Department of the Chamber of Commerce of the U. S. and the AESC."

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Introductory Remarks by the Chief of the Division - continued.

2. Brief history of events leading to the calling of the conference
3. What has been done in other industries
Use abridged edition of "Telling the Story" illustrated with slides.
4. Position of the Division of Simplified Practice with reference to:
 - a. Not being mandatory
 - b. Requiring 80 per cent acceptance

Brief remarks by representative of the American Engineering Standards Committee

Optional with the Chief of the Division.

Reading of Registration Cards.

Suggest each one rise as name is called.

This helps the chairman, stenographers and others to identify subsequent speakers.

The registration cards will be delivered to the chief of the Division after the opening of the meeting.

Explanation of Rules of Guidance for Conference

Explain that it is not the purpose to make the meeting strictly formal.

Explain that no rules have been set up, but such rules as may seem necessary as the conference progresses will be put to vote.

Explain the advisability of:

- Recognition by chairman of speakers from the floor.
- Speakers giving their names and connection after being recognized by the chairman.
- Speakers advancing to the front of the room on request of chairman.
- Limiting speakers to 5 or 10 minutes after rule has been adopted by majority vote.

In order to conserve time speakers should limit themselves by talking concisely and to the point. Free discussion is desirable and should be encouraged but when discussion tends to get away from the point in question, this rule should be passed in order to give the chairman stricter control of the meeting. This rule may be presented for adoption toward the close of the day when unnecessary discussion may extend the conference to another day.

Majority vote rule on every decision except adoption of simplification recommendations which must be unanimous.

Announcement of Short Talk by Secretary of Commerce

State at the meeting, in all cases where it has been possible to make arrangements, that arrangements have been made to have the Secretary of Commerce welcome the delegates to Washington and you anticipate he will come in at - - - hour.