

## Script for Regular Executive Committee Meeting

[Note: This script is based on the accompanying agenda. It contains headings to meet a variety of needs, most of which will not occur in a regular meeting. 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....**]

[*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]

CHAIR [one rap of gavel]: **"This regular meeting of the \_\_\_\_\_ County Republican Executive Committee will come to order."**

### 2) INVOCATION

[RONR 41:30 Opening ceremonies are optional.]

CHAIR: **"Would \_\_\_\_\_ please lead us in prayer?"**

### 3) PLEDGE OF ALLEGIANCE

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

### 4) BRIEF RECALLING OF OBJECTS OR IDEALS OF ORGANIZATION

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)]

CHAIR: **"Would the Secretary please take attendance by reading the roll call?"**

SECRETARY: [Reads the roll call and takes attendance.]

CHAIR: **"Mr./Madam Secretary, do we have a quorum?"**

SECRETARY [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." OR "We do not have a quorum present."**

CHAIR: [If there is a quorum, move on to 6) APPROVAL OF AGENDA.]

#### **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).]

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

**A** CHAIR: "The Chair will entertain a motion to either 1) recess 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!"

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)."

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

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

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

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." [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 If a member thinks the majority vote was not clear, the member can call "Division" and the chair must conduct a standing vote. 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**

CHAIR [after attempts have been made to obtain a quorum]: "This meeting is called back to order." [One rap of gavel.] "Mr./Madam Secretary, do we have a quorum?"

SECRETARY: "Yes, we now have a quorum." CHAIR: "Thank you." [Go to 6) APPROVAL OF AGENDA.]

OR

SECRETARY: "No, we still do not have a quorum." CHAIR: [Go back to **A**.]

#### **If one of the adjournment motions passes**

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." [One rap of gavel.]

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

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]

CHAIR [Ask the Secretary 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!"**

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

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

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

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

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

### **If there is a motion to Amend the Agenda**

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

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

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

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

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**

CHAIR: **"Hearing an objection, we will discuss and vote on the amendment to the agenda. Is there any discussion?"** [Recognize motion-bringer 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.]

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

CHAIR: **"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."**

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

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

CHAIR [with a clear majority vote]: **"The 'AYES' have it and the amendment to the agenda is approved." OR "The 'NOES' have it and the amendment to the agenda is not approved."**

CHAIR: [Go back to **B.**]

## 7) READING AND APPROVAL OF MINUTES

[RONR 41:9]

CHAIR: **"The first order of business is the reading of the minutes."**

**C** CHAIR: **"Will the Secretary please read the minutes of the \_\_\_\_\_ [date], 20\_\_ (Regular or Special) Executive Committee Meeting?"** [Sit down while the Secretary reads the minutes.]

SECRETARY: [reads the minutes]

**D** CHAIR: **"Are there any (additional) corrections to the minutes?"**

CHAIR: **"Hearing no (additional) corrections, the minutes are approved as read [or if corrected: as corrected]."** [If there are other meeting minutes to approve, go back to **C**. Otherwise, go on to next agenda item.]

### If there are Corrections to the Minutes

MEMBER: **"The sentence about \_\_\_\_\_ should be changed to read \_\_\_\_\_."**

CHAIR: **"If there are no objections, this correction will be made."** [Pause.] **"Hearing no objection, the minutes are corrected."** [Go back to **D**.]

### If there is an Objection to the Correction, Vote

CHAIR: **"Since there is an objection, we will discuss and vote on this correction. The question is on the motion to correct the minutes by striking out \_\_\_\_\_ and adding \_\_\_\_\_."**

CHAIR: **"All those in favor of the correction say 'AYE'."** MEMBERS IN FAVOR: **"AYE."**

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

CHAIR [with a clear majority vote]: **"The 'AYES' have it and the motion to correct the minutes by striking out \_\_\_\_\_ and adding \_\_\_\_\_ is approved."** [Go to the next item on the agenda.]  
**OR "The 'NOES' have it and the motion to strike out \_\_\_\_\_ and add \_\_\_\_\_ to the minutes is not approved."** [Go back to **D**.]

