



**MAKING
MEETINGS
RUN
SMOOTHLY**

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Creating A Presiding Script

Worksheet for Exercises 1: Order of Business
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1. Reading and Approval of Minutes

2. Reports of Officers, Boards, and Standing Committees

3. Reports of Special Committees

4. Special Orders

5. Unfinished Business and General Orders

6. New Business

**Exercise 1:
Fill in an Order of Business**

A. From talking to officers and committee chairs . . .

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.

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

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.

B. From talking to members . . .

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.

"I'll let the President know," you replied, as you tucked the paper into your folder.

C. From the bylaws . . .

Following up on a hunch, you did a quick check of the bylaws and found the following passage: "At the regular meeting in September, a member shall be selected to represent the Society in the Papen County Summer Parade." With September's meeting just days away, you pulled a pen from your briefcase and went to work on the Order of Business.

D. From the Draft Minutes of the Previous Meeting

Draft Minutes of the Previous Meeting:

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.

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

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 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.

Deputy McManis presented a lecture on Internet safety.

Ms. Rosen gave notice of her intention to make the following motion at the next regular meeting: "That Article IV, Section 2 of the bylaws shall be amended by striking out '4' and inserting in its place, '5'."

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

Mr. Clem 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.

Presiding Script

Elements of A 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.
4. The next item of business is _____.
The Question is on the adoption of the motion “_____.”
Are you ready for the Question? —OR— 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/to_____.”
Are you ready for the Question? —OR— Is there any debate?
Those in Favor, say Aye. . . . Those opposed, say No. . . .
The Ayes (Noes) have it, and the motion is Adopted (Lost).
6. Is there any further business?
Since there is no further business, the meeting is adjourned.

Creating A Presiding Script

Use your completed Order of Business outline to draft your Presiding Script.

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.

***(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.

***(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]

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

***(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)** _____

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)** _____

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

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:

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

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).”

Is there any further new business?

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?

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?