MAKING
MEETINGS
RUN
SMOOTHLY

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Creating
a
Presiding Script

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Preparation For The Meeting

Collect the Necessary Documents for the Meeting:

- Which Governing Documents Apply?
  - Federal and State Statutes
  - Parent Organization's Rules
  - Articles of Incorporation
  - 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
  - Roll
  - Presiding Script

Identify the Details of the Meeting:

- Which Body is Meeting?
  - General Membership
  - Board
  - Committee

- What Type of Meeting is It?
  - Regular Meeting
  - Special Meeting

- Is Notice Required; Was Notice Given?

- What Items of Business Are Expected to Be Considered in the Meeting?

Structure of the Presiding Script

Keep It Clean:
▸ Include only the presiding officer's part
▸ Write it so the presiding officer can read it without having to think
▸ Include the correct parliamentary language
▸ Do NOT include explanations
▸ Put direction in parentheses or brackets, e.g., (pause) [Secretary Reads Report]

Headings:
▸ Use Headings that align with the proposed Agenda, Program, or Order of Business

Copies:
▸ Wait until the last minute (here, it's actually a good idea)
▸ Make a copy for yourself
▸ Make several copies for the presiding officer
▸ Make several copies as backups

Before the Meeting:
▸ Ensure the presiding officer has the current script
▸ Read over the presiding officer's script, checking for any additional notes
▸ Ensure the script aligns with the proposed Agenda, Program, or Order of Business
▸ Ask key players about any last-minute situations that need to be addressed
▸ Make any necessary changes to the script by hand
▸ Explain any changes to the presiding officer
▸ Create last-minute supplemental materials as necessary (even during the meeting)

During the Meeting:
▸ Follow Along on Your Own Copy
▸ Mark off sections as they are completed
▸ Keep an eye on the presiding officer's copy to make sure it's on the right spot
▸ Be ready to point the presiding officer to the right spot
▸ Read ahead to anticipate
▸ Be aware of the assembly (don't get stuck in the script)
▸ Don't fight with the presiding officer over small things (pick your battles)
▸ Don't hide from the assembly

Order of Business Quiz
(Answers Below)

1. Under *Robert's Rules of Order,* how is an Order of Business established in an organization with regular monthly meetings?

a. The Order of Business must be established in the bylaws
b. A meeting has no Order of Business until adopted at the start of each meeting
c. Adopting RONR automatically gives an organization an Order of Business
d. The chair sets the Order of Business

RONR (11th ed.), p. 353, ll. 17-22

2. Put the following Headings in the sequence in which they appear in the Standard Order of Business.

1. _____   a. Special Orders

2. _____   b. New Business

3. _____   c. Reading and Approval of the Minutes

4. _____   d. Reports of Officers, Boards, & Standing Committees

5. _____   e. Unfinished Business and General Orders

6. _____   f. Reports of Special Committees

RONR (11th ed.), p. 353, ll. 10-15

3. 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

RONR (11th ed.), p. 365, ll. 20-23

4. So, if a motion had been postponed from the previous session, where would it come up in the Order of Business?

e. Old Business
f. Special Orders
g. Unfinished Business and General Orders
h. New Business

RONR (11th ed.), p. 359, ll. 1-3

5. 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

RONR (11th ed.), p. 357, ll. 27-31

6. True or False: When notice of a bylaw amendment has been given, it becomes a General Order for the meeting at which it is to be considered.

a. True
b. False

RONR (11th ed.), p. 596, ll. 25-27

7. What is Unfinished Business?

a. A question that was pending when the previous session adjourned
b. Any Unfinished Business from the previous session that was not reached
c. Any General Orders from the previous session that were not reached
d. All of the Above

RONR (11th ed.), p. 358, ll. 19-30

ANSWER KEY: 1. C; 2. C, D, F, A, E, B; 3. A; 4. C; 5. A; 6. A; 7. D

Worksheet for Exercises 1: Order of Business

1. Reading and Approval of the Minutes

   _____

2. Reports of Officers, Boards, and Standing Committees

   _____

   _____

3. Reports of Special Committees

   _____

   _____

4. Special Orders

   _____

   _____

5. Unfinished Business and General Orders

   _____

   _____

   _____

6. New Business

   _____

   _____

Exercise 1:
Fill in an Order of Business

Fill in the Order Of Business on Page 6 from the items found on the two pages below.
Answers are at the end of this document.

A. From talking to officers and committee chairs . . .

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.

During a discussion before the meeting, the Treasurer and the chair of the membership committee informed you that they were prepared to give reports.

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.

B. From talking to members . . .

Ms. Walker 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.

"I'll let the President know," you replied, as you tucked the paper into your folder.

