

Creating A Presiding Script

By Todd and Tim Wynn, PRP

PerfectRules.com

**Creating A Presiding Script
Is The Greatest Tool For
Preparing For A Meeting**

**It's Not Just A Document.
It's An Entire Preparation
Process.**

**PREPARING
FOR THE
MEETING**

**PREPARING
FOR THE
MEETING**

**CONFERRING
WITH THE
PRINCIPALS**

**PREPARING
FOR THE
MEETING**

**CONFERRING
WITH THE
PRINCIPALS**

**STRUCTURE OF
PRESIDING
SCRIPT**

**PREPARING
FOR THE
MEETING**

**CONFERRING
WITH THE
PRINCIPALS**

**STRUCTURE OF
PRESIDING
SCRIPT**

**ORDER OF
BUSINESS
(QUIZ INCLUDED)**

**PREPARING
FOR THE
MEETING**

**CONFERRING
WITH THE
PRINCIPALS**

**STRUCTURE OF
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SCRIPT**

**ORDER OF
BUSINESS
(QUIZ INCLUDED)**

**FILL IN AN
ORDER OF
BUSINESS**

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(QUIZ INCLUDED)**

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ORDER OF
BUSINESS**

**ELEMENTS OF
PRESIDING
SCRIPT**

**CREATE A
PRESIDING
SCRIPT**

**PREPARING
FOR
THE MEETING**

**Collect The
Necessary Documents
For The Meeting**

WHICH GOVERNING DOCUMENTS EXIST?

Federal and State Statutes

Parent Organization's Rules

Articles of Incorporation

WHICH GOVERNING DOCUMENTS EXIST?
Federal and State Statutes
Parent Organization's Rules
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Federal and State Statutes

Parent Organization's Rules

Articles of Incorporation

Constitution / Bylaws

WHICH GOVERNING DOCUMENTS EXIST?

Federal and State Statutes

Parent Organization's Rules

Articles of Incorporation

Constitution / Bylaws

Special Rules of Order and Standing Rules

WHICH GOVERNING DOCUMENTS EXIST?

Federal and State Statutes

Parent Organization's Rules

Articles of Incorporation

Constitution / Bylaws

Special Rules of Order and Standing Rules

Parliamentary Authority (e.g., *Robert's Rules of Order*)

WHICH OTHER DOCUMENTS APPLY?

Draft Minutes of the Previous Meeting

Call of the Meeting (Official Notice of the Meeting)

Proposed Agenda (If There Is One)

WHICH OTHER DOCUMENTS APPLY?

Draft Minutes of the Previous Meeting

Call of the Meeting (Official Notice of the Meeting)

Proposed Agenda (If There Is One)

Reports of Officers, Boards, and Committees

WHICH OTHER DOCUMENTS APPLY?

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Call of the Meeting (Official Notice of the Meeting)

Proposed Agenda (If There Is One)

Reports of Officers, Boards, and Committees

Roll

WHICH OTHER DOCUMENTS APPLY?

Draft Minutes of the Previous Meeting

Call of the Meeting (Official Notice of the Meeting)

Proposed Agenda (If There Is One)

Reports of Officers, Boards, and Committees

Roll

Presiding Script (Generated By The Organization)

Identify The Details
Of The Meeting

WHICH BODY IS MEETING?

WHICH BODY IS MEETING?

GENERAL MEMBERSHIP

WHICH BODY IS MEETING?

GENERAL MEMBERSHIP

EXECUTIVE BOARD

WHICH BODY IS MEETING?

GENERAL MEMBERSHIP

EXECUTIVE BOARD

EXECUTIVE COMMITTEE

WHICH BODY IS MEETING?

GENERAL MEMBERSHIP

EXECUTIVE BOARD

EXECUTIVE COMMITTEE

STANDING COMMITTEE / SPECIAL COMMITTEE

WHAT TYPE OF MEETING IS IT?

WHAT TYPE OF MEETING IS IT?

REGULAR MEETING

WHAT TYPE OF MEETING IS IT?

REGULAR MEETING

SPECIAL MEETING

WHAT TYPE OF MEETING IS IT?

REGULAR MEETING

SPECIAL MEETING

ANNUAL MEETING

WHAT TYPE OF MEETING IS IT?

REGULAR MEETING

SPECIAL MEETING

ANNUAL MEETING

ADJOURNED MEETING

OTHER DETAILS

Is Notice Of The Meeting Required? Was It Given?

Which Items Of Business Are Expected To Be Considered?

Which Officers, Boards, Or Committees Will Be Reporting?

OTHER DETAILS

Is Notice Of The Meeting Required? Was It Given?

Which Items Of Business Are Expected To Be Considered?

Which Officers, Boards, Or Committees Will Be Reporting?

Will There Be Elections Or Appointments?

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OTHER DETAILS

Is Notice Of The Meeting Required? Was It Given?

Which Items Of Business Are Expected To Be Considered?

Which Officers, Boards, Or Committees Will Be Reporting?

Will There Be Elections Or Appointments?

Will There Be Amendments To The Governing Documents?

OTHER DETAILS

Is Notice Of The Meeting Required? Was It Given?

Which Items Of Business Are Expected To Be Considered?

Which Officers, Boards, Or Committees Will Be Reporting?

Will There Be Elections Or Appointments?

Will There Be Amendments To The Governing Documents?

Does Any Expected Motion Require Notice? Was It Given?

**PREPARING
FOR
THE MEETING**



**PREPARING
FOR
THE MEETING**

Any Questions?

**CONFERRING
WITH THE
PRINCIPALS**

WHO IS YOUR MAIN CONTACT?

WHO IS YOUR MAIN CONTACT?

Executive Director

WHO IS YOUR MAIN CONTACT?

Executive Director

Legal Counsel

WHO IS YOUR MAIN CONTACT?

Executive Director

Legal Counsel

Assistant To The President

WHO IS YOUR MAIN CONTACT?
Executive Director
Legal Counsel
Assistant To The President

WHO IS YOUR MAIN CONTACT?

Executive Director

Legal Counsel

Assistant To The President

Chief Of Staff

WHO IS YOUR MAIN CONTACT?

