

Meeting Agenda Script
Friday, October 13, 2023 - 8:00

CALL TO ORDER - 8:00 AM (CENTRAL TIME)

Chair:	The meeting of the will come to order!
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[Raps Gavel Once]

PRAYER

Chair:	The Chair recognizes _____ to lead us in Prayer
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[Prayer]

PLEDGE

Chair:	The Chair recognizes _____ to lead the Pledge of Allegiance
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[Pledge]

ROLL CALL

Chair:	The Chair recognizes to Call the Roll
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[Calls Roll and announces a quorum]

Chair:	A Quorum being present we will proceed.
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Response

ADOPTION OF PROPOSED MEETING RULES

Chair:	The proposed meeting rules were distributed with the meeting agenda. The chair will entertain a motion to adopt the rules.
Member:	I move to adopt the rules as distributed
Member	Second
Chair	It is moved and seconded to adopt the rules as distributed. Is there any debate? <i>[pause]</i> <i>[handle debate]¹</i> <i>[If a member moves to amend the rules go to Tab 1]</i> Those in favor of adopting the rules (as amended), please rise <i>[pause]</i> be seated! Those opposed to adopting the rules please rise <i>[pause]</i> Be Seated! There are more/less than two thirds in the affirmative the rules are/are not adopted.
1. Decorum and conduct rules will be adhered to strictly. 2. Debate on any item of business except nomination speeches will be limited to 2 minutes per person per debate. 3. Debate on nominations and nominating speeches will be limited to a total of one speech by the candidate or their representative not to exceed 5 minutes. No seconding speeches or other debate will be allowed. 4. Total time for debate on all main motions including secondary motions shall not exceed 50 minutes.	

¹ A member can demand a separate vote on each rule. Rules of order require a 2/3 vote for adoption.

5. If no candidate receives a majority of the votes cast, the chair will ask if anyone wishes to withdraw their name from candidacy. If no candidate withdraws, all candidates will be on subsequent ballots until a majority is achieved by one candidate.
6. A minutes approval committee will be appointed by the chair and the committee will be authorized to approve the minutes.

APPOINTMENT OF TELLERS AND MINUTES APPROVAL COMMITTEE

Chair:	The Chair appoints, _____ as chair of the tellers, Al Gage, _____, and _____. Hearing none each candidate may designate an observer.
Chair:	Per the rules just adopted, the chair appoints _____ as chair of the minutes approval committee and _____ and _____ as members.

APPROVAL OF THE AGENDA	
Chair:	The proposed agenda was distributed with the meeting agenda. The chair will entertain a motion to adopt the agenda.
Member:	I move to adopt the agenda as distributed
Member	Second
Chair	It is moved and seconded to adopt the agenda as distributed. Is there any debate? <i>[pause]</i> <i>[handle debate]²</i> <i>[If a member moves to amend the Agenda go to tab 2]</i> Those in favor of adopting the rules (as amended), please say aye <i>[pause]</i> Those opposed to adopting the agenda please say no<i>[pause]</i> The ayes/nos have it, the agenda is/is not adopted.

APPROVAL OF MEETING MINUTES

Chair:	The minutes of June 16, 2023, were distributed in advance of this meeting and approved by the minutes approval committee. Are there any corrections to the minutes [pause]. Hearing none we will proceed since the minutes have already been approved.
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<i>ctions process them either by unanimous consent or via formal amendment]</i>

CHAIRMAN'S REPORT

Chair:	[gives report]
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TREASURER'S REPORT

Chair:	The Chair recognizes for the treasurer's report
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<i>[at conclusion of Treasurer]</i>

Chair:	Are there any further questions for the treasurer? [pause] Hearing none, the treasurer's report is filed.
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ANNOUNCEMENTS

Chair	Are there any announcements?
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ADJOURNMENT - 5:00 PM

Chair	Is there any further business or announcements? <i>[pause]</i> Hearing none, I declare the meeting adjourned.
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TAB 1 AMENDING PROPOSED RULES

[If a member moves to amend the rules, the Chair says:]	
Chair:	Is there a second to the amendment
<i>[Second.]</i>	
Chair:	It has been moved and seconded to amend the rules by _____
	Does the member who made the amendment wish to speak on their amendment?
<i>[5-minute speech.]</i>	
<i>[handle debate]</i>	
Chair:	Is there any further discussion on the amendment?
<i>[When there is no further discussion on the amendment, the Chair says:]</i>	
Chair:	The question is on amending the rules by _____

