

SAMPLE SCRIPT FOR ANNUAL MEETING

CALL TO ORDER

I see a quorum present (refer to your guidelines for the number required _____).

Will the meeting please come to order?

_____ has agreed to serve as our parliamentarian.

ANNOUNCEMENTS

SECRETARY'S REPORT

According to our League's bylaw's, the minutes of last year's Annual Meeting were approved by a committee made up of _____.

Our secretary, _____, is taking the minutes of today's meeting. With your approval, the chair will appoint a committee of _____ members to act for you in reading, correcting, and approving these minutes as soon as possible after this meeting. Is there any objection to this procedure? Since there is no objection, will _____ please serve on this committee? (Have secretary send today's minutes to each of these three members. Include with the minutes a form for each member of the committee to sign indicating either that they have read and approved the minutes, or have proposed corrections to them.)

TREASURER'S REPORT

The Treasurer's Report has been included in your annual meeting kit (or is being passed around for your inspection). The Treasurer's Report does not have to be approved by the members, but if anyone has additions or corrections, or a question about the report, please say so now. Since there is no further discussion, the secretary will file the Treasurer's Report with the minutes.

BYLAWS

The next question before you is the proposed bylaws changes or amendments. The committee will present the changes or amendments that have also been discussed by the Executive Board (or Board). They were sent to you approximately (one month) in advance of this meeting in compliance with our present bylaws (check your bylaws) and are included in your annual meeting kit. A two-thirds vote is necessary to adopt these amendments.

_____, will you please read the proposed bylaws amendments aloud, and move for their adoption? _____ seconded the motion (not necessary if committee motion).

Is there any discussion? (If no discussion, the amendments may be voted in a group.) Vote (2/3 required = _____).

BUDGET

The Budget Committee Chair, _____, will present the proposed budget, and answer your questions regarding it. It also has been included in the annual meeting kit. (Members may reduce or enlarge the proposed budget, or may change any items, but the final proposed budget must be balanced.)

_____ has moved the adoption of the proposed budget (committee chair).

_____ seconded the motion (not necessary if committee motion).

Is there any discussion? Vote (majority required = _____).

PROGRAM

The next item on the agenda is the presentation of program items recommended by the Executive Board and included in the _____ issue of the bulletin. The items will be presented and moved for adoption one at a time. After each motion, you may ask questions for clarification only. Discussion and voting will not take place until all of the program items have been presented. The purpose of this procedure is to permit you to see the total program picture before the actual voting and to not be influenced in your vote by the order in which the items are presented.

(OVER)

Each presenter starts by saying: "I move the adoption of the proposed program item which reads...." Motion is seconded; then presenter gives reasons for making proposal.

Program Item _____

Presenter _____ Second _____

All the recommended items have been presented and explained briefly. The floor is now open for the proposal of any not-recommended items. A not-recommended item requires a "vote for consideration" by the majority of the members present before it can be debated. Does anyone wish to propose a not-recommended item?

Not-recommended Item _____

Presenter _____ Second _____

Vote for consideration (majority required = _____).

The floor is now open to discussion on the items before you. We will limit the debate on each item to _____ minutes and attempt to give an equal amount of time to both sides. The items will be discussed in the order in which they were presented. (Amendments are voted on as they are presented. Their main purpose should be clarification, not to enlarge or change direction of the main thought. Chair rules on whether amendment is in order.)

We are now ready for a vote on the adoption of the recommended program items. The secretary will read the wording of each item. A majority vote is required for adoption. Vote (majority required = _____).

Now we will vote on any not-recommended items. Our Bylaws require a two-thirds vote for adoption of a not-recommended item. The secretary will read each item. _____ has moved the adoption of this non-recommended program item. _____ seconded the motion. Vote (2/3 required = _____).

Do members wish to make additional comments that will give direction to the Board and assist the Program Chair in planning for next year?

NOMINATIONS AND ELECTIONS

(Possible remarks by President thanking this year's Board members.)

The Chair of the Nominating Committee will read the slate of nominations and the names of her/his committee members.

Are there any nominations from the floor? (Prior consent from a floor-nominated individual must have been obtained.) **Since I hear no further nominations, I will entertain a motion that the nominations be closed.** _____ moved the adoption. _____ seconded the motion. Vote (majority required = _____).

I will now entertain a motion that the secretary cast one ballot for the entire slate as proposed. _____ moved the adoption. _____ seconded the motion. Vote (majority required = _____).

FURTHER BUSINESS

Is there any further business to come before this meeting?

ADJOURNMENT

If there is no objection, (pause) the Chair will adjourn the _____ Annual Meeting.