

National Garden Clubs, Inc.

SCRIPT FOR LOCAL CLUB MEETING

Chair **The regular (or special, annual, adjourned, special adjourned) meeting of the ABC Club will come to order.** (If necessary, wait a minute until everyone is attentive. If there is to be prayer, and the Pledge of Allegiance to the Flag of the United States of America in the opening, it usually comes at this time and in that order--unless National Anthem--before the Pledge. Any other opening exercises would come next--roll call, singing, welcome.)

The Secretary will read the minutes of the previous meeting. (give the date.)

(Chair sits while minutes are read. **St.** in the margin means that person is Standing.)

Sec. (Without addressing the Chair, reads the minutes from a bound pre-numbered volume).

(St.) The minutes may be hand written or typed and put in the volume with rubber cement.

Any minutes of other meetings that have not been read and approved should be read at this time, starting with the earliest date. (Do not "respectfully submit" minutes--name and title only).

Chair **Are there any corrections to the minutes?** (Only the word corrections, none others

(St.) needed) **There being none, the minutes stand approved as read.** (Or) **Are there**

further corrections? If not, the minutes stand approved as corrected. (If there are corrections, direct the Secretary to make the corrections in the bound book. Minutes may be corrected at a later day, if found necessary--takes a 2/3 vote--had already been adopted.)

The next business in order is the financial report of the Treasurer. (Note business in order and not order of business. If your Order of Business (Agenda) has something else here instead of this report, follow your Order of Business.)

Treas. (Stands, without addressing the Chair, reads the financial report. Does not "respectfully submit").

Chair **Are there any questions regarding the report?** (The Treasurer's report is never adopted

(St.) The Auditor's report after the close of the fiscal year is adopted by the membership.)

The next business in order is hearing reports. (The reports of the officers are followed by the reports of the Board, Standing and Special Committee Chairmen. The officers report in the order they are listed in the Bylaws as well as the Standing Committee Chairmen. . Special Committees report in the order they were established. The Chair calls upon only those who have indicated they will have a report except for the Special Committees who will all report. The Vice-Presidents will usually report under their Chairmanships, unless they have presided in the absence of the President or represented her--a true report of a V-P-- example of report--*Mrs. A. will give the report of the XYZ Committee.*)

Repts (In giving the committee report, the Chairman or reporting member rises and states

Madame or Mister President, the report of the XYZ Committee is as follows. (If the committee wishes action taken by the assembly, the report ends with a main motion)

On behalf of the XYZ Committee, I move that _____. No second is required unless it is a committee of one.)

Chair **The next business in order is Special Orders.** (If your Bylaws state that the

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St. Nominating Committee will be elected in February, the election will be a Special Order for February. Your Bylaws might address the month for election of officers, annual reports, adoption of the budget, the audit, etc. These are all Special Orders for a given month.)

The next business in order is unfinished business and general orders.

(Not old business. The Chair will not announce this heading unless the minutes reflect unfinished business or general orders, usually a motion to postpone consideration of a motion to this meeting or if the previous meeting were adjourned before all business had been completed. If there were such items of business, the Chair would simply state the items of business. She should never ask *Is there any unfinished business?* This is not the responsibility of the assembly but of the Chair.)

Is there any new business to come before this meeting? (The members may bring new business before the membership by way of MAIN MOTIONS. If there have been letters received that need action, these come on the Agenda under New Business usually and not under the report of the Corresponding Secretary. These communications are read by either the Recording Secretary or the Chair. The Chair would then state **What are the wishes of the club regarding this?** A member would make the proper motion before debate begins.)

Mem *Madame or Mister President*, (waits for recognition by the Chair before speaking or making a motion.) **I move that we give \$100 to the Library.** (or whatever the member or the communication wished the assembly to take action on. Another member seconds the motion.)

Chair (The Chair must state the motion so it belongs to the assembly and the assembly must dispose of it in some way.) **It is moved and seconded that the Club give \$100 to the Library? Is there debate?** (Debate is now in order and the member who made the motion has the first right to speak to it. The members should rise, get recognition from the Chair, and address all remarks to or through the Chair. Any member, except the Chair, from the chair, and the Parliamentarian may speak to the motion, unless for some vested reason, a member should not debate. After all debate is finished, the Chair takes the vote by saying.) **Those in favor, say aye. Those opposed, say no. The ayes have it and we will give \$100 to the Library.** (The Chair should always announce the result of the vote. Perhaps this motion for lack of answers to questions or not enough members present was temporarily disposed of by referring it to a committee or postponing consideration until the next meeting—(Note--we did not table but postponed consideration until. Remember you cannot table until, it is table period.)

Is there any further new business? (If none, on some Orders of Business or Agendas the program comes now. However, if the speaker has arrived much earlier, the Chair could, doesn't have to, use unanimous consent to suspend the rules **If there is no objection, we will suspend the order of business and have the program now.** (If there is no objection, have the program. If an objection, put it to a vote of the assembly--2/3 vote). **The program speaker will be presented at this time by the Program Chairman, Mrs. B.** (NEVER TURN THE MEETING OVER TO THE PROGRAM CHAIRMAN OR ANYONE ELSE UNLESS YOU WISH TO VACATE THE CHAIR, in which case you

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go sit in the audience until the final vote is taken on that particular motion. The First Vice-President presides or sits in your seat whenever you leave the platform (Chair).

(Announcements usually come at this time.) **Are there any announcements? Is there any further business to come before the assembly? If there is no further business and no objection, the meeting will be adjourned. The meeting is adjourned.** (The meeting is NOT ADJOURNED UNTIL THE CHAIR SAYS SO.)