

Script for Organizational Executive Committee Meeting

[Note: This script is based on the accompanying agenda. Customize wording as needed for the agenda items used and for the level of formality required to keep order, respect rights of members, and accomplish business in each particular meeting. In a committee, the Chair can make, discuss and vote on motions. Items in **bold purple** are optional. **Bold red** are what chair says, **bold blue** for others. [Bracketed words] are instructions. Indented **bold** tells chair what to do **If....**]

[*Michigan Compiled Laws, MCL 168.599 (3)* Within 30 days following the convening of the fall county convention the executive committee, acting without the officers of the county committee who are not otherwise members of the executive committee, shall meet and select a temporary chairperson and temporary secretary. The temporary officers shall serve only during the selection of the officers of the executive committee who shall also serve as the officers of the county committee for the 2 years commencing on January 1 next. The officers shall be a chairperson, a vice-chairperson who shall be of the opposite sex of the chairperson, a secretary, and a treasurer. Candidates for legislative offices consisting of more than 1 county may give a written proxy to other members of the executive committee.]

[*Robert's Rules of Order, Newly Revised, 12th edition (RONR) 50:25* In committee meetings (as opposed to conventions), the chair can make motions and speak in discussion.]

1) CALL TO ORDER

[RONR 3:15]

ACTING CHAIR [EC member calls meeting to order with one rap of gavel]: **"This organizational meeting of the _____ County Republican Executive Committee will come to order."**

2) INVOCATION

[RONR 41:30 Opening ceremonies are optional.]

ACTING CHAIR: **"Would _____ please lead us in prayer?"**

3) PLEDGE OF ALLEGIANCE

ACTING CHAIR: **"Please rise for the Pledge of Allegiance."** [Lead Pledge.]

4) BRIEF RECALLING OF OBJECTS OR IDEALS OF ORGANIZATION

ACTING CHAIR: **"Our Executive Committee was elected to uphold the ideals of _____, to establish policy for _____, to inspire _____, to _____, [etc.]"**

5) ROLL CALL & DETERMINATION OF QUORUM

[RONR 40:11 & 12, 41:31, 47:7 1)]

ACTING CHAIR [have a list of Executive Committee members]: **"The Chair will take attendance by reading the roll call."**

ACTING CHAIR [when roll call is done]: **"There are #___ total members of the Executive Committee. #___ are present."**

ACTING CHAIR [if members present meet quorum requirements in bylaws or, if quorum is not in bylaws, are over half of total membership]: **"We have a quorum."** [Go on to 6) APPROVAL OF AGENDA.] **OR "We do not have a quorum."**

If there is not a quorum

[RONR 40:6-9 If there is not a quorum, no business can be transacted. The meeting can 1. vote to recess while absent members are called and asked to attend, 2. vote to adjourn the meeting to a certain time at which the meeting will be reconvened, 3. vote to adjourn the meeting to reconvene at the call of the chair, 4. vote to adjourn the meeting (its scheduled business will be taken up at the next regular meeting).]

ACTING CHAIR: **"Without a quorum, no business can be transacted."**

A ACTING CHAIR: "The Chair will entertain a motion to either 1) recess in order to obtain a quorum, 2) adjourn this meeting to a certain time at which to reconvene, 3) adjourn this meeting to reconvene at the call of the chair, or 4) adjourn."

MEMBER: "I move to (recess in order to obtain a quorum OR adjourn this meeting to _____ [a certain time] at which to reconvene OR adjourn this meeting to reconvene at the call of the chair OR adjourn)."

MEMBER #2: "Second!"

ACTING CHAIR: "It is moved and seconded to (recess in order to obtain a quorum OR adjourn this meeting to _____ [a certain time] at which to reconvene OR adjourn this meeting to reconvene at the call of the chair OR adjourn)."

ACTING CHAIR: "This motion requires a majority vote to pass."

ACTING CHAIR: "All those in favor say 'AYE'." MEMBERS IN FAVOR: "AYE."

ACTING CHAIR: "Those opposed say 'NO'." MEMBERS WHO OPPOSE: "NO."

ACTING CHAIR [with a clear majority vote]: "The 'AYES' have it and the motion to (recess in order to obtain a quorum OR adjourn this meeting to _____ [a certain time] at which to reconvene OR adjourn this meeting to reconvene at the call of the chair OR adjourn) is approved."

ACTING CHAIR: [One rap of gavel.]

OR "The 'NOES' have it and the motion is lost. Is there a different motion to recess or adjourn?" [Go back to **A**.]