Executive Director

Legal Counsel

Assistant To The President

Chief Of Staff

Presiding Officer

MEETING WITH THE PRESIDING OFFICER

MEETING WITH THE PRESIDING OFFICER

The Basics Of Parliamentary Law

MEETING WITH THE PRESIDING OFFICER

The Basics Of Parliamentary Law

Time Limit On Debate

MEETING WITH THE PRESIDING OFFICER

The Basics Of Parliamentary Law

Time Limit On Debate

**Authorizing A Board Or Committee
To Approve Minutes Of The Annual Meeting**

MEETING WITH THE PRESIDING OFFICER

The Basics Of Parliamentary Law

Time Limit On Debate

**Authorizing A Board Or Committee
To Approve Minutes Of The Annual Meeting**

Special Issues or Concerns

MEETING WITH THE PRESIDING OFFICER

The Basics Of Parliamentary Law

Time Limit On Debate

**Authorizing A Board Or Committee
To Approve Minutes Of The Annual Meeting**

Special Issues or Concerns

Answer Any Questions That Arise

**COMMITTEE CHAIRS, REPORTING OFFICERS,
TELLERS, TIMEKEEPERS, ETC.**

**It Can Be Helpful To Speak With
Anyone Who Has A Role In The Meeting**

Make Sure They Understand Their Roles / Answer Their Questions

**COMMITTEE CHAIRS, REPORTING OFFICERS,
TELLERS, TIMEKEEPERS, ETC.**

**It Can Be Helpful To Speak With
Anyone Who Has A Role In The Meeting**

Make Sure They Understand Their Roles / Answer Their Questions

Have Tellers' Reports Available

**COMMITTEE CHAIRS, REPORTING OFFICERS,
TELLERS, TIMEKEEPERS, ETC.**

**It Can Be Helpful To Speak With
Anyone Who Has A Role In The Meeting**

Make Sure They Understand Their Roles / Answer Their Questions

Have Tellers' Reports Available

Make Sure Tellers Have Pens And Papers For Balloting

**COMMITTEE CHAIRS, REPORTING OFFICERS,
TELLERS, TIMEKEEPERS, ETC.**

**It Can Be Helpful To Speak With
Anyone Who Has A Role In The Meeting**

Make Sure They Understand Their Roles / Answer Their Questions

Have Tellers' Reports Available

Make Sure Tellers Have Pens And Papers For Balloting

**Make Sure Any Electronic Voting Platform
Properly Tabulates And Displays Results**

**COMMITTEE CHAIRS, REPORTING OFFICERS,
TELLERS, TIMEKEEPERS, ETC.**

**It Can Be Helpful To Speak With
Anyone Who Has A Role In The Meeting**

Make Sure They Understand Their Roles / Answer Their Questions

Have Tellers' Reports Available

Make Sure Tellers Have Pens And Papers For Balloting

**Make Sure Any Electronic Voting Platform
Properly Tabulates And Displays Results**

Consider Vocal Members And Troublemakers

**CONFERRING
WITH THE
PRINCIPALS**



**CONFERRING
WITH THE
PRINCIPALS**

Any Questions?

STRUCTURE OF PRESIDING SCRIPT

EXISTING PRESIDING SCRIPT
(CREATED BY THE ORGANIZATION)

Don't Be Afraid To Change It
(Drastically, Even)

EXISTING PRESIDING SCRIPT
(CREATED BY THE ORGANIZATION)

Don't Be Afraid To Change It
(Drastically, Even)

Don't Perpetuate Bad Habits In The Script

EXISTING PRESIDING SCRIPT
(CREATED BY THE ORGANIZATION)

Don't Be Afraid To Change It
(Drastically, Even)

Don't Perpetuate Bad Habits In The Script

Be Clear About What You've Changed
And Why You Changed it

**EXISTING PRESIDING SCRIPT
(CREATED BY THE ORGANIZATION)**

**Don't Be Afraid To Change It
(Drastically, Even)**

Don't Perpetuate Bad Habits In The Script

**Be Clear About What You've Changed
And Why You Changed it**

**Your Script Will Be The New Template
For Future Meetings**

**EXISTING PRESIDING SCRIPT
(CREATED BY THE ORGANIZATION)**

**Don't Be Afraid To Change It
(Drastically, Even)**

Don't Perpetuate Bad Habits In The Script

**Be Clear About What You've Changed
And Why You Changed it**

**Your Script Will Be The New Template
For Future Meetings**

**Be Willing To Work With The Customs
Of The Organization, If Possible**

KEEP IT CLEAN

Include Only The Presiding Officer's Part

**Write It So The Presiding Officer Can Read It
Without Having To Think**

KEEP IT CLEAN

Include Only The Presiding Officer's Part

**Write It So The Presiding Officer Can Read It
Without Having To Think**

Include The Correct Parliamentary Language

KEEP IT CLEAN

Include Only The Presiding Officer's Part

**Write It So The Presiding Officer Can Read It
Without Having To Think**

Include The Correct Parliamentary Language

Do NOT Include Explanations

KEEP IT CLEAN

Include Only The Presiding Officer's Part

**Write It So The Presiding Officer Can Read It
Without Having To Think**

Include The Correct Parliamentary Language

Do NOT Include Explanations

**Put Direction In Parentheses Or Brackets,
e.g., (pause) [Secretary Reads Report]**

KEEP IT CLEAN

Include Only The Presiding Officer's Part

**Write It So The Presiding Officer Can Read It
Without Having To Think**

Include The Correct Parliamentary Language

Do NOT Include Explanations

**Put Direction In Parentheses Or Brackets,
e.g., (pause) [Secretary Reads Report]**

**Use Headings That Align With The Proposed
Agenda, Program, Or Order of Business**

COPIES

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Wait Until The Last Minute
(Here, It's Actually A Good Idea)

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Wait Until The Last Minute
(Here, It's Actually A Good Idea)

Make A Copy For Yourself

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Wait Until The Last Minute
(Here, It's Actually A Good Idea)

Make A Copy For Yourself

Make Several Copies For The Presiding Officer

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Make Several Copies For The Presiding Officer

Make Several Copies As Backups

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Wait Until The Last Minute
(Here, It's Actually A Good Idea)

