

The following are scripts adapted from Jean Gray, the International Parliamentarian used at State Presidents' training at Northeast Regional in 2013.

The member stands, addresses the chair, the chair recognizes the member and the member gives her name and chapter.

Your meeting is following the agenda and has come to the report of the treasurer.

In this case the report has been sent to all members. Jean's also added a little info about how that job works. In this one you'll also see how to get the meeting back on track.

President: The next business in order is the report of the treasurer.

[Report of the Treasurer]

Beryl _____: You have a copy of the treasurer's report.

(Step aside but remain standing.)

President: Are there questions concerning the report of the treasurer?

(Pause ...)

Beth _____: (Rise) Madam President

President: (Recognizes Member)

Beth _____, Alpha Delta. Under Available Fund Disbursements is shown a \$26,762.50 payment for International Dues and Fees. Why was this payment made now when dues aren't due to International until the first of the year?

President: (Look at the treasurer and refer the question to her.)

Beryl _____: Many chapters begin submitting dues to the state in July.

Rather than waiting for all dues to be received, I send partial payments to international (usually in bundles of at least \$10,000) until the total amount due is paid. This practice is actually encouraged by international.

Beth _____: Thank you.

President: Are there additional questions on the report of the treasurer?

(Pause, no questions)

The report of the treasurer will be filed. Thank you, Beryl.

..... Call for the Orders of the Day

[No second; not debatable; not amendable; 2/3 to set aside]

Lisa ____: (Asked from your seat.) Do most state organizations pay dues in advance?

Christine ____: (seated) We do, because our treasurer was asked to do so in the treasurer's meeting that was held at the international convention. I don't know about other state organizations.

Donna ____: (seated) So our treasurer submits the dues in one payment?

Lisa ____: (seated) I think the state organizations that pay the total amount early should get a rebate.

Gay ____: (Rise) Madam President.

President: (Recognizes Member)

Gay ____, Alpha Lambda: I Call for the Orders of the Day.

President: The next business in order is the Report of the Executive Secretary

Calling the orders of the day means to get back on track. As the presider you can script everything you want to say. One of your officers can be the call for the orders of the day person.

When you have a question, stand, address the chair, give your name and chapter and ask for a point of information.

After the reports of the treasurer and the secretary come the reports of committees. At AD State Executive Board, only the elected officers can make motions and vote. Therefore a chapter president or her designee can make a motion. So can the state officers and the past presidents. If the committee chair is a chapter president, she can make the motion from the committee. If she is not, the committee can make a recommendation and the chair can ask for a motion.

Main Motion from Committee

[No second; is debatable; is amendable; majority vote]

Susan ____: The interest earned on the Charity Fund for the year is projected to be less than \$500. The Finance Committee met on July 19th to decide ways of increasing the amount that will be available for our annual contributions. The first project we recommend is a bake sale on November 11th at the parade ground.

You will remember this is the day of the Great Fall Parade. Last year we cleared

\$6800. If the motion is adopted, the committee would like to pass out forms for members to sign indicating their donations for baked goods and the times they can work.

By direction of the Finance Committee, I move that we have a bake sale on November 11th at the Parade Ground, from 10 AM. to 4 PM., with the proceeds going to our charity fund.

President: This motion is from a committee, thus it needs no second. It is moved that we have a bake sale on November 11th at the Parade Ground, from 10 A.M. to 4 P.M., with the proceeds going to our charity fund. Is there discussion?

(Pause, no discussion)

Those in favor of the motion to have a bake sale on November 11th, say 'AYE.'.... Those opposed, say 'no.'....

The ayes have it, the motion is adopted, we will have a bake sale on November

11th at the Parade Ground from 10 A.M. to 4 P.M., and the proceeds will go to the charity fund.

President: Thank you, Susan.

If the agenda, the orders of the day, the agenda, needs to be changed here's the way to do it. In this case, a committee chair has to leave early. Susan starts off.

[Report of Committees Taken Out Of Order]

..... Suspend the Rules

[Needs second; not debatable; not amendable; 2/3 vote]

Susan ____: (Rise) Madam President.

President: (Recognizes Member)

Susan ____, Alpha Beta. The Chair of the special committee (State Headquarters) to investigate new sales items for the state store must leave the meeting. I move to Suspend the Rules and take up the report of the Headquarters Committee.

Secunder: Second

President: It is moved and seconded to suspend the rules for the purpose of taking up the report of the Headquarters Committee.

Those in favor of suspending the rules for the purpose of taking up the report

of the Headquarters Committee will rise. (Informal Count) Be seated.

Those opposed will rise. (Informal Count). Be seated.

There are two thirds in the affirmative and the rules are suspended for the purpose of taking up the report of the Headquarters Committee.

The business in order is the report of the Headquarters Committee on New Sales Items.

Sally _____: The committee has investigated types of items in which chapters have indicated an interest. The list and sales information is in your packet and on the website. The committee will present a full display of items at the November Workshop. Please thank your chapter members for responding to the survey and providing so many suggestions.

President: Thank you, Sally

Sometimes a member wants to change a motion that is on the floor. This motion to amend puts a cap on the amount to be spent.

..... Amend

[Needs second; debatable; amendable; majority vote]

Judith _____: (Rise) Madam President.

President: (Recognizes Member)

Judith _____, Alpha Tau: I move to amend the motion “that all window and door screens at State Headquarters be replaced with new screens” by inserting, "of copper material at a cost not to exceed \$800.00" at the end of the statement.

Seconder I second the motion.

President: It is moved and seconded to amend the motion “that all window and door screens at State Headquarters be replaced with new screens” by inserting, "of copper material at a cost not to exceed \$800.00" at the end of the statement.

