



Freedom of Road Riders®

President & Vice President Handbook

Revised 3/2026

PRESIDENTS

MAIN DUTIES

1) Run your meeting.

Pointers on a successful meeting

- A) Hold meetings in a neutral location, suitable for conducting business with as little distractions as possible. VFW, Legion Hall or somewhere with a separated (or somewhat separate) meeting room.
- B) Set up the meeting room so your cabinet in the center of conducting business (Head Table).
- C) Keep the meeting location and time on a regular schedule. Members will not try to keep up with erratic changes. It could cost you potential new members.
- D) Follow a meeting agenda as closely as you possibly can.
- E) Read up on your organization bylaws, policies, procedures and Roberts Rules of Order.
- F) Remember every member's opinion and voice needs to be heard! Even the negative one's matter. The positive cannot happen without the negative pointing out any issues that may occur.
- G) Pay attention to your treasury. Communicate with your treasurer to know where your funds are and where to direct the locals' focus. (Raising funds, directing funds, etc.)
- H) Pay attention to your membership numbers and any & all ways to raise that number. (membership drives, recruitment)

President/Vice-President = A Leadership Primer:

“Being responsible sometimes means pissing people off”

Good leadership involves responsibility to the welfare of the group, which means that some people will get angry at your actions and decisions. It's inevitable, if you're honorable. Trying to get everyone to like you is a sign of mediocrity: you'll avoid the tough decisions, you'll avoid confronting the people who need to be confronted, and you'll avoid offering differential rewards based on differential performance because some people might get upset. Ironically, by procrastinating on the difficult choices, by trying not to get anyone mad, and by treating everyone “nicely” equally, regardless of their contributions, you'll simply ensure that the only people you'll wind up angering are the most creative and productive people in the organization.

LEADERSHIP:

You are all leaders; you would not be here if you were not

- Leadership is a matter of intelligence, trustworthiness, humaneness, and sternness.
- The Leader stands for the virtues of wisdom, sincerity, benevolence, courage and strictness.
- Although as leaders, we've probably wanted, on many occasions, to use more “sternness” and “strictness” than would be proper, we must remember our SMRO isn't a military organization. But we do need to continually demonstrate “intelligence”, “trustworthiness”, “wisdom”, and “sincerity” if we are to be successful in our pursuits.
- Leadership is responsibility
- Lead by example
- You are the organization
- Avoid getting personal
- Do not dismiss anything/nothing is unimportant
- Do not procrastinate
- No personal agenda: Yours is to administrate not dictate. Think of the organization as the corporation that it is. The members are stockholders and are represented by the Locals' Central Committee Representatives who direct the corporate officers as to the course of the organization. It is a corporate officer's job to carry out the decisions made by the members and to oversee the day-to-day operations of the organization.
- As a leader and an officer of an organization you must “share the load”. Do not have the attitude that “I do not need anyone's help; I can do it better and quicker by myself”.
- You must be willing to work with others and do the things you yourself may not want to do.
- The President and Vice President need to become familiar with *Roberts Rules of Order* as it will help you streamline the meeting. When a motion comes on the floor it is important that you stay on topic and not vary from the motion. Sometimes members can go off topic and then it will lengthen your meeting time. So, it is important to keep them on topic and after the vote is taken then you can open discussion on other matters

A BRIEF GUIDE FOR LOCAL PRESIDENTS

The priority of a President or Chairman of any organization is to ensure the organization is healthy. If this is done, the life span of the organization can be greatly extended. The solution to this is that you must do so within the boundaries of the By-laws of the organization.

When a President is presiding over a Local meeting there are certain things he or she should try to do or not do.

Try to run the meeting as politely and as fairly as possible. The By-laws say that the Central Committee meetings shall be conducted per *Roberts Rules of Order* as interpreted by the Chairman. However, this does not necessarily apply to the Locals. Each Local is different and you must use your best judgment in deciding how structured your Local meeting must be.

Local meetings should be fun and informative. Try not to get bogged down with every little detail. The details can always be worked out once you have decided on your basic course of action.

Try to be impartial when conducting the meeting. Be sure that everyone who wishes to speak has a chance to do so (without interference from others).

Try to encourage your members to get more involved, by asking for and respecting their opinion on issues or their help with a project.

Be open-minded and at least listen to all points of view and or ideas. You never know, the idea may be an old one with a new twist that makes it work. **Don't hold a grudge** – Please remember that all FORR® members have a say in how things are done within the organization. If someone has a different opinion than yours it is his or her right to do so. It should not be a reason to alienate a member.

When running the day-to-day business of the Local a President should:

*Abstain from any voting in the local meetings. His or her duty as the President is to be the tie breaking vote, should a tie vote occur.