[RONR 45:14, 4:55 If a member thinks the majority vote was not clear, the member can call "Division" and the chair must conduct a standing vote. In small assemblies, a member may ask for a show of hands to confirm a voice vote, but this does not replace a standing vote if someone requests a Division. If a member thinks the standing vote was not clear, the member can move that a standing counted vote be taken - this requires a second, no discussion, and a majority vote. If the chair is in doubt after the standing vote, he can call for a standing counted vote.]

If a motion to recess is approved

ACTING CHAIR: "This meeting is called back to order." [One rap of gavel.]

ACTING CHAIR: "We now have a quorum."

OR

ACTING CHAIR: "We still do not have a quorum." [Go back to **A**.]

If one of the adjournment motions passes

ACTING CHAIR: "This meeting is adjourned until _____ [day], _____ [date], at _____ am/pm [time]. OR This meeting is adjourned to reconvene at the call of the chair. OR This meeting is adjourned."

ACTING CHAIR: [One rap of gavel.]

If the meeting adjourns to a certain time or reconvenes at the call of the chair

ACTING CHAIR: [When an adjourned meeting reconvenes, opening ceremonies may be repeated but then resume where the original meeting left off - in this case with 5) ROLL CALL AND DETERMINATION OF QUORUM. If the Executive Committee does not meet again until the regular meeting, refer to RONR 41:23 to understand what items of business from this meeting carry over to the regular meeting, and when they are considered.]

6) APPROVAL OF AGENDA

[RONR 41:60 & 61]

ACTING CHAIR [Ask a member to distribute the proposed agenda if members don't already have a copy.]: **"Next in the order of business is approval of the agenda. Is there a motion to approve the proposed agenda?"**

MEMBER: **"I move to approve the agenda."**

MEMBER #2: **"Second!"**

ACTING CHAIR: **"Is there any discussion of the agenda?"** [Recognize members by nodding in their direction or saying their name. Recognize motion-bringer first if they rise to speak. In order to keep the discussion balanced between pro and con, ask those who will be speaking to say whether they support or oppose the motion. Members wishing to speak should stand in place, address the chair and wait to be recognized.] [RONR 3:33]

B ACTING CHAIR: **"Is there any further discussion of the agenda as (presented or amended)?"**

ACTING CHAIR: **"The question is on the motion to approve the agenda as (presented or amended). This motion requires a majority vote to pass."**

ACTING CHAIR: **"All those in favor of the agenda as (presented or amended) say 'AYE'."** MEMBERS IN FAVOR: **"AYE."**

ACTING CHAIR: **"Those opposed say 'NO'."** MEMBERS WHO OPPOSE: **"NO."**

ACTING CHAIR [with a clear majority vote]: **"The 'AYES' have it and the agenda is approved as (presented or amended)."** [Go to 7) ELECTION OF TEMPORARY CHAIR & SECRETARY.]

If there is a motion to Amend the Agenda

MEMBER: **"I move to amend the agenda (by adding _____ OR by striking _____ OR by striking _____ and adding _____)."**

MEMBER #2: **"Second!"**

ACTING CHAIR: **"It is moved and seconded to amend the agenda (by adding _____ OR by striking _____ OR by striking _____ and adding _____). Is there any discussion?"**

ACTING CHAIR: **"Is there any further discussion?"**

ACTING CHAIR [when there is no further discussion]: **"If there is no objection, the agenda will be amended."** [Pause.] **"Hearing none, the agenda is amended."** [Go back to **B**.]

If there is an Objection, Vote

ACTING CHAIR: **"Hearing an objection, we will vote on the amendment to the agenda. The question is on the motion to amend the agenda (by adding _____ OR by striking _____ OR by striking _____ and adding _____). This motion requires a majority vote to pass."**

ACTING CHAIR: **"All those in favor say 'AYE'."** MEMBERS IN FAVOR: **"AYE."**

ACTING CHAIR: **"Those opposed say 'NO'."** MEMBERS WHO OPPOSE: **"NO."**

ACTING CHAIR [with a clear majority vote]: **"The 'AYES' have it and the amendment to the agenda is approved."** [Go to the next item on the agenda.] **OR** **"The 'NOES' have it and the amendment to the agenda is not approved."** [Go back to **B**.]

7) ELECTION OF TEMPORARY CHAIR & SECRETARY

[RONR 54:3]

ACTING CHAIR: **"The first order of business is to elect a Temporary Chair to preside over the election of permanent officers and a Temporary Secretary to record the election."**

C ACTING CHAIR: **"Are there any nominations for Temporary Chair?"**

MEMBER: **"I nominate _____."**

ACTING CHAIR: **"_____ is nominated."** [Nominee may decline at this time.] **"Are there any further nominations?"**

ACTING CHAIR: [Continue taking nominations and writing them down until no more are made.]