Make A Copy For Yourself

Make Several Copies For The Presiding Officer

Make Several Copies As Backups

Include Supplemental Materials At The End Of The Script

BEFORE THE MEETING

Ensure The Presiding Officer Has The Current Script

BEFORE THE MEETING

Ensure The Presiding Officer Has The Current Script

**Read Over The Presiding Officer's Script,
Checking For Any Additional Notes**

BEFORE THE MEETING

Ensure The Presiding Officer Has The Current Script

**Read Over The Presiding Officer's Script,
Checking For Any Additional Notes**

Ask Key Players About Any Last-Minute Situations

BEFORE THE MEETING

Ensure The Presiding Officer Has The Current Script

**Read Over The Presiding Officer's Script,
Checking For Any Additional Notes**

Ask Key Players About Any Last-Minute Situations

Make Any Necessary Changes To The Script By Hand

BEFORE THE MEETING

Ensure The Presiding Officer Has The Current Script

**Read Over The Presiding Officer's Script,
Checking For Any Additional Notes**

Ask Key Players About Any Last-Minute Situations

Make Any Necessary Changes To The Script By Hand

Explain Any Changes To The Presiding Officer

BEFORE THE MEETING

Ensure The Presiding Officer Has The Current Script

**Read Over The Presiding Officer's Script,
Checking For Any Additional Notes**

Ask Key Players About Any Last-Minute Situations

Make Any Necessary Changes To The Script By Hand

Explain Any Changes To The Presiding Officer

**Create Last-Minute Supplemental Materials
By Hand, As Necessary (Even During The Meeting)**

DURING THE MEETING

**Follow Along On Your Own Copy;
Mark Off Sections As They Are Completed**

**Keep An Eye On The Presiding Officer's Copy
To Make Sure It's On The Right Spot**

Be Ready To Point The Presiding Officer To The Right Spot

DURING THE MEETING

**Follow Along On Your Own Copy;
Mark Off Sections As They Are Completed**

**Keep An Eye On The Presiding Officer's Copy
To Make Sure It's On The Right Spot**

Be Ready To Point The Presiding Officer To The Right Spot

Read Ahead To Anticipate

DURING THE MEETING

**Follow Along On Your Own Copy;
Mark Off Sections As They Are Completed**

**Keep An Eye On The Presiding Officer's Copy
To Make Sure It's On The Right Spot**

Be Ready To Point The Presiding Officer To The Right Spot

Read Ahead To Anticipate

Be Aware Of The Assembly (Don't Get Stuck In The Script)

DURING THE MEETING

**Follow Along On Your Own Copy;
Mark Off Sections As They Are Completed**

**Keep An Eye On The Presiding Officer's Copy
To Make Sure It's On The Right Spot**

Be Ready To Point The Presiding Officer To The Right Spot

Read Ahead To Anticipate

Be Aware Of The Assembly (Don't Get Stuck In The Script)

**Don't Fight With The Presiding Officer Over Small Things
(Pick Your Battles)**

DURING THE MEETING

**Follow Along On Your Own Copy;
Mark Off Sections As They Are Completed**

**Keep An Eye On The Presiding Officer's Copy
To Make Sure It's On The Right Spot**

Be Ready To Point The Presiding Officer To The Right Spot

Read Ahead To Anticipate

Be Aware Of The Assembly (Don't Get Stuck In The Script)

**Don't Fight With The Presiding Officer Over Small Things
(Pick Your Battles)**

Don't Hide From The Assembly

STRUCTURE OF PRESIDING SCRIPT



STRUCTURE OF PRESIDING SCRIPT

Any Questions?

ORDER OF BUSINESS

STANDARD ORDER OF BUSINESS

STANDARD ORDER OF BUSINESS

Reading and Approval of Minutes

STANDARD ORDER OF BUSINESS

Reading and Approval of Minutes

Reports of Officers, Boards, and Standing Committees

STANDARD ORDER OF BUSINESS

Reading and Approval of Minutes

Reports of Officers, Boards, and Standing Committees

Reports of Special Committees

STANDARD ORDER OF BUSINESS

Reading and Approval of Minutes

Reports of Officers, Boards, and Standing Committees

Reports of Special Committees

Special Orders

STANDARD ORDER OF BUSINESS

Reading and Approval of Minutes

Reports of Officers, Boards, and Standing Committees

Reports of Special Committees

Special Orders

Unfinished Business and General Orders

STANDARD ORDER OF BUSINESS

Reading and Approval of Minutes

Reports of Officers, Boards, and Standing Committees

Reports of Special Committees

Special Orders

Unfinished Business and General Orders

New Business

Under Robert's Rules of Order, how is an Order of Business established in an organization with regular monthly meetings?

- a. It must be established in the bylaws**
- b. It must be established at the start of each meeting**
- c. Adopting RONR gives an organization an Order of Business**
- d. The chair sets the Order of Business**

Under Robert's Rules of Order, how is an Order of Business established in an organization with regular monthly meetings?

c. Adopting RONR gives an organization an Order of Business

Who Sets The Agenda For A Meeting?

- a. The President**
- b. The Secretary**
- c. The Chairman of the Board**
- d. None of the Above**

Who Sets The Agenda For A Meeting?

d. None of the Above

Who Sets The Agenda For A Meeting?

“Unless a precirculated agenda is formally adopted at the session to which it applies, it is not binding . . .”

- RONR (12th ed.) 41:62

d. None of the Above

When a pending question is postponed to the next session without any additional stipulations, what does it become?

- a. A General Order**
- b. Unfinished Business**
- c. A Special Order**
- d. Tabled**

When a pending question is postponed to the next session without any additional stipulations, what does it become?

a. A General Order

So, if a motion had been postponed from the previous session, where would it come up in the Order of Business?

- a. Old Business**
- b. Special Orders**
- c. Unfinished Business and General Orders**
- d. New Business**

So, if a motion had been postponed from the previous session, where would it come up in the Order of Business?

c. Unfinished Business and General Orders

True or False: Matters that the bylaws require to be considered at a particular meeting may be regarded as Special Orders for that meeting.

- a. True**
- b. False**

True or False: Matters that the bylaws require to be considered at a particular meeting may be regarded as Special Orders for that meeting.

a. True

What is Unfinished Business?

- a. A question that was pending when the previous session adjourned**
- b. Any Unfinished Business from previous session that wasn't reached**
- c. Any General Orders from previous session that weren't reached**
- d. All of the Above**

What is Unfinished Business?

d. All of the Above

EXERCISE #1
FILL OUT
AN
ORDER OF BUSINESS

ORDER OF BUSINESS	
Reading and Approval of Minutes	
Reports of Officers, Boards, and Standing Committees	
Reports of Special Committees	
Special Orders	
Unfinished Business and General Orders	
New Business	

FILL OUT AN ORDER OF BUSINESS

FILL OUT AN ORDER OF BUSINESS

A. From Talking With Officers and Committee Chairs

FILL OUT AN ORDER OF BUSINESS

A. From Talking With Officers and Committee Chairs

B. From Talking to Members

FILL OUT AN ORDER OF BUSINESS

A. From Talking With Officers and Committee Chairs

B. From Talking to Members

C. From Reviewing the Bylaws

FILL OUT AN ORDER OF BUSINESS

A. From Talking With Officers and Committee Chairs

B. From Talking to Members

C. From Reviewing the Bylaws

D. From the Draft Minutes of the Previous Meeting

FILL OUT AN ORDER OF BUSINESS

A. From Talking With Officers and Committee Chairs

B. From Talking to Members

C. From Reviewing the Bylaws

D. From the Draft Minutes of the Previous Meeting

ORDER OF BUSINESS

In an e-mail, two days before the meeting, the Vice-President informed you that he would be presenting a report on his communications with the mayor.

