

Using Robert's Rules: The Presiding Officer's Script

The best presiding officers plan ahead. With an agenda and knowledge of the business at hand before the meeting, a plan can turn into a script like the following example that following Robert's Rules and will enable you to preside like a pro.

President's Scripted Agenda

Date

Call to order:

Time

Rap the gavel once

The meeting will come to order.

Approval or correction of minutes

The secretary's draft of the minutes of the May meeting was sent to you last week, and a copy is in your meeting packet. Knowing you all to be judicious minute-readers, please let me know now if you found any errors.

Pause.

Are there any corrections to the minutes as distributed?

Take corrections until there are no more.

If there are no (further) corrections, the minutes stand approved as distributed (corrected).

The next order of business is officer reports.

Reports of Officers

President's Report

If one.

Treasurer's Report

If one – example - We have 281 dues-paid members, \$21,272 total cash accounts. You have in your meeting packets some financial reports for the period 1/1 to 5/31.

Handle questions

No action is required on the treasurer's report. It will be filed for audit.

Before we continue, please allow me to report some committee appointments.

Report committee chairpersons and membership appointments so far.

VP

7 Director's Report

If one – Ex. There are a number of recommendations here and we'll take them up one at a time. . . .

Ask Secretary to read the first recommendation. Someone then should "move the adoption of the recommendation just read."

State the motion

It is moved to adopt the recommendation just read. Is there debate?"

Handle discussion; put the question when ready by saying,

Those in favour say "Aye" [pause]

Those opposed say "No". . . .

The motion passes (fails) and the recommendation is (not) adopted.

The next order of business is standing committee reports.

Reports of Standing Committees

Membership Committee Chairperson's Report

The chair recognizes ____ for the membership committee report.

[Script for motions arising from the report]

Thank you ____.

Reports of Special Committees

Special Certification Committee Report

The chair recognizes ____ for the certification committee report.

[Script and handle motions arising from this report]

Thank you.

New Business

Is there new business?

The Chair recognizes AB.

[AB makes motion and it is seconded.]

It is moved and seconded to create a special committee of three members to be appointed by the president to report recommendations on requirements for annual continuing education credits for members.

Handle debate, put the question, announce the result.

Is there any further business to come before the meeting?

Announcements

We need to set the date for our next meeting. It looks like September 18 is the usual date. Shall we meet next at 3 pm on September 18? Hearing no objection, we'll meet next on September 18 at 3pm here at the clubhouse.

Adjourn

There being no further business to come before the board, the meeting is adjourned.

Making and Handling Motions Following Robert's Rules

In an organization that's following Robert's Rules, when that light bulb goes off in your head and you have a great idea, you make a motion to get your idea discussed and a decision made. Here are the eight steps required from start to finish to make a motion and get the decision of the assembly. Each step is a required part of the process.

Step

1. The member rises and addresses the chair.

2. The chair recognizes the member.

3. The member makes a motion.

4. Another member seconds the motion.

5. The chair states the motion.

What to say

"Mr./Madam Chairman."

"The chair recognizes Ms. Gliggenschlapp."

"I move to purchase a copy of *Robert's Rules For Dummies* for our president."

"Second."

"It is moved and seconded to purchase a copy of *Robert's Rules For Dummies* for your president. Are you ready for the question?"

6. The members debate the motion. “The chair recognizes Ms. Gliggenschlapp to speak to her motion. . . .”
7. The chair puts the question, and the members vote. “Those in favor of adopting the motion to buy a copy of *Robert’s Rules For Dummies* for your president, say ‘Aye.’ [pause] Those opposed, say ‘No.’”
8. The chair announces the result of the vote. “The ayes have it, and the motion carries. A copy of *Robert’s Rules For Dummies* will be purchased for your president.”

Following the Standard Order of Business

An easy way to remember the Robert’s Rules *standard order of business* is with the mnemonic 3R-SUN — you can see it clearly in the following list. This list is a quick reference to make it easy for you to set up a basic agenda for your meeting.

1. Reading and approval of minutes
2. Reports of officers, boards, and standing committees
3. Reports of special (select and ad hoc) committees
4. Special offers
5. Unfinished business and general orders
6. New business