ACTING CHAIR [when no more rise to nominate or a motion to Close Nominations passes by 2/3 standing vote]: **"Hearing no further nominations, if there is no objection, nominations are closed."** [Pause.] **"Hearing no objection, nominations are closed."**

If there is only one nominee, Chair declares Election

ACTING CHAIR: **"By unanimous consent, _____ is elected as _____."** [RONR 46:40] [Acting Chair steps down. Temporary Chair steps up to platform/podium.]

ACTING CHAIR: [Go to 8) ELECTION OF PERMANENT OFFICERS.]

If there is more than one nominee

ACTING CHAIR [Read before first election, but omit for later ones.]: **"We will be taking a voice vote on each nominee. I will reread the list of nominees for the office of Temporary Chair. After each name you will be given the opportunity to vote 'AYE' or 'NO' by voice. Members wanting to vote for a later nominee will need to vote 'NO' for earlier ones, because the first nominee who receives a majority vote is elected. If the vote sounds inconclusive, a member may call for a Division of the House. The vote will be retaken as a standing vote. If the vote is still inconclusive, a member can move that a standing counted vote be taken. [The motion takes a second, no discussion, and needs a majority vote.] Or, if the chair is in doubt after a standing vote, he/she can, on his/her own volition, ask for the vote to be retaken as a standing counted vote. [Pause.] Are there any questions?"**

D ACTING CHAIR: **"The (first or next) name on the list of nominees is _____."**

ACTING CHAIR: **"All those in favor of _____ for _____ say 'AYE'."** MEMBERS IN FAVOR: **"AYE."**

ACTING CHAIR: **"Those opposed say 'NO'."** MEMBERS WHO OPPOSE: **"NO."**

ACTING CHAIR [with a clear majority vote]: **"The 'AYES' have it and _____ will be _____.**
Congratulations, _____!" [Acting Chair steps down. Temporary Chair steps up to platform/podium.]
OR "The 'NOES' have it and _____ is not elected." [Go back go **D** and continue with voice votes until one nominee receives a majority vote.]

E TEMPORARY CHAIR: [Repeat nominating and electing process between **C** and **E**, substituting "Temporary Secretary" for "Temporary Chair". Once elected, the Temporary Secretary records first three permanent officer elections. The Temporary Chair conducts the election of the Permanent Chair below.]

8) ELECTION OF PERMANENT OFFICERS: CHAIR, VICE CHAIR, SECRETARY, TREASURER

[RONR 54:22, MCL 168.599 (3)]

TEMPORARY CHAIR: **"The next order of business is to elect permanent Executive Committee officers: Chair, Vice Chair, Secretary, Treasurer."** [If county party bylaws specify other permanent officers to elect, list these as well: **and _____, [etc.]"**

TEMPORARY CHAIR: **"First is the election of the Permanent Chair who will also be chair of the _____ County Republican Party."** [Repeat nominating and electing process between **C** and **E**, substituting "Permanent Chair" for "Temporary Chair". When there is an election, the Temporary Chair steps down and the Permanent Chair steps up to the platform.]

PERMANENT CHAIR: **"Now, we will elect a Vice Chair who, according to Michigan Election Law, must be of the opposite gender from the Chair."** [Repeat nominating and electing process between **C** and **E**, substituting "Vice Chair" for "Temporary Chair".]

PERMANENT CHAIR: **"Next is the election of Secretary."** [Repeat nominating and electing process between **C** and **E**, substituting "Permanent Secretary" for "Temporary Chair". When there is an election, the Temporary Secretary steps down and the Permanent Secretary takes a seat beside the Permanent Chair.]

PERMANENT CHAIR: **"And finally, we will elect a Treasurer."** [Repeat nominating and electing process between **C** and **E**, substituting "Treasurer" for "Temporary Chair".]

PERMANENT CHAIR [If county party bylaws specify other permanent officers to elect]: **"And now, we will elect a _____."** [Repeat nominating and electing process between **C** and **E**, substituting "_____ " for "Temporary Chair".]

9) GENERAL ORDERS

[RONR 41:21, 23 d), 26, 42, 48, 61 General Orders: motions postponed from the previous meeting to this meeting by a majority vote; subjects of business to be considered at this meeting as approved in agenda; proposed bylaw amendments that have been given previous notice.]