ORDER OF BUSINESS	
Reading and Approval of Minutes	
Reports of Officers, Boards, and Standing Committees	
Reports of Special Committees	
Special Orders	
Unfinished Business and General Orders	
New Business	

ORDER OF BUSINESS	
Reading and Approval of Minutes	
Reports of Officers, Boards, and Standing Committees	VP,
Reports of Special Committees	
Special Orders	
Unfinished Business and General Orders	
New Business	

ORDER OF BUSINESS

During a discussion before the meeting, the Treasurer and the chair of the membership committee informed you that they were prepared to give reports.

ORDER OF BUSINESS	
Reading and Approval of Minutes	
Reports of Officers, Boards, and Standing Committees	VP,
Reports of Special Committees	
Special Orders	
Unfinished Business and General Orders	
New Business	

ORDER OF BUSINESS	
Reading and Approval of Minutes	
Reports of Officers, Boards, and Standing Committees	VP, T
Reports of Special Committees	
Special Orders	
Unfinished Business and General Orders	
New Business	

ORDER OF BUSINESS	
Reading and Approval of Minutes	
Reports of Officers, Boards, and Standing Committees	VP, T, Membership
Reports of Special Committees	
Special Orders	
Unfinished Business and General Orders	
New Business	

ORDER OF BUSINESS

When you tracked down the chair of the committee appointed to research the cost of industrial copy machines, she confirmed that the committee's report was ready to be presented.

ORDER OF BUSINESS	
Reading and Approval of Minutes	
Reports of Officers, Boards, and Standing Committees	VP, T, Membership
Reports of Special Committees	
Special Orders	
Unfinished Business and General Orders	
New Business	

ORDER OF BUSINESS	
Reading and Approval of Minutes	
Reports of Officers, Boards, and Standing Committees	VP, T, Membership
Reports of Special Committees	committee appointed to research the cost of industrial copy machines
Special Orders	
Unfinished Business and General Orders	
New Business	

FILL OUT AN ORDER OF BUSINESS

A. From Talking With Officers and Committee Chairs

B. From Talking to Members

C. From Reviewing the Bylaws

D. From the Draft Minutes of the Previous Meeting

FILL OUT AN ORDER OF BUSINESS

A. From Talking With Officers and Committee Chairs

B. From Talking to Members

C. From Reviewing the Bylaws

D. From the Draft Minutes of the Previous Meeting

ORDER OF BUSINESS

Ms. Welsh caught you in the hall before the meeting and pushed a piece a paper in your hand, scribbled with the words “That \$200 shall be donated to the Harbor Shore Foundation.”

“I want to make that motion in the meeting,” she asserted.

ORDER OF BUSINESS	
Reading and Approval of Minutes	
Reports of Officers, Boards, and Standing Committees	VP, T, Membership
Reports of Special Committees	committee appointed to research the cost of industrial copy machines
Special Orders	
Unfinished Business and General Orders	
New Business	

ORDER OF BUSINESS	
Reading and Approval of Minutes	
Reports of Officers, Boards, and Standing Committees	VP, T, Membership
Reports of Special Committees	committee appointed to research the cost of industrial copy machines
Special Orders	
Unfinished Business and General Orders	
New Business	Ms. Welsh: (That \$200 shall be donated to the Harbor Shore Foundation.)

FILL OUT AN ORDER OF BUSINESS

A. From Talking With Officers and Committee Chairs

B. From Talking to Members

C. From Reviewing the Bylaws

D. From the Draft Minutes of the Previous Meeting

FILL OUT AN ORDER OF BUSINESS

A. From Talking With Officers and Committee Chairs

B. From Talking to Members

C. From Reviewing the Bylaws

D. From the Draft Minutes of the Previous Meeting

ORDER OF BUSINESS

**You checked the bylaws and found the following:
“At the regular meeting in February, a member shall be selected to represent the Organization in the Papen County Summer Parade.” With September’s Meeting only a few days away, you go to work on the Order of Business.**

ORDER OF BUSINESS	
Reading and Approval of Minutes	
Reports of Officers, Boards, and Standing Committees	VP, T, Membership
Reports of Special Committees	committee appointed to research the cost of industrial copy machines
Special Orders	
Unfinished Business and General Orders	
New Business	Ms. Welsh: (That \$200 shall be donated to the Harbor Shore Foundation.)

ORDER OF BUSINESS	
Reading and Approval of Minutes	
Reports of Officers, Boards, and Standing Committees	VP, T, Membership
Reports of Special Committees	committee appointed to research the cost of industrial copy machines
Special Orders	Selection of Representative to the Papen County Parade
Unfinished Business and General Orders	
New Business	Ms. Welsh: (That \$200 shall be donated to the Harbor Shore Foundation.)

FILL OUT AN ORDER OF BUSINESS

A. From Talking With Officers and Committee Chairs

B. From Talking to Members

C. From Reviewing the Bylaws

D. From the Draft Minutes of the Previous Meeting

FILL OUT AN ORDER OF BUSINESS

A. From Talking With Officers and Committee Chairs

B. From Talking to Members

C. From Reviewing the Bylaws

D. From the Draft Minutes of the Previous Meeting

Minutes

Minutes

The Regular Meeting of the Longborough Historical Society was held on August 4, 2020, at 5:30 P.M, at the Papen County Library, President Charlotte Charles being in the chair and Secretary Emerson Cod being present. The minutes of the last meeting were approved as read.

Minutes

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The reports of the President, Vice-President, Membership Committee, and Research Committee were received and placed on file.

Minutes

The report of the special committee that was appointed to investigate locations for the annual picnic was received and placed on file, and through its chairman, Ms. Snook, the committee reported a resolution, which, after debate and amendment, was postponed, on motion of Mr. Caden, to the next regular meeting as follows: “Resolved, That the 2020 Annual Picnic shall be held at Orchard Park.”

Mrs. Lewis moved “that the Society’s records shall be made available for member access through the website,” which, on motion of Mr. Clark, was laid on the table in order to allow Deputy McManis to present a lecture.