C. From the bylaws . . .

Following up on a hunch, you did a quick check of the bylaws and found the following passage: "At the regular meeting in February, a member shall be selected to represent the Society in the Papen County Summer Parade." With February's meeting moments away, you pulled a pen from your briefcase and went to work on the Order of Business.

D. From the Draft Minutes of the Previous Meeting

Draft Minutes of the Previous Meeting:

The Regular Meeting of the Longborough Historical Society was held on January 21, 2019, 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 previous meeting were approved as read.

The reports of the President, Vice-President, Membership Committee, and Research Committee were received and placed on file.

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 2020 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.

Deputy McManis presented a lecture on Internet safety.

Ms. Rosen gave notice of her intention to make the following motion at the next regular meeting: "That Article IV, Section 2 of the bylaws shall be amended by striking out '4' and inserting in its place, '5'."

Mr. Parker gave notice of his intention to make a motion at the next regular meeting to rescind the standing rule that prohibits drinks in the library.

Mr. Clem 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.

Presiding Script

Elements of A 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.

4. The next item of business is _____.
   The Question is on the adoption of the motion "_____."
   Are you ready for the Question? —OR— 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/to_____."
   Are you ready for the Question? —OR— Is there any debate?
   Those in Favor, say Aye. . . . Those opposed, say No. . . .
   The Ayes (Noes) have it, and the motion is Adopted (Lost).

6. Is there any further business?
   Since there is no further business, the meeting is adjourned.

Creating A Presiding Script

Use your completed Order of Business outline from Page 6 to draft your Presiding Script.

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.

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.

_____'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.

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.

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.

_____

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]

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 . . .

—————————————————

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).

—————————————————

The next item of business is the _____, which was postponed to this meeting. The resolution is as follows:

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

_____

The next item of business is the _____. Notice was given that the

following motion would be made: "_____

_____"

The chair recognizes _____ to make the motion.

[_____ makes motion]

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, please rise and
remain standing to be counted. . . . Thank you, be seated. Those opposed, please rise and
remain standing to be counted. . . . Thank you, be seated.

There are _____ votes in the affirmative and _____ votes in the negative. The
affirmative has it, and the motion is adopted (lost).

New Business

Is there any new business?

_____

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)."

ANSWER KEY
Worksheet for Exercises 1: **Order of Business**

1. Reading and Approval of the Minutes

    _____

2. Reports of Officers, Boards, and Standing Committees

    _____Vice-President's Report;   Treasurer's Report ;_____

    _____Membership Committee Report_____

3. Reports of Special Committees

    __Report of Committee appointed to research cost of industrial copy machines_

    _____

4. Special Orders

    _____Selection of Representative to the Papen County Summer Parade_____

    _____

5. Unfinished Business and General Orders

    __UB: "that no history journals shall be loaned to nonmembers,"_____

    ____"Resolved, That the 2020 Annual Picnic shall be held at Orchard Park."____

    Ms. Rosen: "That Article IV, Section 2 of the bylaws shall be amended by striking out '4' and inserting in its place, '5'."

6. New Business

    _That $200 shall be donated to the Harbor Shore Foundation._____

    _____

    On the Table: "that the Society's records shall be made available for member access through the website,"

    NOTICE: To Rescind Drink Prohibition in the Library (given by Mr. Parker)

ANSWER KEY
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.

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.

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.

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.

Report of the Committee Appointed to Research the Cost of 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.

Selection of Representative to the Papen County Parade

The next item of business is The Selection of a 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 . . .

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).

Annual Picnic

The next item of business is the Annual Picnic resolution, which was postponed to this meeting. The resolution is as follows: "Resolved, That the 2020 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: "Resolved, That the 2020 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)."

Bylaw Amendment

The next item of business is the Bylaw Amendment. Notice was given that the following motion would be made: "That Article IV, Section 2 of the bylaws shall be amended by striking out '4' and inserting in its place, '5'."

The chair recognizes _____Ms. Rosen_____ to make the motion.

[Ms. Rosen makes motion]

It is moved and seconded "That Article IV, Section 2 of the bylaws shall be amended by striking out '4' and inserting in its place, '5'." Are you ready for the question?

[members debate]

The question is on the adoption of the motion "That Article IV, Section 2 of the bylaws shall be amended by striking out '4' and inserting in its place, '5'." Those in favor, please rise and remain standing to be counted. . . . Thank you, be seated. Those opposed, please rise and remain standing to be counted. . . . Thank you, be seated.

There are _____ votes in the affirmative and _____ votes in the negative. The affirmative has it, and the motion is adopted (lost).

New Business

Is there any new business?

Harbor Shore Donation

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)."