

Sample Meeting Script

Parts: President (Pres)--
Vice President (VP)--Erin
Secretary (Sec)--Lindsay
Treasurer (Treas)--Joshua
Member (proper names)—Ryan, Katie

Pres. The regular meeting of the MSS Chapter will come to order. The Secretary will please read the minutes of the previous meeting.

Sec. (Read minutes)

Pres. Thank you. Are there any corrections to the minutes? If there are no corrections, the minutes are approved as read. The next business in order is the Reports of Officers, Boards and Standing Committees. May we have the Treasurer's report?

Treas. Treasurer's Report
(which will be typed/written and submitted—oral report is below)

Beginning balance, June __, ____	\$150.00	
Receipts:		
Candy Sales	\$150.00	
Donations	\$500.00	
Total Receipts	<u>\$650.00</u>	
Total Cash to be accounted for		\$800.00
Disbursements:		
Fall Conference Expense	\$600.00	
Fall Series Registration	<u>\$100.00</u>	
Total Disbursements		<u>\$700.00</u>
Ending balance, July __, ____		\$100.00
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ORAL REPORT

The balance on June __, ____ was \$150. There were receipts of \$150 from candy sales and \$500 from donations. There were disbursements of \$600 for the Fall Conference and \$100 for the Management Series. The balance as of July __, ____ is \$100.

Pres. Thank you. Are there any questions on the report? The report will be filed. The next business in order is the Reports of Special Committees. The chair recognizes (member name), Chairman of the Special Valentines Day Committee for a report.

Katie The committee appointed to investigate the possibility of having a Valentine's Day activity for the American Heart Fund recommends selling suckers. On behalf of the committee, I move that the chapter sell Valentine suckers to raise money for the American Heart Fund.

Pres. Thank you. A motion from a committee does not require a second. The motion before the assembly is, “that the chapter sell Valentine suckers to raise money for the American Heart Fund.” Are you ready for the question? (Pause) Those in favor of selling Valentine suckers to raise money for the American Heart Fund, say “aye.” (All for) Those opposed, say “no.” The “ayes” have it, the motion is adopted, and the chapter will sell Valentine suckers to raise money for the American Heart Fund.

The next business in order is Unfinished Business and General Orders. Under unfinished business the first item of business is the motion relating to having a Career Shadow Day which was pending when the last meeting adjourned. The question is on the adoption of the motion “that the chapter sponsor a Career Shadow Day on October 27 to promote career awareness.” Are you ready for the question?

Treas. Mr. President, Joshua.

Pres. Joshua

Treas. I speak in favor of this motion. Career Shadow Days have been successful for other chapters and will give our members the opportunity to see occupations first hand.

VP. Mr. President, Erin.

Pres. Erin

VP. I move to recess for 5 minutes.

All Second!

Pres. It is moved and seconded to recess for 5 minutes. Are there any amendments? (Pause) Those in favor of the motion to recess for 5 minutes, say “aye.” (Erin vote aye) Those opposed, say “no.” (All others vote no) The “noes” have it, the motion is lost, and we will not recess for 5 minutes.

Sec. Mr. President, Lindsay.

Pres. Lindsay

Sec. I move the previous question.

All Second!

Pres. The previous question is demanded. Those in favor of ordering the previous question on the motion concerning sponsoring a Career Shadow Day, please rise. (All but Erin) Thank you, be seated. Those opposed, please rise. (Erin) Thank you, be seated. There are two-thirds in the affirmative, and the previous question is ordered. The question is now on the adoption of the motion that “the chapter sponsor a Career Shadow Day on October 27 to promote career awareness.” Those in favor, say “aye.” (Erin, Lindsay, Joshua) Those opposed, say “no.”

(Katie, Ryan) The “ayes” have it, the motion is adopted, and the chapter will sponsor a Career Shadow Day on October 27 to promote career awareness.

The next business in order is New Business. Is there any new business?

Katie Mr. President, Katie.

Pres. Katie

Katie I move that the chapter purchase 10 copies of the current edition of Robert’s Rules of Order.

All Second!

Pres. It is moved and seconded “that the chapter purchase 10 copies of the current edition of Robert’s Rules of Order.” Are you ready for the question?

Katie Mr. President, Katie.

Pres. Katie

Katie I speak in favor of this motion. Our officers want to use proper procedures in conducting our business meetings. Purchasing 10 copies of the current edition of Robert’s Rules of Order will provide our officers with the proper tools.

Pres. Are you ready for the question? The question is on the adoption of the motion “that the chapter purchase 10 copies of the current edition of Robert’s Rules of Order.” Those in favor, say “aye.” (All but Joshua) Those opposed, say “no.” (Joshua) The “ayes” have it, the motion is adopted, and the chapter will purchase 10 copies of the current edition of Robert’s Rules of Order.

Ryan Mr. President, Ryan.

Pres. Ryan

Ryan I move to reconsider the vote on the motion concerning sponsoring a Career Shadow Day. I voted on the prevailing side.

Katie Second!

Pres. It is moved and seconded to reconsider the vote on the motion concerning sponsoring a Career Shadow Day. Are you ready for the question on the motion to reconsider the vote?

Ryan Mr. President, Ryan.

Pres. Ryan

Ryan I speak in favor of the motion to reconsider the vote. I believe we decided too quickly and feel we will not have enough time to contact all the businesses by October 27.

Pres. Are you ready for the question? Those in favor of reconsidering the vote on the motion concerning sponsoring a Career Shadow Day, say “aye.” (Ryan, Katie) Those opposed, say “no.” (Lindsay, Joshua) (Erin does not vote) The “ayes” have it.

Treas. Division!

Pres. A division is called for. Those in favor of reconsidering the vote on the motion concerning sponsoring a Career Shadow Day, please rise. (Ryan, Katie) Thank you, be seated. Those opposed, please rise. (Lindsay, Joshua) (Erin does not vote) Thank you, be seated. There are two in the affirmative and two in the negative. There being a tie, the motion is lost, and we will not reconsider the vote.

Is there any further new business? Are there any announcements? Is there any further business? If there is no further business and no objection, the meeting will adjourn. Since there is no objection, the meeting is adjourned.

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