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ORDER OF BUSINESS	
Reading and Approval of Minutes	
Reports of Officers, Boards, and Standing Committees	VP, T, Membership
Reports of Special Committees	committee appointed to research the cost of industrial copy machines
Special Orders	Selection of Representative to the Papen County Parade
Unfinished Business and General Orders	
New Business	Ms. Welsh: (That \$200 shall be donated to the Harbor Shore Foundation.)

<p>ORDER OF BUSINESS</p>	
<p>Reading and Approval of Minutes</p>	
<p>Reports of Officers, Boards, and Standing Committees</p>	<p>VP, T, Membership</p>
<p>Reports of Special Committees</p>	<p>committee appointed to research the cost of industrial copy machines</p>
<p>Special Orders</p>	<p>Selection of Representative to the Papen County Parade</p>
<p>Unfinished Business and General Orders</p>	<p>“Resolved, That the 2020 Annual Picnic shall be held at Orchard Park.”</p>
<p>New Business</p>	<p>Ms. Welsh: (That \$200 shall be donated to the Harbor Shore Foundation.)</p>

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Mrs. Lewis moved “that the Society’s records shall be made available online,” which, on motion of Mr. Clark, was laid on the table in order to allow Deputy McManis to present a lecture.

Minutes

The report of the special committee that was appointed to investigate locations for the annual picnic was received and placed on file, and through its chairman, Ms. Snook, the committee reported a resolution, which, after debate and amendment, was postponed, on motion of Mr. Caden, to the next regular meeting as follows: “Resolved, That the 2020 Annual Picnic shall be held at Orchard Park.”

Mrs. Lewis moved “that the Society’s records shall be made available online,” which, on motion of Mr. Clark, was laid on the table in order to allow Deputy McManis to present a lecture.

<p>ORDER OF BUSINESS</p>	
<p>Reading and Approval of Minutes</p>	
<p>Reports of Officers, Boards, and Standing Committees</p>	<p>VP, T, Membership</p>
<p>Reports of Special Committees</p>	<p>committee appointed to research the cost of industrial copy machines</p>
<p>Special Orders</p>	<p>Selection of Representative to the Papen County Parade</p>
<p>Unfinished Business and General Orders</p>	<p>“Resolved, That the 2020 Annual Picnic shall be held at Orchard Park.”</p>
<p>New Business</p>	<p>Ms. Welsh: (That \$200 shall be donated to the Harbor Shore Foundation.)</p>

ORDER OF BUSINESS	
Reading and Approval of Minutes	
Reports of Officers, Boards, and Standing Committees	VP, T, Membership
Reports of Special Committees	committee appointed to research the cost of industrial copy machines
Special Orders	Selection of Representative to the Papen County Parade
Unfinished Business and General Orders	“Resolved, That the 2020 Annual Picnic shall be held at Orchard Park.”
New Business	Ms. Welsh: (That \$200 shall be donated to the Harbor Shore Foundation.)

On The Table: “That the Society’s records shall be made available online.”

Minutes

Deputy McManis presented a lecture on Internet safety.

Mrs. Parker gave notice of her intention to make a motion at the next regular meeting to rescind the standing rule that prohibits drinks in the library.

Mr. Cho moved “that no history journals shall be loaned to nonmembers,” and the motion was still pending at the time of adjournment.

The meeting adjourned at 7:03 P.M.

Minutes

Deputy McManis presented a lecture on Internet safety.

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ORDER OF BUSINESS	
Reading and Approval of Minutes	
Reports of Officers, Boards, and Standing Committees	VP, T, Membership
Reports of Special Committees	committee appointed to research the cost of industrial copy machines
Special Orders	Selection of Representative to the Papen County Parade
Unfinished Business and General Orders	“Resolved, That the 2020 Annual Picnic shall be held at Orchard Park.”
New Business	Ms. Welsh: (That \$200 shall be donated to the Harbor Shore Foundation.)

On The Table: “That the Society’s records shall be made available online.”

ORDER OF BUSINESS	
Reading and Approval of Minutes	
Reports of Officers, Boards, and Standing Committees	VP, T, Membership
Reports of Special Committees	committee appointed to research the cost of industrial copy machines
Special Orders	Selection of Representative to the Papen County Parade
Unfinished Business and General Orders	“Resolved, That the 2020 Annual Picnic shall be held at Orchard Park.”
New Business	Ms. Welsh: (That \$200 shall be donated to the Harbor Shore Foundation.)

On The Table: “That the Society’s records shall be made available online.”

NOTICE: To Rescind Drink Prohibition in the Library (given by Mrs. Parker)

Minutes

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ORDER OF BUSINESS	
Reading and Approval of Minutes	
Reports of Officers, Boards, and Standing Committees	VP, T, Membership
Reports of Special Committees	committee appointed to research the cost of industrial copy machines
Special Orders	Selection of Representative to the Papen County Parade
Unfinished Business and General Orders	“Resolved, That the 2020 Annual Picnic shall be held at Orchard Park.”
New Business	Ms. Welsh: (That \$200 shall be donated to the Harbor Shore Foundation.)

On The Table: “That the Society’s records shall be made available online.”

NOTICE: To Rescind Drink Prohibition in the Library (given by Mrs. Parker)

ORDER OF BUSINESS	
Reading and Approval of Minutes	
Reports of Officers, Boards, and Standing Committees	VP, T, Membership
Reports of Special Committees	committee appointed to research the cost of industrial copy machines
Special Orders	Selection of Representative to the Papen County Parade
Unfinished Business and General Orders	
New Business	Ms. Welsh: (That \$200 shall be donated to the Harbor Shore Foundation.)

On The Table: “That the Society’s records shall be made available online.”

NOTICE: To Rescind Drink Prohibition in the Library (given by Mrs. Parker)

ORDER OF BUSINESS	
Reading and Approval of Minutes	
Reports of Officers, Boards, and Standing Committees	VP, T, Membership
Reports of Special Committees	committee appointed to research the cost of industrial copy machines
Special Orders	Selection of Representative to the Papen County Parade
Unfinished Business and General Orders	UB: “that no history journals shall be loaned to nonmembers”
New Business	Ms. Welsh: (That \$200 shall be donated to the Harbor Shore Foundation.)

On The Table: “That the Society’s records shall be made available online.”

NOTICE: To Rescind Drink Prohibition in the Library (given by Mrs. Parker)

ORDER OF BUSINESS



ORDER OF
BUSINESS

Any Questions?

