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SCRIPT: Post-Convention Board of Directors Meeting Script

Call to Order	<p>The 20XX Post-Convention Board meeting of the Complete Idiot's Association of America will come to order.</p> <p>[Rap Gavel]</p>
1. Pledge of allegiance and inspiration	<p>The assembly will please stand and join in the pledge of allegiance to the flag of the United States. [Pledge to US flag]</p> <p>The inspiration will be given by Member A [INSPIRATION]</p> <p>Thank you Member A for those most appropriate words of inspiration to begin our first board meeting.</p>
2. Introductions and welcome—timekeeper plan	<p>Welcome:</p> <p>Introductions: Please go around the room and each, briefly, introduce yourself, telling: your name, where you are from, and how long you have been a member of CIAA. [Each board member introduces themselves]</p> <p>During this meeting and all of our meetings we will have a timekeeper. The timekeeper will time each agenda item – keeping the chair aware of the time spent on each item. The timekeeper will also time each speaker at the call of the president, if determined helpful. If so, there will be a 3 minute time limit.</p>
3. Meeting appointments	<p>At this time, the Chair wishes to announce the appointment of meeting committees.</p> <p>The Chair appoints the following to the Minutes Approval Committee: Member B, Chairman; Member C; and Member D.</p> <p>The Chair appoints the following to the Tellers Committee: Member E, Chairman; Member F; and Member G.</p>
VOTE: No vote required	<p>The Chair appoints Member H as the Timekeeper.</p>
4. Report of president	<p>a) The Chair makes the following appointment: Nonmember A as Parliamentarian. In that position she will be serving as an advisor to the Executive Committee, the Bylaws Committee, and the</p>

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	<p>CIAA Policies Committee.</p> <p>The Chair has made numerous Standing and Special committee appointments that, according to our bylaws, have been approved by the Executive Committee. Those appointments can be found in your board book.</p> <p>b) The Board meeting dates and other important dates can be found in the board book.</p> <p>c) The process for the committee chairman and appointed positions to report to the president can be found in your board book. Please turn to that page and let's review that process together.</p> <p>[Review process]</p>
<p>5. Report of the executive committee</p>	<p>The Chair calls on Member I, CIAA Secretary, to present the report of the Executive Committee. [Secretary gives report] Thank you Member I for your report.</p>
<p>6. Report of CIAA Idiot's Guide Fundraiser Committee</p>	<p>The Chair calls on Member J to give the report of the CIAA Idiot's Guide Fundraiser Committee.</p> <p>[Member J gives report] Thank you Member J for your report.</p>
<p>7. Special Orders</p>	<p>The next business in order is Special Orders.</p>
<p>Election of two members to Nominating Committee</p> <p>VOTE: Majority</p>	<p>The first business in order under Special Orders is the election of two members to the nominating committee. Article 11, Section 1, A, 1, a, of the CIAA Bylaws reads: "The nominating committee shall be composed of five members, the chairman and two members elected by the membership at the Annual Convention, and two members elected by the board of directors."</p> <p>The floor is open for nominations. [Pause] [Repeat name of person nominated]</p> <p>The vote required is a majority. Tellers please pass out the ballots.</p> <p>The following members have been nominated:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

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	<p>You may vote for two candidates. Please vote now.</p> <p>Tellers, please collect the ballots.</p> <p>[After ballots are collected]</p> <p>We will take a 15 minute recess while tellers count the ballots.</p> <p>[Recess]</p> <p>The meeting will come to order. The chair calls upon Member E, Chairman of the Tellers Committee to give the report of that committee.</p> <p>[Member E reads Tellers Report]</p> <p>[President rereads the Tellers Report]</p> <p>_____ and _____ have received a majority vote and are elected to the nominating committee.</p> <p>They will serve on that committee with the chairman and other two members who were just elected at the annual convention.</p>
<p>Approval of 20XX budget</p>	<p>The next business in order is the approval of the 20XX budget.</p> <p>Article VI, Section 2 of the CIAA Bylaws reads that the board of directors shall: “adopt an annual budget at its first meeting”</p> <p>You will find the proposed budget in your Board Book behind the financial tab.</p> <p>The Chair calls upon Member K, chair of the finance committee.</p> <p>[Member K: On behalf of the finance committee, I move that we adopt the 20XX budget as presented in the board book.]</p> <p>Since this motion comes from a committee, it does not need a second.</p> <p>The motion before you is that we adopt the 20XX budget as presented in the board book.</p> <p>Is there any discussion?</p> <p>[After discussion] Is there any further discussion?</p> <p>Are you ready for the question? [Pause]</p>

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<p>VOTE: Majority Vote</p>	<p>The question is on the adoption of the motion that we adopt the 20XX budget as presented in the board book.</p> <p>Those in favor of adopting the 20XX budget, please raise your hand. [Pause] Please lower your hand.</p> <p>Those opposed to adopting the 20XX budget, please raise your hand. [Pause] Please lower your hand.</p> <p>The motion carries, we have adopted the 20XX budget as presented [or as amended], and the next item of business is the appointment to the Policies Committee.</p>
<p>Appointment to CIAA Policies Committee</p> <p>VOTE: No Vote Required</p>	<p>The members of the Policies Committee will be Member L, Chairman; Member M, and Member N with Nonmember A, our parliamentarian, serving as advisor to the Committee.</p>
<p>8. New Business</p>	<p>The next business in order is New Business. Is there any new business to come before the board at this time?</p>
<p>9. Announcements</p>	<p>[Make any necessary announcements] Are there any further announcements?</p>
<p>10 Adjournment</p>	<p>If there is no other business to come before this board, this meeting is adjourned and we will meet again on [date] in [location].</p>