

## **NAFRA Guidelines for Presiders and Moderators**

Based on the CIOFS Moderator Guidelines

**October 2019**

1. The National Minister, or an NEC member delegated by the National Minister, is assigned to preside at each session. A moderator, assigned by the NEC, serves as a facilitator for the session.
2. The moderator will speak with the presider prior to the session that she/he will be moderating to review the topics of discussion, as well as the duration and dynamics of that session. It may be necessary, in some cases, to consider different possible scenarios.
3. The moderator will prepare a plan of action for moderating the session for which she/he is responsible for and make any necessary arrangements. Prior to the session the moderator may choose an assistant who will carry the microphone to those wishing to speak, or the moderator may decide that those wishing to speak will form a line at a standing microphone.
4. The presider opens the session and introduces the moderator. The moderator will explain the process to be followed.
  - Participants will be reminded that speakers cannot exceed 3 minutes; only if all the members who wish to speak had the opportunity, can anyone speak a second time.
  - The National Minister or the NEC presider can intervene at any time.
  - Speakers must remain within the scope of the subject being discussed.
5. The moderator will very briefly introduce the topic of discussion, and if necessary refer participants to the pertinent documents distributed prior to the meeting.
6. The moderator will acknowledge all who wish to speak. Participants will raise their hands to request the opportunity to speak and/or the moderator might keep an ongoing list of participants wishing to speak. The moderator will continually oversee the room to ensure that those requesting to speak are provided with an opportunity.
7. One of the primary roles of the moderator is to ensure that speakers remain within the scope of the subject being discussed. The moderator will be simultaneously respectful and firm, and require others to respect the rules as necessary.
8. The moderator will guide the discussion as needed. When conclusions are reached, the moderator will summarize the discussion and ensure that the group has reached a consensus. If there is a call for a vote, the presider will lead the voting process.
9. When topics to be addressed during a particular session have not been addressed, or if there is no conclusion, the moderator will confer with the presider and table the topic for further discussion at a later time, unless there is a motion to prolong the session and all members agree to it.
10. At the end of the session, the moderator thanks the participants for their input and, if there was an important lesson learned, she/he shall make some recommendations to the presider for the following sessions.
11. The presider will thank the moderator and close the session. The presider will then make any necessary announcements or invite the appropriate person to do so.
12. At an appropriate time the moderator confers with the Secretary to confirm that the minutes reflect the work and conclusions of the session.