PRESIDING SCRIPT

Presiding Script

1. The meeting will come to order.

2. The First Item of Business is the Reading and Approval of the Minutes. Are there any corrections to the minutes? (Are there any further corrections?) Since there are no (further) corrections, the minutes are approved.

3. The next item of business is the Report of the _____.
Are there any questions on the Report?
The Report will be placed on file.

Presiding Script (Continued)

4. The next item of business is _____.

The Question is on the adoption of the motion “_____.”

Is there any debate?

Those in Favor, say Aye. . . . Those opposed, say No. . . .

The Ayes (Noes) have it, and the motion is Adopted (Lost).

5. Is there any New Business?

It is moved and seconded “that _____.”

Is there any debate?

The Question is on the adoption of the motion “_____.”

Those in Favor, say Aye. . . . Those opposed, say No. . . .

The Ayes (Noes) have it, and the motion is Adopted (Lost).

Presiding Script (Continued)

6. Is there any further business?

Since there is no further business, the meeting is adjourned.

EXERCISE #3

Create Presiding Script
From Order of Business

ORDER OF BUSINESS	
Reading and Approval of Minutes	
Reports of Officers, Boards, and Standing Committees	VP, T, Membership
Reports of Special Committees	committee appointed to research the cost of industrial copy machines
Special Orders	Selection of Representative to the Papen County Parade
Unfinished Business and General Orders	UB: “that no history journals shall be loaned to nonmembers”
New Business	Ms. Welsh: (That \$200 shall be donated to the Harbor Shore Foundation.)

On The Table: “That the Society’s records shall be made available online.”

NOTICE: To Rescind Drink Prohibition in the Library (given by Mrs. Parker)

Presiding Script

Call To Order

The meeting will Come to Order.

Approval of the Minutes

The first item of business is the Reading and Approval of the Minutes. The minutes have been distributed and will not be read unless requested by a member.

Are there any corrections to the minutes?

[Corrections are offered]

Are there any further corrections?

Since there are no further corrections, the minutes are approved.

Presiding Script

Call To Order

The meeting will Come to Order.

Approval of the Minutes

The first item of business is the Reading and Approval of the Minutes. The minutes have been distributed and will not be read unless requested by a member.

Are there any corrections to the minutes?

[Corrections are offered]

Are there any further corrections?

Since there are no further corrections, the minutes are approved.

Presiding Script

Call To Order

The meeting will Come to Order.

Approval of the Minutes

The first item of business is the Reading and Approval of the Minutes. The minutes have been distributed and will not be read unless requested by a member.

Are there any corrections to the minutes?

[Corrections are offered]

Are there any further corrections?

Since there are no further corrections, the minutes are approved.

Presiding Script

Call To Order

The meeting will Come to Order.

Approval of the Minutes

The first item of business is the Reading and Approval of the Minutes. The minutes have been distributed and will not be read unless requested by a member.

Are there any corrections to the minutes?

[Corrections are offered]

Are there any further corrections?

Since there are no further corrections, the minutes are approved.

Presiding Script

Call To Order

The meeting will Come to Order.

Approval of the Minutes

The first item of business is the Reading and Approval of the Minutes. The minutes have been distributed and will not be read unless requested by a member.

Are there any corrections to the minutes?

[Corrections are offered]

Are there any further corrections?

Since there are no further corrections, the minutes are approved.

Presiding Script

Call To Order

The meeting will Come to Order.

Approval of the Minutes

The first item of business is the Reading and Approval of the Minutes. The minutes have been distributed and will not be read unless requested by a member.

Are there any corrections to the minutes?

[Corrections are offered]

Are there any further corrections?

Since there are no further corrections, the minutes are approved.

Presiding Script

Call To Order

The meeting will Come to Order.

Approval of the Minutes

The first item of business is the Reading and Approval of the Minutes. The minutes have been distributed and will not be read unless requested by a member.

Are there any corrections to the minutes?

[Corrections are offered]

Are there any further corrections?

Since there are no further corrections, the minutes are approved.

Presiding Script

Call To Order

The meeting will Come to Order.

Approval of the Minutes

The first item of business is the Reading and Approval of the Minutes. The minutes have been distributed and will not be read unless requested by a member.

Are there any corrections to the minutes?

[Corrections are offered]

Are there any further corrections?

Since there are no further corrections, the minutes are approved.

Presiding Script

Call To Order

The meeting will Come to Order.

Approval of the Minutes

The first item of business is the Reading and Approval of the Minutes. The minutes have been distributed and will not be read unless requested by a member.

Are there any corrections to the minutes?

[Corrections are offered]

Are there any further corrections?

Since there are no further corrections, the minutes are approved.

ORDER OF BUSINESS	<i>#1 (Already Filled In)</i>
Reading and Approval of Minutes	
Reports of Officers, Boards, and Standing Committees	VP, T, Membership
Reports of Special Committees	committee appointed to research the cost of industrial copy machines
Special Orders	Selection of Representative to the Papen County Parade
Unfinished Business and General Orders	UB: “that no history journals shall be loaned to nonmembers”
New Business	Ms. Welsh: (That \$200 shall be donated to the Harbor Shore Foundation.)

On The Table: “That the Society’s records shall be made available online.”

NOTICE: To Rescind Drink Prohibition in the Library (given by Mrs. Parker)

***(1) Vice-President's Report**

The next item of business is the Vice-President's Report. The chair recognizes the Vice-President for the report.

[Vice-President reports]

Are there any questions on the report? (pause) The report will be placed on file.

***(2) _____'s Report**

The next item of business is the _____'s Report. The chair recognizes the _____ for the report.

[_____ reports]

Are there any questions on the report? (pause) The report will be placed on file.

***(1) Vice-President's Report**

The next item of business is the Vice-President's Report. The chair recognizes the Vice-President for the report.

[Vice-President reports]

Are there any questions on the report? (pause) The report will be placed on file.

***(2) _____'s Report**

The next item of business is the _____'s Report. The chair recognizes the _____ for the report.

[_____ reports]

Are there any questions on the report? (pause) The report will be placed on file.

***(1) Vice-President's Report**

The next item of business is the Vice-President's Report. The chair recognizes the Vice-President for the report.

[Vice-President reports]

Are there any questions on the report? (pause) The report will be placed on file.

***(2) _____'s Report**

The next item of business is the _____'s Report. The chair recognizes the _____ for the report.

[_____ reports]

Are there any questions on the report? (pause) The report will be placed on file.

***(1) Vice-President's Report**

The next item of business is the Vice-President's Report. The chair recognizes the Vice-President for the report.