	Those in favor of the amendment to the rules say aye, Those opposed to the amendment, say no!
	The ayes [nos] have it, the amendment is adopted [lost], and the rules now read_____.
	Is there any further discussion on or amendments to the rules?
ADOPTING THE RULES	
[When no further amendments are offered]	
Chair:	The question is on the adoption of the rules as amended <i>[or as distributed if no amendments were adopted]</i>.
	Those in favor of adopting the rules (as amended), please rise <i>[pause]</i> be seated! Those opposed to adopting the rules please rise <i>[pause]</i> Be Seated!
	There are more/less than two thirds in the affirmative the rules are adopted/lost

TAB 2 AMENDING THE AGENDA

[If a member moves to amend the agenda, the Chair says:]	
Chair:	Is there a second to the amendment
<i>[Second.]</i>	
Chair:	It has been moved and seconded to amend the agenda by _____
	Does the member who made the amendment wish to speak on their amendment?
<i>[5-minute speech.]</i>	
<i>[handle debate]</i>	
Chair:	Is there any further discussion on the amendment?
<i>[When there is no further discussion on the amendment, the Chair says:]</i>	
Chair:	The question is on amending the agenda by _____
	Those in favor of the amendment to the agenda say aye, Those opposed to the amendment, say no!
	The ayes [nos] have it, the amendment is adopted [lost], and the agenda now read_____.
	Is there any further discussion on or amendments to the agenda?
ADOPTING THE AGENDA	

[When no further amendments are offered]	
Chair:	The question is on the adoption of the agenda as amended <i>[or as distributed if no amendments were adopted]</i> .
	Those in favor of adopting the agenda (as amended), say aye <i>[pause]</i> ! Those opposed to adopting the agenda say no <i>[pause]</i> !
	The ayes/nos have it, the the agenda is adopted/lost

TAB 5 POINT OF ORDER

Member:	<i>Point of Order!</i>
Chair	The member will state their point!
Member:	<i>States Point of Order</i>
Chair:	<i>Makes Ruling</i>
	<i>If appealed [When a member appeals from a ruling of the Chair, do not assign him the floor to speak. In making the Appeal the member is allowed to say only:]</i>
Member	<i>I appeal from the decision of the Chair.</i>
Chair:	Is there a second?
<i>[Second.]</i> <i>[Confer with AI on stating the exact question at issue and the reasons for the Chair's decision. After the Chair has explained his ruling, he then states the question on the appeal as follows:]</i>	
Chair:	The question is: Shall the ruling of the Chair be sustained?
<i>[Debate, if any.]</i>	
Chair:	The question is on sustaining the ruling of the Chair.
	Those in favor of sustaining the ruling of the Chair, raise your ballots. . . . Lower your ballots. Those opposed to sustaining the ruling of the Chair, raise your ballots. . . . Lower your ballots.

	The affirmative [negative] has it and the ruling of the Chair is sustained [is not sustained].
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TAB 6 APPEAL FROM A RULING OF THE CHAIR³

[When a member appeals from a ruling of the Chair, <i>do not assign him the floor to speak</i> . In making the Appeal the member is allowed to say only:]	
Member:	I appeal from the decision of the Chair.
Chair :	Is there a second?
[<i>Second.</i>]	
[Confer with AI on stating the exact question at issue and the reasons for the Chair's decision. After the Chair has explained his ruling, he then states the question on the appeal as follows:]	
Chair :	The question is: Shall the ruling of the Chair be sustained?
[<i>Debate, if any.</i>]	
Chair:	The question is on sustaining the ruling of the Chair.
	Those in favor of sustaining the ruling of the Chair, raise your ballots. . . . Lower your ballots. Those opposed to sustaining the

³ An appeal is debatable unless it relates to indecorum in debate, the priority of business, or is made while the immediately pending question is not debatable [RONR, 24:5]. A majority or tie vote sustains the ruling of the Chair [RONR, 24:5]. The Chair has the first and last say in debate on an Appeal. Even when an Appeal is not debatable, the Chair can give the reason for his ruling [RONR, 24:5].

An appeal ***must be made at the time of the ruling***. If any debate or other business has intervened, it is too late to appeal [RONR, 24:8]. ***When the chair rules on a question about which there cannot possibly be two reasonable opinions, an appeal would be dilatory and is not allowed*** [RONR, 24:5, 59:5].

	ruling of the Chair, raise your ballots. . . . Lower your ballots.
	The affirmative [negative] has it and the ruling of the Chair is sustained [is not sustained].