Is there discussion on the amendment? (Pause) Judith.

Judith _____: Since last meeting I have inquired about the cost of materials for screens. Screens of the same wire material we now have on our building will cost \$550.00. There is better material, which is copper, and I am sure it will be more serviceable. Copper screens will cost approximately \$720.00.

President: Is there additional discussion on the amendment? (Pause, no discussion)

..... Close Voice Vote

[A re-vote should be taken by another method when a voice vote is too close to be decisive.]

Those in favor of amending the motion by inserting "of copper material at a cost not to exceed \$800.00" at the end of the statement, say 'AYE.'....

Those opposed, say 'NO.'....

The ayes have it and the amendment is adopted.

A member may feel that the vote is too close to call or that the chair heard it differently. Patricia may call for division right after the results are announced.

..... Division of the Assembly

[No second; not debatable; not amendable; revote is taken immediately by another method]

Patricia ____: (Shout out!) Division!

President: A division is called. Those in favor of the amendment to insert "of copper material at a cost not to exceed \$800.00" at the end of the statement, will rise ... Thank you, be seated.

Those opposed will rise ... Thank you, be seated.

The affirmative has it; the amendment is adopted.

The question now is that all window and door screens at State Headquarters be replaced with new screens of copper material at a cost not to exceed \$800.00."

Are you ready for the question?

(Pause, no discussion)

Those in favor of the motion "that all window and door screens at State Headquarters be replaced with new screens of copper material at a cost not to exceed \$800.00", say 'AYE.'....

Those opposed, say 'NO.'....

The ayes have it, the motion is adopted, All window and door screens at State Headquarters will be replaced with new screens of copper material at a cost not to exceed \$800.00."

This new business has to do with the establishment of a scholarship. The question has not received great support. Beth wants further consideration of the topic and asks that the matter be referred to committee.

Motion To Commit/Committee Appointed

[Needs second; debatable; amendable; majority vote]

#10 * - - - - [2 roles]

Beth _____: Madam President

President: (Recognizes Member)

Beth _____, Alpha Delta. Although I understand the reluctance to establish a new scholarship fund, I feel that many of us would like to encourage students entering the health care field. I move to establish a committee of five members, appointed by the president, to study ways the state may offer assistance to students entering the health care field and to report to the Executive Board at the next meeting.

Secunder: Second

President: It is moved and seconded to establish a committee of five members, appointed by the president, to study ways the state may offer assistance to students entering the health care field and to report to the Executive Board at the next meeting.

Is there discussion? (No discussion.)

You are voting on the motion to establish a committee of five members, appointed by the president, to study ways the state may offer assistance to students entering the health care field and to report to the Executive Board at the next meeting.

Those in favor say 'AYE.'....

Those opposed, say 'NO.'....

The ayes have it; the motion to establish a committee of five is adopted.

The President appoints Sally _____, as Chair, with Beth _____, Barbara _____,

Judith _____, and Elizabeth _____.

What to do with STUFF is a question that doesn't have to take forever.

Calling the previous question is the way to get to the vote on an issue when the debate is too lengthy although it still relates to the topic.

.....Previous Question.....

[Needs second; not debatable; not amendable; 2/3 vote]

#11 * - - - - [6 roles]

President: Is there further new business?

Carolyn ____: (Rise) Madam President.

President: (Recognizes Member)

Carolyn _____, Upsilon. Those who have served as officers or committee chairs are familiar with the portable steel file boxes that contain officer and committee files. These file boxes were purchased in 1976. Although they are still in near perfect condition, they are unnecessarily heavy and difficult for members to transport. Therefore, I move that the Board authorize the Executive Secretary to purchase new lightweight heavy-duty portable file boxes to replace the existing steel boxes.

Seconder: Second

President: It is moved and seconded that the Board authorize the Executive Secretary to purchase new lightweight heavy-duty portable file boxes to replace the existing steel boxes.

Are you ready for the question?

Barbara _____: (Rise) Madam President.

President: (Recognizes Member)

Barbara _____, Tau. I don't know that we necessarily need to replace the steel files, because they are still in such good condition after all those years. I doubt that there are comparable lightweight files.

Elizabeth _____: (Rise) Madam President.

President:(Recognizes Member)

Elizabeth _____, Alpha Phi. There is a heavy-duty vinyl portable file box of comparable size that weighs only 1.5 pounds. Each of the steel file boxes weight six pounds empty.

Carol _____: (Rise) Madam President.

President: (Recognizes Member)

Carol _____, Alpha Zeta. I move the previous question.

Claire _____: Madam President, I rise to a parliamentary inquiry.

President: The member will state the inquiry.

Claire _____: What will be the effect if the Previous Question is adopted?

President: If the Previous Question is ordered by a two-thirds vote, all debate and amendments to the pending question to purchase replacement files will stop and the question will be put to vote immediately.

The Previous Question is moved. Is there a second?

Seconder: Second

President: The Previous Question is moved and seconded. Those in favor of ordering the Previous Question, will rise. (Count). Thank you; be seated. Those opposed will rise. (Count) Thank you; be seated.

There is a two-thirds vote in the affirmative, the Previous Question is ordered.

* - - - - -

..... A Lost Motion.....

#12 * - - - - [4 roles]

President The question now is the motion that the Board authorize the Executive Secretary to purchase new lightweight heavy-duty portable file boxes to replace the existing steel boxes.

Those in favor, say 'AYE.'....

Those opposed, say 'NO.'....

The noes have it; the motion is lost; we will not purchase replacement files boxes.

This is enough to get you sorted and through the first year. The key is to have an agenda and you can write what you're going to say from that.

Please email me at maryjane.kaufman@gmail.com when you have questions.