

**Sample Meeting Script**

President The Regular meeting of (*Name of Group*) is called to order at (*state time)*

President (Invocation, Thought of the Day, Pledge of Allegiance to the American Flag) Thank you.

President Would the Secretary please read the minutes of the previous meeting?

Secretary *(Stands and* *Reads the minute of previous meeting*)

President Thank you.

Are there any corrections?

Hearing none, the minutes are approved as read

**OR**

Make note of any corrections. The minutes are approved as corrected.

President Next Order of Business is the Report of the Officers. Will the Treasurer please read the Treasurers Report?

Treasurer (*Reads the Treasurer’s report)*

President Thank you. The treasurer’s report will be filed.

President: Standing Committee Reports

President: Special Committee Reports

President There is no Unfinished Business?

OR

The motion to (?????) was pending when the last meeting adjourned. Is there any discussion?

President Is there any New Business?

# Member 1 (*Stand*) Mr. President

(*Acknowledgement by President*)

Member 1 I move that we\_\_\_\_\_\_\_\_\_ (*State Motion*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Anyone (SECOND)

President It is moved and seconded the we (*Restate Motion*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is there any discussion or are you ready for questions or?

Member 1 (*Maker of the motion*) (*Stand*) Mr. President

(*Acknowledgement by President*)

(Discuss motion)

Member 2 (*Stand*) Mr. President

(*Acknowledgement by President*)

(Discuss motion)

President Is there any further discussion?

Hearing no further discussion it is moved and seconded that we

(*Restate Motion*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President All in favor say aye (AYE)

All opposed say no (NO)

They Ayes have it and the motion is passed/adopted and we will (*Restate Motion*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

OR

The No’s have it and the motion is lost and we will not (*Restate Motion*)

Is there any other new business

# Member 3 (*Stand*) Mr. President

(*Acknowledgement by President*)

I move that we (*State Motion*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anyone (SECOND)

President It is moved and seconded (*Restate Motion*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is there any discussion?

Member 3 (*Stand*) Mr. President

(*Acknowledgement by President*)

(Discuss motion)

Member 2 (*Stand*) Mr. President

(*Acknowledgement by President*)

(Discuss motion)

Member 1 (*Stand*) Mr. President

(*Acknowledgement by President*)

I move to amend the motion by striking \_\_\_\_\_\_\_\_\_ and inserting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anyone (SECOND)

President It is moved and seconded to amend the motion by striking \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and inserting \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is there any discussion?

Member 1 (*Stand*) Mr. President

(*Acknowledgement by President*)

(Discussion of amendment only)

Member 3 (*Stand*) Mr. President

(*Acknowledgement by President*)

(Discussion of amendment only)

President Is there any further discussion? Hearing none, it is moved and seconded to amend the motion by striking \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and inserting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

President All in favor say aye (*AYE*)

All opposed say no (*NO*)

President They Ayes have it and the motion is passed and the main motion now reads \_\_\_\_\_\_(*Restate the Motion with the change*)

Is there any further discussion?

Member 2 (*Stand*) Mr. President

(*Acknowledgement by President*)

(Discussion of the amended main motion)

President Is there any further discussion? Hearing no further discussion, it is moved and seconded \_\_\_\_\_\_\_\_\_ (restate motion) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All in favor say aye (AYE)

All opposed say a (NO)

They Ayes have it and the motion is passed and we will (*restate motion*)

Is there any further discussion?

OR

They No’s have it and the motion is lost and we will not \_\_(*Restate Motion*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Member 2 (*Stand*) Mr. President

(*Acknowledgement by President*)

I move that \_\_\_\_\_(*State Motion*)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anyone (SECOND)

President It is moved and seconded that we \_\_\_\_(*State Motion*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Is there any discussion?

Member 2 (*Stand)* Mr. President

(*Acknowledgement by President*)

(Discuss motion)

Member 1 (*Stand*) Mr. President

(*Acknowledgement by President*)

(Discuss motion)

President Is there any further discussion?

Hearing no discussion it is moved and seconded \_\_\_\_(*State Motion*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

All in favor say Aye (AYE)

All opposed say No (NO) *(The vote sounds very close)*

Anyone Division

President Division has been called.

President All those in favor of the motion to \_\_\_\_(*State Motion*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_please stand. (*President counts vote and makes a note of the number*). Thank you, you may be seated.

All those opposed to the motion \_\_\_\_(*State Motion*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Please stand. (*President counts vote and makes a note of the number*). Thank you, you may be seated.

President The ayes have it and the motion is adopted and we will \_\_\_\_(*Restate Motion*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

President Is there any other new business? *(Unanimous Consent)*

Announcements:

1. The Fall Fair will be \_\_\_\_\_\_\_\_\_\_\_\_
2. Next Meeting date and time

President The meeting is adjourned at \_\_\_(*Note Time*)\_\_\_\_\_\_\_\_\_

OR

Member 1 I move to adjourn the meeting.

Member 2 Second

President Is is moved and seconded to adjourn the meeting.

President All in favor say aye, all opposed say no. The aye have it and this meeting is adjourned at \_\_\_(state time ).