## 8) PRECINCT DELEGATE COMMENTS

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]

## 9) REPORTS OF OFFICERS & STANDING COMMITTEES

[RONR 41:13 and 41:32]

CHAIR: **"The next business in order is the Reports of Officers and Standing Committees."**

**E** CHAIR: **"The (first or next) report is from the \_\_\_\_\_. May we have the \_\_\_\_\_'s Report?"**  
[The Treasurer's Report, if there is one, is given first. Sit down while the report is given.]

OFFICER OR STANDING COMMITTEE CHAIR: [reads their report]

CHAIR: **"Are there any questions?"** [If questions, ask the officer or standing committee chair to answer.]

CHAIR [after all questions are answered]: **"The \_\_\_\_\_'s Report will be filed."**

CHAIR: [Go back to **E**. Continue to ask for officer and standing committee reports as available in the order listed in the bylaws.]

### **If there is a motion made in a report**

CHAIR: [If made by an officer, ask for a second. If made by a committee, the agreement of the committee members to include the motion in the report constitutes the second.]

CHAIR: **"It has been moved and seconded to \_\_\_\_\_. Is there any discussion?"**

[Recognize officer or committee chair 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.]

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

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

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

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

CHAIR [with a clear majority vote]: **"The 'AYES' have it and the motion is approved. We will \_\_\_\_\_."**  
[Describe what will be done.] **OR "The 'NOES' have it and the motion is lost. We will not \_\_\_\_\_."**

CHAIR: [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 \_\_\_\_\_)."**

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

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

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.]

CHAIR: **"Is there any further discussion of the amendment?"**

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."**

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

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

CHAIR [with a clear majority vote]: **"The 'AYES' have it and the main motion is amended."** **OR "The 'NOES' have it and the main motion is not amended."**

CHAIR: [Go back to **E**.]

## 10) REPORTS OF SPECIAL (SELECT or AD HOC) COMMITTEES

[RONR 41:17]

CHAIR: [Handle Special Committee Reports, if any, as described above in 9) REPORTS OF OFFICERS AND STANDING COMMITTEES. Special committees cease when they have completed their assigned task.]

## 11) SPECIAL ORDERS OF BUSINESS

[RONR 41:20 Special Orders of Business: Items of business that come up once a year and have been specifically scheduled for the present meeting are taken up in the order that they were made, such as bylaw-required budget approval, election of officers / assistants or approval of officer / committee appointments.]

### If the Special Order is a Motion

**G** CHAIR: "The next business is \_\_\_\_\_." [Describe the business to be considered.] "Is there a motion to \_\_\_\_\_?"

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

CHAIR: "Is there a second?"

MEMBER #2: "Second!"

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.]

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

CHAIR: "The question is on the motion to \_\_\_\_\_. This motion requires a majority vote to pass." [or vote required by bylaws if different]

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

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

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."

CHAIR: [If there is another special order that is a Motion, go to **G** above.]

### 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 \_\_\_\_\_)."

CHAIR: "Is there a second?"

MEMBER #2: "Second!"

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.]

CHAIR: "Is there any further discussion?"

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."

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

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

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." [Go back to [H](#).]

### If the Special Order is the Election of Officers

[RONR 54:22, Refer to County Party Bylaws for specific rules regarding the election of officers, other than the Chair, Vice Chair, Secretary and Treasurer who are elected at the Organizational Executive Committee meeting, according to guidelines in MCL 168.599 (3).]

**I** CHAIR: "The next item on the agenda is the election of officers. They will serve the \_\_\_\_\_ County Republican Party from \_\_\_\_\_, 20\_\_ until \_\_\_\_\_, 20\_\_."

**J** CHAIR: "Nominations are in order for the office of \_\_\_\_\_. Would each member who wants to nominate someone, please call out the name of the person? If a nominee does not wish to serve, they may decline when the Chair reads their name."

MEMBER: "I nominate \_\_\_\_\_."