*Keep in mind what the Local will say when they hear what decisions you have had to make outside of the meeting. Yes, you must tell them about your decision and the reason behind it. Be prepared to accept either the pat on the back or the kick in the ass. It can go either way or even at the same time; don't be discouraged – stuff happens.

*If there comes a time when you must decide and don't wish to do so on your own, get on the phone and/or e-mail and ask your fellow officers and members for input. I am sure they will have no problem letting you know just how they feel.

*Try to ensure (without being rude) that the other officers of the Local are performing their duties. Keep in contact with them between meetings.

Have social get-togethers, rides; meet for dinner or whatever; other than the meeting. Your Local is like an extended family – the more you play together the stronger your Local will be. Before I close, I would say that a Vice President should pay very close attention to this because one day you may be in charge. Not only are you the ex-officio of all committees you are second in command and if the President is out sick or cannot complete his term you will be there to fill his/her shoes. One thing that is for sure is that your job is important no matter how you feel about it at the time.

The last point I would like to make is that both the President and Vice President become familiar with *Roberts Rules of Order* because it will help you streamline the meeting. When a motion comes on the floor it is important that you stay on topic and not vary from the motion. Sometimes members can go off topic and then it will lengthen your meeting time. So, it is important to keep them on topic and after the vote is taken then you can open discussion on other matters.

Freedom of Road Riders

1. Call to order: _____ Date _____
 - a. Phones on silent
 - b. Preamble
 - c. Pledge of allegiance
 - d. Moment of silence
 - e. Welcome new members/visitors
 - f. Roll call
2. Old Business:
 - a. Last meeting minutes
 - b. Treasurers report
 - c. CC report
 - d.
 - e.
 - f.

15 Minute Intermission
3. New Business:
 - a.
 - b.
 - c.
4. Departments:
 - a. President report
 - b. Vice President report
 - c. Secretary report
 - d. Treasurer report
 - e. Event coordinator report
 - f. Membership report
 - g. Product line report
 - h. Web master report
 - i. Safety report
 - j. Historian report
5. Good to the Order:
 - a.
 - b.
 - c.
6. Adjourn meeting time: _____
7. Incentive pot

ROBERT'S RULES OF ORDER CHEAT SHEET

YOU WANT TO...	YOU SAY...	MAY YOU INTERRUPT THE SPEAKER?	DO YOU NEED A SECONDER?	CAN IT BE DEBATED?	CAN IT BE AMENDED?	IS A VOTE REQUIRED?
INTRODUCE AN ITEM FOR CONSIDERATION	I move that/to...	No	Yes	Yes	Yes	Yes, majority
PROPOSE A CHANGE TO A MOTION	I move to amend the motion to...	No	Yes	Yes	Yes	Yes, majority
SEND A MOTION TO A COMMITTEE FOR FURTHER STUDY	I move to refer the motion to...	No	Yes	Yes	Yes	Yes, majority
POSTPONE DISCUSSION ON A MOTION UNTIL A LATER DATE	I move to table the motion until...	No	Yes	Yes	Yes, but only in regards to timeline	Yes, majority
CALL ATTENTION TO A RULE THAT HAS BEEN BROKEN	Point order,	Yes	No	No	No	No
SEEK CLARITY ON A TOPIC	Request for information	Yes, provided the question may be asked without being on the speaker's list	No	No	No	No
PROTEST THE CURRENT CONDITIONS IN THE ROOM	Point of personal privilege.	Yes	No	No	No	No
PROTEST THE CURRENT RULING OF THE CHAIR	I move to appeal the decision of the Chair	Yes	Yes	Varies	No	Majority in the negative to reverse the decision of the Chair
LIMIT OR EXTEND DEBATE ON AN ITEM	I move to limit/extend the debate by...	No	Yes	No	Yes, but only the amount by which debate is being limited/extend	Yes, 2/3
END DEBATE ON AN ITEM	I call the question.*	No	Yes	No	No	Yes, 2/3
RECONSIDER A MOTION VOTED UPON EARLIER IN THE MEETING	I move to reconsider...**	No	Yes	Varies	No	Yes, majority
TAKE A BREAK	I move to recess for...	No	Yes	No	Yes, but only the length of time	Yes, majority
END THE MEETING	I move to adjourn...	No	Yes	No	No	Yes, majority

• Members who wish to call the question may not add to the discussion in any way immediately before calling the question.

** Only Members who were on the prevailing side may move a motion to reconsider. Members must state which side they voted in when moving to reconsider.

