

GREENHAND CONDUCT OF MEETINGS TIMEKEEPER INSTRUCTIONS



1. When a team either indicates that they are ready to begin or when they begin their presentation (not their introduction) start keeping time. The timekeeper should stand and remain standing until recognized by the team chair at 8 minutes. At 10 minutes and 30 seconds, the timekeeper should stand and remain standing until the presentation is done.
2. At the conclusion of the team's performance, the timekeeper must record the amount of time the team used for their presentation.
3. At the conclusion of the question and answer period, which is not timed, a maximum of 5 minutes for preparation of the secretary's minutes will be allotted. The timekeeper needs to time this period and let the secretary know when this 5 minutes has concluded. At that time, the secretary must stop writing.