[Vice-President reports]

Are there any questions on the report? (pause) The report will be placed on file.

***(2) _____'s Report**

The next item of business is the _____'s Report. The chair recognizes the

_____ for the report.

[_____ reports]

Are there any questions on the report? (pause) The report will be placed on file.

ORDER OF BUSINESS	#2
Reading and Approval of Minutes	
Reports of Officers, Boards, and Standing Committees	V^P, T, Membership
Reports of Special Committees	committee appointed to research the cost of industrial copy machines
Special Orders	Selection of Representative to the Papen County Parade
Unfinished Business and General Orders	UB: “that no history journals shall be loaned to nonmembers”
New Business	Ms. Welsh: (That \$200 shall be donated to the Harbor Shore Foundation.)

On The Table: “That the Society’s records shall be made available online.”

NOTICE: To Rescind Drink Prohibition in the Library (given by Mrs. Parker)

***(1) Vice-President's Report**

The next item of business is the Vice-President's Report. The chair recognizes the Vice-President for the report.

[Vice-President reports]

Are there any questions on the report? (pause) The report will be placed on file.

***(2) _____'s Report**

The next item of business is the _____'s Report. The chair recognizes the _____ for the report.

[_____ reports]

Are there any questions on the report? (pause) The report will be placed on file.

ORDER OF BUSINESS	#3
Reading and Approval of Minutes	
Reports of Officers, Boards, and Standing Committees	VP, <u>Membership</u>
Reports of Special Committees	committee appointed to research the cost of industrial copy machines
Special Orders	Selection of Representative to the Papen County Parade
Unfinished Business and General Orders	UB: “that no history journals shall be loaned to nonmembers”
New Business	Ms. Welsh: (That \$200 shall be donated to the Harbor Shore Foundation.)

On The Table: “That the Society’s records shall be made available online.”

NOTICE: To Rescind Drink Prohibition in the Library (given by Mrs. Parker)

*** (3) Report of the _____ Committee**

The next item of business is the Report of the _____ Committee. The chair recognizes the chairman of the committee for the report.

[reporting member reports]

Are there any questions on the report? (pause) The report will be placed on file.

*** (4) Report of the _____**

The next item of business is the Report of the _____

The chair recognizes the chairman of the committee for the report.

[reporting member reports]

ORDER OF BUSINESS	#4
Reading and Approval of Minutes	
Reports of Officers, Boards, and Standing Committees	VP, T. Membership
Reports of Special Committees	committee appointed to research the cost of industrial copy machines
Special Orders	Selection of Representative to the Papen County Parade
Unfinished Business and General Orders	UB: “that no history journals shall be loaned to nonmembers”
New Business	Ms. Welsh: (That \$200 shall be donated to the Harbor Shore Foundation.)

On The Table: “That the Society’s records shall be made available online.”

NOTICE: To Rescind Drink Prohibition in the Library (given by Mrs. Parker)

Are there any questions on the report? (pause) The report will be placed on file.

***(4) Report of the** _____

The next item of business is the Report of the _____

The chair recognizes the chairman of the committee for the report.

[reporting member reports]

Are there any questions on the report? (pause) The report will be placed on file.

***(5)** _____

The next item of business is _____.

ORDER OF BUSINESS	#5
Reading and Approval of Minutes	
Reports of Officers, Boards, and Standing Committees	VP, T, Membership
Reports of Special Committees	committee appointed to research the cost of industrial copy machines
Special Orders	Selection of Representative to the Papen County Parade
Unfinished Business and General Orders	UB: “that no history journals shall be loaned to nonmembers”
New Business	Ms. Welsh: (That \$200 shall be donated to the Harbor Shore Foundation.)

On The Table: “That the Society’s records shall be made available online.”

NOTICE: To Rescind Drink Prohibition in the Library (given by Mrs. Parker)

*(5) _____

The next item of business is _____.

Are there any nominations?

[members make nominations]

_____ is nominated.

_____ is nominated.

_____ is nominated. Are there any further nominations?

Since there are no further nominations, nominations are closed. Are you ready for the question?

[members debate, if desired]

If there is no objection, the selection will be by ballot. Is there any objection? (pause) Since there is no objection, the selection will be by ballot.

The chair appoints _____ and _____ as tellers to distribute, collect, and tabulate the ballots.

The tellers will now distribute the ballots, and members will write their choice. Then the tellers will collect and tabulate the ballots.

[members vote; tellers collect the ballots]

Have all voted who wish to do so? (pause) Voting is now closed. The tellers will tabulate the votes.

If there is no objection, the meeting will proceed with its business, while the votes are being tabulated. Is there any objection? (pause) Since there is no objection . . .

*(6) _____

ORDER OF BUSINESS	#6
Reading and Approval of Minutes	
Reports of Officers, Boards, and Standing Committees	VP, T, Membership
Reports of Special Committees	committee appointed to research the cost of industrial copy machines
Special Orders	Selection of Representative to the Popon County Parade
Unfinished Business and General Orders	UB: “that no history journals shall be loaned to nonmembers”
New Business	Ms. Welsh: (That \$200 shall be donated to the Harbor Shore Foundation.)

On The Table: “That the Society’s records shall be made available online.”

NOTICE: To Rescind Drink Prohibition in the Library (given by Mrs. Parker)

*(6) _____

The next item of business is the motion that was pending when the previous meeting adjourned. The question is on the adoption of the motion “ _____

”

Are you ready for the question?

[members debate]

The question is on the adoption of the motion “that no history journals shall be loaned to nonmembers.” Those in favor, say aye. . . . Those opposed, say no. The ayes (noes) have it, and the motion is adopted (lost).

*(7) _____

ORDER OF BUSINESS	#7
Reading and Approval of Minutes	
Reports of Officers, Boards, and Standing Committees	VP, T, Membership
Reports of Special Committees	committee appointed to research the cost of industrial copy machines
Special Orders	Selection of Representative to the Papan County Parade
Unfinished Business and General Orders	“Resolved, That the 2020 Annual Picnic shall be held at Orchard Park.”
New Business	Ms. Welsh (That \$200 shall be donated to the Harbor Shore Foundation.)

On The Table: “That the Society’s records shall be made available online.”

NOTICE: To Rescind Drink Prohibition in the Library (given by Mrs. Parker)

Are you ready for the question?

[members debate]

The question is on the adoption of the motion “that no history journals shall be loaned to nonmembers.” Those in favor, say aye. . . . Those opposed, say no. The ayes (noes) have it, and the motion is adopted (lost).