MEMBER RETENTION

Maintaining a strong membership base is very important for Freedom of Road Riders® to protect the rights of all Missouri motorcyclists. While membership recruitment is important to contributing to a strong organization both at the state and local levels, retention of existing members is equally important and if this is not given adequate emphasis at all levels of the organization can significantly counteract an otherwise strong recruitment program and end up leading to a zero or even negative growth rate for the organization and the local.

Recruitment and retention are the beginning and the end of the membership cycle. In between the time the new member is recruited and the time when that new member reaches their first renewal period is the time period when the new member's expectations are either fulfilled, resulting in a satisfied and enthusiastic member, or they are left unfulfilled resulting in a disillusioned member who is unlikely to renew their membership in the local and the organization.

New local members need to be welcomed into the local and the organization. Each local should have a person in the local who is designated to contact new members and welcome them to the FORR® family. That individual should invite the new member to the next local meeting and if there are any events or runs planned soon make sure the new member is given information about the event.

At every local meeting every member of the local should make it a point to welcome all guests and new members and have one-on-one personal contact with these individuals. If possible, offer to assist new members during their first local meeting to make sure they do not feel left out or confused about issues that are being discussed. Have copies of the organization by-laws, policy and procedures and past newsletters to give to new members so they can more easily learn information about the organization.

The second part of the membership cycle is the period following the recruitment phase. This is the new member's first year in the organization and the time period when the new member's expectations are either fulfilled, resulting in a satisfied and hopefully enthusiastic member or they are left unfulfilled, disillusioned and unlikely to renew their membership or remain involved with the organization.

Happy locals are the building block to Freedom of Road Riders® being a successful motorcycle rights organization that actively protects the rights of Missouri's motorcyclists. In the perfect world every local would have positive membership growth every year, successful fundraisers and 100% participation in local meetings and events. However, we all know in the real world this rarely happens. Not every member recruited will renew their membership for various reasons from financial, job changes or they simply are not a good fit for the organization. However, for some it simply takes a little push for the renewal to occur.

Although the FORR® Membership Office sends out a membership expiration reminder, this lacks the personal one on one contact by someone from your local asking that member to renew their membership. If the member still has not renewed after 30 days, then it is time for someone **from the local** to make a phone call to the member and encourage them to consider renewing their membership. During the conversation with the membership secretary, the local can try to determine if the member has not had experience with FORR® and the locals have not been as positive as they had expected

so that the problems can be addressed by the local. The reasons that members have for not renewing their memberships are important items of information and these reasons need to be addressed during local meetings.

History and experience have shown that natural attrition, which we have no control over, will result in a reduction of membership by about 5% per year. Natural attrition is the result of health, economics, broken friendships, job transfers, and a variety of other reasons that cause people to choose not to renew their memberships. We, however, need to do everything within our power to make sure that our membership is receiving something of value for their money, and that our locals and the organization are fulfilling the expectations of our membership.

Remember it is up to each member of Freedom of Road Riders® to welcome new members, to promote the organization in a positive manner to take responsibility for the actions of their local and the organization.

By getting new members involved with even the simplest or what you may consider a small task, we give them a sense of belonging. It is up to the officers to recognize these qualities in each member, this meaning new members as well as your 5-year member that sits in the back. Each member matters, we must engage them. As you reach out to your members get to know their strengths and utilize them. Everyone works harder towards the overall goals, if they feel appreciated. Even the smallest of accomplishments need to be validated. You may be met with resistance if you push too hard too fast, so approach in baby steps. Find what interests them and aim them in that direction, most times a little guidance is all that is needed. Social media can also be your friend, the beauty of it is that you can keep in contact with your membership. By wishing them happy birthdays or by recognizing other special occasions in their lives, this will give them a sense of family which in turn makes them more likely to return to meetings and events. It is important to develop relationship with all your Local's membership. You will most likely notice as the bond grows stronger, they too will be becoming stronger as proactive members, eventually leading to bringing more Freedom Fighters to the fold. Every person needs to be valued, it is up to us to help them feel secure in our Local's and the Organization as a whole.

We need to utilize every tool we have at our disposal, the Freedom Press, being one of them. New members are excited to get their first few editions. They are on fire so to speak and if your Local has no news it is a letdown. They may in turn may feel that you as a leader are not as enthused as they are, and this is a proven fact in many cases. Imagine being on fire and telling your friends about this awesome Organization you have just become a part of, only to open the Freedom Press to realize your Local has no submission. It tears down everything you as an officer and a representative of Freedom of Road Riders® has worked to accomplish with this new member. This is not limited to new members; older members may also feel that their Local isn't truly engaged in the fight. We must always be concerned with all membership. Your submission need not be a page long but must be informative even if it only consists of your meeting times and dates, maybe upcoming events, something is always better than nothing. We cannot expect people to show interest where we do not, something to consider.