

Script for Special 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....**]

[*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 special 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) READING OF THE CALL TO THE SPECIAL MEETING

CHAIR: **"Will the Secretary please read the call to this special meeting?"** [Sit down while the Secretary reads.]

7) ACTION ON THE PURPOSE OF THE MEETING

[RONR 9:13, 14,15 Special meetings can be called only ... as authorized in the bylaws... The only business that can be transacted at a special meeting is that which has been specified in the call to the meeting. The reason for the special meetings is to deal with matters that may arise between regular meetings and that require action by the society before the next regular meeting, or to dedicate an entire session to one or more particular matters.]

CHAIR: **"Does the _____ Committee have a report related to the purpose of this special meeting?"** [If there is a committee report, go to **D.**]

OR **"Would _____ [the member, officer, or committee responsible for the purpose of the call] like to make the motion in the call to the meeting?"**

OR **"Is there a motion related to the purpose of the meeting?"**

OR

B **"Are there any further motions related to the purpose of the meeting?"** [If there are none, go to 8)
ADJOURNMENT.]

Handling a Motion Related to the Purpose of the Meeting

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.]

C 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 [For bylaws amendments, check the county party bylaws for majority required and voting method.]

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."** [Go back to **B.**]

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 [C](#).]

If there is a report from a Committee

[D](#) CHAIR: [Sit down while the report is given.]

COMMITTEE CHAIR: [reads their report]

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

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

If there is a motion made in a report

CHAIR: **"It has been moved and seconded to _____. Is there any discussion?"**
[Recognize 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.]

CHAIR: [Handle motion according to process described between [C](#) and [D](#).]

8) 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. Are there any further motions related to the purpose of the meeting?"