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

SECRETARY: [records names of nominees in the order that they are nominated]

CHAIR: "Hearing no further nominations, if there is no objection, nominations are closed." [Pause.] "Hearing no objection, nominations are closed." OR [If a motion to close nominations passes]: "Two-thirds are in favor of closing nominations. Nominations are closed."

### If there is only one nominee, Chair declares Election

CHAIR: "By unanimous consent, \_\_\_\_\_ is elected as \_\_\_\_\_." [RONR 46:40] [If other positions remain to be filled, go back to [J](#) and repeat. When all positions are filled, go on to 12) UNFINISHED BUSINESS & GENERAL ORDERS.]

### If there is more than one nominee

CHAIR: "Will the Secretary please read the list of nominees for \_\_\_\_\_ in the order that they were nominated?"

SECRETARY: [reads nominee list]

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 \_\_\_\_\_. 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?"

**K** CHAIR: "The (first or next) name on the list of nominees is \_\_\_\_\_."

CHAIR: "All those in favor of \_\_\_\_\_ for \_\_\_\_\_ say 'AYE'." MEMBERS IN FAVOR: "AYE."

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

CHAIR [with a clear majority vote]: "The 'AYES' have it and \_\_\_\_\_ will be \_\_\_\_\_.  
Congratulations, \_\_\_\_\_!" [If other positions remain to be filled, go back to **J** and repeat. When all positions are filled, go on to 12) UNFINISHED BUSINESS & GENERAL ORDERS.] OR "The 'NOES' have it and \_\_\_\_\_ is not elected." [Go back go **K** and continue with voice votes until one nominee receives a majority vote.]

### **If the Special Order is the Approval of the Chair's Appointees to Committees**

[RONR 54:24, Refer to County Party Bylaws for specific rules regarding the approval of chair appointees to committees.]

CHAIR: "As Chairman, I will establish (some of the) committees now, along with their duties, chairs and (initial) members. The Executive Committee will have the opportunity to approve each committee by unanimous consent if no one objects to the chair's choices, or to discuss, amend if needed, and vote on the establishment of each committee if someone does object to the chair's choices. Are there any questions?" [Answer questions, if any.]

**L** CHAIR: "The duties of the \_\_\_\_\_ Committee are to \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_. The chair appoints \_\_\_\_\_ as chair and \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ etc. as members. Is there a motion to approve these duties and appointments?"

MEMBER: "I move to approve the chair's duties and appointees for the \_\_\_\_\_ Committee."

MEMBER #2: "Second!"

CHAIR: "It is moved and seconded to approve the chair's duties and appointees for the \_\_\_\_\_ Committee. 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.]

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

CHAIR: "The question is on the motion to approve the chair's duties and appointments for the \_\_\_\_\_ Committee as (presented or amended). This motion requires a majority vote to pass."

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

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

CHAIR [with a clear majority vote]: "The 'AYES' have it and the duties of the \_\_\_\_\_ Committee are to \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_. The chair is \_\_\_\_\_ and \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ etc. are members." OR "The 'NOES' have it and the motion is lost." [Go back to **L** and repeat until all committees are established. If not possible at this time, complete them at the next meeting.]

### **If there is a Motion during discussion to Amend the Duties & Appointees of the Committee**

MEMBER: "I move to amend the \_\_\_\_\_ [duties, chair, members] of the \_\_\_\_\_ Committee by \_\_\_\_\_ [adding, striking, inserting] \_\_\_\_\_ [a different duty, chair, or member]."

MEMBER #2: "Second!"

CHAIR: "It is moved and seconded to amend the \_\_\_\_\_ [duties, chair, members] of the \_\_\_\_\_ Committee by \_\_\_\_\_ [adding, striking, inserting] \_\_\_\_\_ [a different duty, chair, member]. 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.]

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

CHAIR: **"The question is on the motion to amend the \_\_\_\_\_ [duties, chair, members] of the \_\_\_\_\_ Committee by \_\_\_\_\_ [adding, striking, inserting] \_\_\_\_\_ [a different duty, chair, member]. This motion requires a majority vote to pass."**

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

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

CHAIR [with a clear majority vote]: **"The 'AYES' have it and the motion to amend the establishment of the Committee is approved." OR "The 'NOES' have it and the motion to amend the establishment of the Committee is not approved."** [Go back to **M**.]