*(7) _____

The next item of business is the following resolution, which was postponed to this meeting:

*(7) _____

The question is on the adoption of the resolution. Are you ready for the question?

[members debate]

The question is on the adoption of the following resolution:

*(7)

Those in favor, say aye. . . . Those opposed, say no. The ayes (noes) have it, and the motion is adopted (lost).”

ORDER OF BUSINESS	#8
Reading and Approval of Minutes	
Reports of Officers, Boards, and Standing Committees	VP, T, Membership
Reports of Special Committees	committee appointed to research the cost of industrial copy machines
Special Orders	Selection of Representative to the Papen County Parade
Unfinished Business and General Orders	“Resolved, That the 2020 Annual Picnic shall be held at Orchard Park.”
New Business	Ms. Welsh: (That \$200 shall be donated to the Harbor Shore Foundation.)

On The Table: “That the Society’s records shall be made available online.”

NOTICE: To Rescind Drink Prohibition in the Library (given by Mrs. Parker)

New Business

Is there any new business?

*(8) _____

It is moved and seconded _____

Are you ready for the question?

[members debate]

The question is on the adoption of the motion _____

Those in favor, say aye. . . . Those opposed, say no. The ayes (noes) have it, and the motion is adopted (lost).”

ORDER OF BUSINESS	
Reading and Approval of Minutes	
Reports of Officers, Boards, and Standing Committees	VP, T, Membership
Reports of Special Committees	committee appointed to research the cost of industrial copy machines
Special Orders	Selection of Representative to the Papen County Parade
Unfinished Business and General Orders	“Resolved, That the 2020 Annual Picnic shall be held at Orchard Park.”
New Business	Ms. Welsh: (That \$200 shall be donated to the Harbor Shore Foundation.)

On The Table: “That the Society’s records shall be made available online.”

NOTICE: To Rescind Drink Prohibition in the Library (given by Mrs. Parker)

ORDER OF BUSINESS	
Reading and Approval of Minutes	
Reports of Officers, Boards, and Standing Committees	VP, T, Membership
Reports of Special Committees	committee appointed to research the cost of industrial copy machines
Special Orders	Selection of Representative to the Papen County Parade
Unfinished Business and General Orders	“Resolved, That the 2020 Annual Picnic shall be held at Orchard Park.”
New Business	Ms. Welsh: (That \$200 shall be donated to the Harbor Shore Foundation)

On The Table: “That the Society’s records shall be made available online.”

NOTICE: To Repeal Drink Prohibition in the Library (given by Mrs. Parker)

Supplemental Material

RECORDS MADE AVAILABLE ONLINE

It is moved and seconded to take from the table the following motion: That the society's records shall be made available online.

Those in favor of taking the motion from the table, say aye. . . . Those opposed, say no. The ayes (noes) have it, and the motion is adopted (lost).”

The question is now on the motion “That the society's records shall be made available online.”

Are you ready for the question?

[members debate]

The question is on the adoption of the motion “That the society's records shall be made available online.”

Those in favor, say aye. . . . Those opposed, say no. The ayes (noes) have it, and the motion is adopted (lost).”

Is there any further new business?

ORDER OF BUSINESS	
Reading and Approval of Minutes	
Reports of Officers, Boards, and Standing Committees	VP, T, Membership
Reports of Special Committees	committee appointed to research the cost of industrial copy machines
Special Orders	Selection of Representative to the Papen County Parade
Unfinished Business and General Orders	“Resolved, That the 2020 Annual Picnic shall be held at Orchard Park.”
New Business	Ms. Welsh: (That \$200 shall be donated to the Harbor Shore Foundation.)

On The Table: “That the Society’s records shall be made available online.”

NOTICE: To Rescind Drink Prohibition in the Library (given by Mrs. Parker)

ORDER OF BUSINESS	
Reading and Approval of Minutes	
Reports of Officers, Boards, and Standing Committees	VP, T, Membership
Reports of Special Committees	committee appointed to research the cost of industrial copy machines
Special Orders	Selection of Representative to the Papen County Parade
Unfinished Business and General Orders	“Resolved, That the 2020 Annual Picnic shall be held at Orchard Park.”
New Business	Ms. Welsh: (That \$200 shall be donated to the Harbor Shore Foundation.)

On The Table: “That the Society’s records shall be made available online.”

NOTICE: To Rescind Drink Prohibition in the Library (given by Mrs. Parker)

RESCIND DRINK PROHIBITION IN LIBRARY

It is moved and seconded “To Rescind the drink prohibition in the library.”

Are you ready for the question?

[members debate]

The question is on the adoption of the motion “To Rescind the drink prohibition in the library.” Since notice of this motion was provided at last month’s meeting, it’s adoption will require a majority vote.

Those in favor, say aye. . . . Those opposed, say no. The ayes (noes) have it, and the motion is adopted (lost).”

Is there any further new business?

PRESIDING SCRIPT



**PRESIDING
SCRIPT**

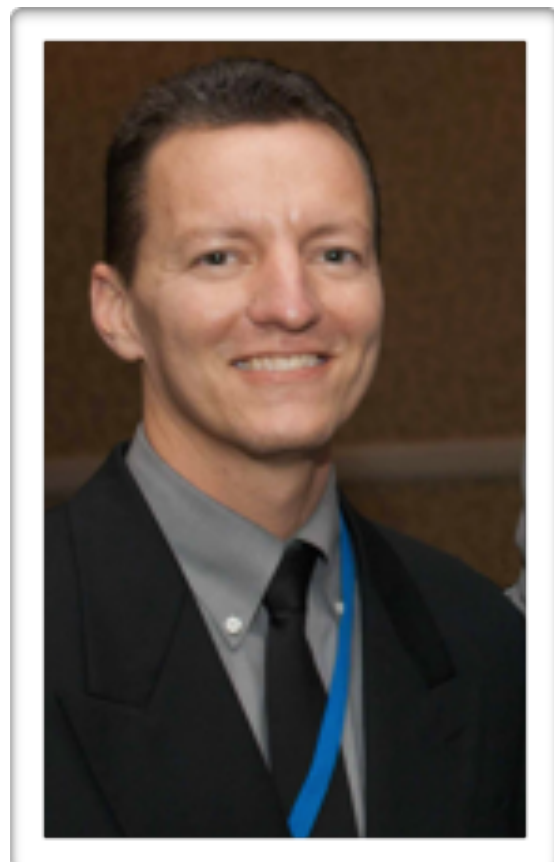
Any Questions?

Creating A Presiding Script

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