F PERMANENT CHAIR: **"The subject of _____ is listed under General Orders for this meeting. Would anyone care to make a motion about it?"**

MEMBER [rise]: **"Mr./Madam Chairman."** [wait to be recognized by chair] **"I move to _____."**

PERMANENT CHAIR: **"Is there a second?"**

MEMBER #2: **"Second!"**

PERMANENT CHAIR: **"It is moved and seconded to _____. Is there any discussion?"**

[Recognize motion-maker first if they rise to speak. Recognize members in the order that they rise. As much as possible, keep debate balanced between pro and con. Members wishing to speak should stand in place, address the chair and wait to be recognized.]

G PERMANENT CHAIR: **"Is there any further discussion of the main motion as (presented or amended)?"**

PERMANENT CHAIR: **"The question is on the motion to _____. This motion requires a majority vote to pass."**

PERMANENT CHAIR: **"All those in favor say 'AYE'."** MEMBERS IN FAVOR: **"AYE."**

PERMANENT CHAIR: **"Those opposed say 'NO'."** MEMBERS WHO OPPOSE: **"NO."**

PERMANENT CHAIR [with a clear majority vote]: **"The 'AYES' have it and the motion is approved." OR "The 'NOES' have it and the motion is lost."**

PERMANENT CHAIR: [If there is another General Order, go to **E** above. Otherwise, go to the next item on the agenda.]

If there is a motion to Amend the Main Motion during discussion

MEMBER: "I move to amend the main motion by (adding _____ OR by striking _____ OR by striking _____ and adding _____)."

PERMANENT CHAIR: "Is there a second?"

MEMBER #2: "Second!"

PERMANENT CHAIR: "It is moved and seconded to amend the main motion by (adding _____ OR by striking _____ OR by striking _____ and adding _____). Is there any discussion?"

[Recognize motion-maker first if they rise to speak. Recognize members in the order that they rise. As much as possible, keep debate balanced between pro and con. Members wishing to speak should stand in place, address the chair and wait to be recognized.]

PERMANENT CHAIR: "Is there any further discussion?"

PERMANENT CHAIR: "The question is on the motion to amend the main motion by (adding _____ OR by striking _____ OR by striking _____ and adding _____). If amended, the main motion would read: _____. This amendment requires a majority vote to pass."

PERMANENT CHAIR: "All those in favor say 'AYE'." MEMBERS IN FAVOR: "AYE."

PERMANENT CHAIR: "Those opposed say 'NO'." MEMBERS WHO OPPOSE: "NO."

PERMANENT CHAIR [with a clear majority vote]: "The 'AYES' have it and the motion to amend the main motion is approved." OR "The 'NOES' have it and the motion to amend the main motion is lost."

PERMANENT CHAIR: [Go back to **G**.]

10) PRECINCT DELEGATE COMMENTS

PERMANENT CHAIR: "The meeting is open for precinct delegates in attendance to make comments." [If a time limit was set by a previous 2/3 vote of the executive committee]: "Would you please limit your comments to _____ minutes each?"

PRECINCT DELEGATES: [comments]

11) MEMBER COMMENTS

PERMANENT CHAIR: "Would any executive committee members care to make comments?" [If a time limit was set by a previous 2/3 vote of the executive committee]: "Would you please limit your comments to _____ minutes each?"

MEMBERS: [comments]

12) GENERAL GOOD & WELFARE

[RONR 41:34 Members obtain floor and give informal observations about the work of the organization, its public reputation, the reputation of its membership, or the like.]

PERMANENT CHAIR: "Are there any comments for the General Good and Welfare?"

MEMBERS: [comments]

13) ANNOUNCEMENTS

[RONR 41:35]

PERMANENT CHAIR: [Give any necessary announcements.]

14) ADJOURNMENT

[RONR 21:15]

PERMANENT CHAIR: **"If there is no objection, this meeting will Adjourn."** [Pause.] **"Hearing none, this meeting is adjourned."** [One rap of gavel.]

If there is an Objection, Vote

PERMANENT CHAIR: **"Is there a motion to adjourn?"**

MEMBER: **"I move to adjourn."**

PERMANENT CHAIR: **"Is there a second?"**

MEMBER #2: **"Second!"**

PERMANENT CHAIR: **"It is moved and seconded to adjourn."**

PERMANENT CHAIR: **"All those in favor say 'AYE'."** MEMBERS IN FAVOR: **"AYE."**

PERMANENT CHAIR: **"Those opposed say 'NO'."** MEMBERS WHO OPPOSE: **"NO."**

PERMANENT CHAIR [with a clear majority vote]: **"The 'AYES' have it and the meeting is adjourned."** [One rap of the gavel.] **OR "The 'NOES' have it. What are the members' wishes?"**