### **If the Special Order is the Approval of the Chair's Officer Appointees**

[RONR 54:24, Refer to County Party Bylaws for specific rules regarding the approval of chair officer appointees.]

CHAIR [if the bylaws allow]: **"The \_\_\_\_\_ County Republican Party Bylaws allow the Chairman to appoint other officers with the approval of the Executive Committee. Are there any questions?"** [Answer questions, if any.]

**N** CHAIR: **"The chair appoints \_\_\_\_\_ [name of appointee] to be \_\_\_\_\_ [name of office]."**

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

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

CHAIR [with a clear majority vote]: **"The 'AYES' have it and \_\_\_\_\_ [name of appointee] will be \_\_\_\_\_ [name of office]. OR "The 'NOES' have it and \_\_\_\_\_ [name of appointee] will not be \_\_\_\_\_ [name of office]."** [Go back to **N** and repeat until all appointees are voted on. If any positions are not filled, present additional appointees' names at the next Executive Committee meeting for approval.]

## **12) UNFINISHED BUSINESS & GENERAL ORDERS**

[RONR 41:21, 23 d), 26, 42, 48, 61 Unfinished Business: motions that were under discussion when the previous meeting adjourned; general orders not taken up in the previous meeting. 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.]

### **UNFINISHED BUSINESS**

#### **If there was a Motion under discussion when previous meeting adjourned**

CHAIR: **"The next business in order is unfinished business. At the last meeting, the motion to \_\_\_\_\_ was under discussion when we adjourned. Is there any further discussion?"** [When discussion is finished, vote. Find form for handling the vote on motions between **H** and **I** above.] **OR**

#### **If there was a General Order at the previous meeting that was not considered**

CHAIR: **"The last meeting was adjourned before we got to the following subject under General Orders: \_\_\_\_\_. Would anyone care to make a motion about this subject?"** [If there is a motion, find the form for handling motions between **G** and **I** above.]

### **GENERAL ORDERS**

**If there was a General Order at a previous meeting that was postponed until this one**

CHAIR: "General Orders for this meeting: At the last meeting, the motion to \_\_\_\_\_ was postponed until this meeting. Is there any discussion?" [When discussion is finished, vote. Find form for handling the vote on motions between **H** and **I** above.] OR

**If there is a General Order for this meeting**

CHAIR: "The subject of \_\_\_\_\_ is listed under General Orders for this meeting. Would anyone care to make a motion about it?" [If there is a motion, find the form for handling motions between **G** and **I** above.] OR

**If notice was sent for a bylaw amendment at this meeting**

CHAIR: "Members were sent notice of a bylaw amendment(s) to be considered at this meeting. Would anyone like to move the bylaw amendment?" [If there is a motion, find the form for handling motions between **G** and **I** above; see county party bylaws for vote required.]

### 13) NEW BUSINESS

[RONR 41:27]

CHAIR: "Is there any new business?" [Take up motions in the order that they are made. Find form for handling motions between **G** and **I** above.]

CHAIR [when a motion is disposed of (voted up or down, referred to committee, or postponed)]: "Is there any further new business?" [If there is another motion, find the form for handling motions between **G** and **I** above.]

### 14) PRECINCT DELEGATE COMMENTS

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]

### 15) MEMBER COMMENTS

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]

### 16) ELECTED OFFICIALS REPORTS

CHAIR: "Do any of the Elected Officials in attendance have Reports to give?"

ELECTED OFFICIALS: [give reports]

### 17) 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.]

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

MEMBERS: [comments]

## 18) ANNOUNCEMENTS

[RONR 41:35]

CHAIR: [Give any necessary announcements.]

## 19) PROGRAM

[RONR 41:36]

CHAIR: [Introduce the Program, if there is one.]

## 20) ADJOURNMENT

[RONR 21:15]

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**

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

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

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

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

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

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

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

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?"**