

# Creating A Presiding Script

By Todd and Tim Wynn, PRP

[PerfectRules.com](https://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.**

# 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**

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**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**

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**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**

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

# 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**

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# **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**

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**C. From Reviewing the Bylaws**

**D. From the Draft Minutes of the Previous Meeting**

## **FILL OUT AN ORDER OF BUSINESS**

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# 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.**

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

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

# 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.**

<b>ORDER OF BUSINESS</b>	
<b>Reading and Approval of Minutes</b>	
<b>Reports of Officers, Boards, and Standing Committees</b>	<b>VP,</b>
<b>Reports of Special Committees</b>	
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# 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.**



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<b>Reading and Approval of Minutes</b>	
<b>Reports of Officers, Boards, and Standing Committees</b>	<b>VP, T, Membership</b>
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# **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**

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# 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.**

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**A. From Talking With Officers and Committee Chairs**

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# ORDER OF BUSINESS

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

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**A. From Talking With Officers and Committee Chairs**

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**D. From the Draft Minutes of the Previous Meeting**

# Minutes

# Minutes

**The Regular Meeting of the Longborough Historical Society was held on August 4, 2021, 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

**The Regular Meeting of the Longborough Historical Society was held on August 4, 2021, 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.**

# 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 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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**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.**

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<b>New Business</b>	<b>Ms. Welsh: (That \$200 shall be donated to the Harbor Shore Foundation.)</b>

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



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**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)**

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# 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

<b>ORDER OF BUSINESS</b>	
<b>Reading and Approval of Minutes</b>	
<b>Reports of Officers, Boards, and Standing Committees</b>	<b>VP, T, Membership</b>
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**On The Table: “That the Society’s records shall be made available online.”**

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# 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.



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[Corrections are offered]

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[Corrections are offered]

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[Corrections are offered]

Are there any further corrections?

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## 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

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The meeting will Come to Order.

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Are there any corrections to the minutes?

[Corrections are offered]

Are there any further corrections?

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[Corrections are offered]

Are there any further corrections?

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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

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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.



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

**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.

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

**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) Treasurer'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) \_\_\_\_\_ Treasurer's Report**

The next item of business is the \_\_\_\_\_ **Treasurer'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.

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

**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]

**\* (3) Report of the Membership 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]

**\* (3) Report of the Membership Committee**

The next item of business is the Report of the Membership 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]

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

**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 \_\_\_\_\_.

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

**\*(4) Report of the Committee Appointed To Research Industrial Copy Machines**

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

**\* (4) Report of the Committee Appointed To Research Industrial Copy Machines**

The next item of business is the Report of the Committee Appointed to Research the

**Cost of Industrial Copy Machines**

---

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 \_\_\_\_\_.

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

**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]

**\*(5) Representative To The Papen County Parade**

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]

**\*(5) Representative To The Papen County Parade**

The next item of business is **The Selection of the Representative To The Papen County Parade**.

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) \_\_\_\_\_

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

**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) \_\_\_\_\_





**\* (6) Loan of History Journals**

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 “**That No History Journals**

**Shall Be Loaned To Nonmembers**”

”

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) \_\_\_\_\_**

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

**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?

---

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) Location of Annual Picnic**

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?

---

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) Location of Annual Picnic**

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

**\*(7) Resolved, That the Annual Picnic shall be held at Orchard Park.**

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).”

[members debate]

The question is on the adoption of the following resolution:

**\*(7) Resolved, That the Annual Picnic shall be held at Orchard Park.**

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



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

**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).”

## New Business

Is there any new business?

### **\*(8) Donation To Harbor Shore Foundation**

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).”

## New Business

Is there any new business?

### **\*(8) Donation To Harbor Shore Foundation**

It is moved and seconded **That \$200 shall be donated to the Harbor Shore Foundation.**

---

---

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).”

## New Business

Is there any new business?

### **\*(8) Donation To Harbor Shore Foundation**

It is moved and seconded **That \$200 shall be donated to the Harbor Shore Foundation.**

---

---

Are you ready for the question?

[members debate]

The question is on the adoption of the motion **That \$200 shall be donated to the**

**Harbor Shore Foundation.**

---

---

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

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

**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)**

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

**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?



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

**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)**

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

**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?**

**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**

<b>WHICH GOVERNING DOCUMENTS EXIST?</b>
<b>Federal and State Statutes</b>
<b>Parent Organization's Rules</b>
<b>Articles of Incorporation</b>

# **WHICH GOVERNING DOCUMENTS EXIST?**

**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)**

**Reports of Officers, Boards, and Committees**

## **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**

## **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**

<b>WHICH BODY IS MEETING?</b>
<b>GENERAL MEMBERSHIP</b>
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**EXECUTIVE COMMITTEE**

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**GENERAL MEMBERSHIP**

**EXECUTIVE BOARD**

**EXECUTIVE COMMITTEE**

**STANDING COMMITTEE / SPECIAL COMMITTEE**

# WHAT TYPE OF MEETING IS IT?


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**ADJOURNED MEETING**









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**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?


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**Presiding Officer**



# MEETING WITH THE PRESIDING OFFICER


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## The Basics Of Parliamentary Law

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**The Basics Of Parliamentary Law**

**Time Limit On Debate**

**Authorizing A Board Or Committee  
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**Answer Any Questions That Arise**







**COMMITTEE CHAIRS, REPORTING OFFICERS,  
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**It Can Be Helpful To Speak With  
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**Make Sure They Understand Their Roles / Answer Their Questions**


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**Consider Vocal Members And Troublemakers**

**CONFERRING  
WITH THE  
PRINCIPALS**



**CONFERRING  
WITH THE  
PRINCIPALS**

**Any Questions?**

# STRUCTURE OF PRESIDING SCRIPT





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(CREATED BY THE ORGANIZATION)

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**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  
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e.g., (pause) [Secretary Reads Report]**

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

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**Include Supplemental Materials At The End Of The Script**



## **BEFORE THE MEETING**

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









## **DURING THE MEETING**

**Follow Along On Your Own Copy;  
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**Keep An Eye On The Presiding Officer's Copy  
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**Don't Hide From The Assembly**

# STRUCTURE OF PRESIDING SCRIPT



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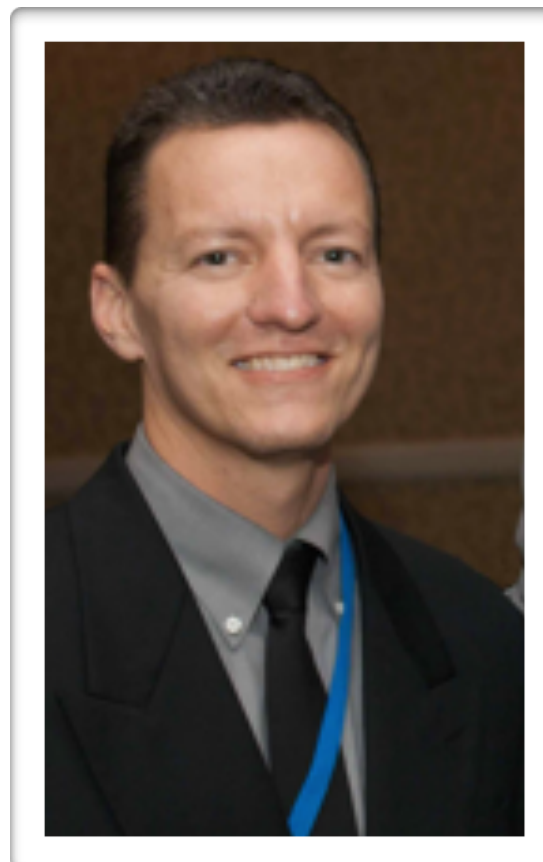
**Any Questions?**

# Creating A Presiding Script

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[Tim@PerfectRules.com](mailto:Tim@PerfectRules.com)



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