



# **SCRIPT AGENDA**

**This is an agenda for a  
local garden club  
meeting.**

**It contains the script  
for the presiding officer,  
for business situations  
and the minutes  
of this meeting.**

**Phyllis J. Wood P.R.P.**



## CONDUCTING A MEETING

Call to Order The regular meeting of the XYZ Club will come to order. The devotion will be given by Mary Brown followed by the Pledge of Allegiance to the Flag of the United States of America led by Sue Cleary. (Pause) The Chair wishes to welcome all the members, especially those who have not been able to join us for some time. Will the membership chairman please introduce the guests. (Pause) We are so please that you have been able to join us and hope you can come again.

Min. The secretary will read the minutes of the previous meeting on March 16, 1994.

Sec. (Reads the minutes from a bound pre-numbered book. The secretary has recorded only what was done and not what was said, recording the action without the discussion. Minutes follow the agenda of the meeting even though it might not have been in the proper order. The secretary does not respectfully submit the minutes, only gives name and title.)

Chair Are there any corrections to the minutes? If not, the minutes stand approved as read (or) The minutes stand approved as corrected. (If corrections need to be made, the secretary makes the corrections on the copy in the book by circling the error, drawing a line to the margin, giving the correct date, amount, name or inserting a name of perhaps circling a name to be deleted, recording the date the minutes were corrected and the initials of the secretary.)

The next business in order is the financial report of the treasurer. (Is here only if on your order of business it is placed here.)

Treas. (Reads the financial report which is as detailed as the organization wishes, gives name and title.)

Chair Are there any questions regarding the financial report of the treasurer? If not, the report will be filed. (Do not adopt this report. After the close of the fiscal year, which should be stated in the bylaws, the books should be audited and at the next meeting following the close of the fiscal year (audit completed), the report of the auditor should be adopted by the membership.)

Reports The next business in order is the report of officers. (The president reports first followed by the vice-presidents only if they have presided in the absence of the president, represent-ed the president or accompanied the president and was asked to report. The president will call on those who are serving as vice-presidents and as chairmen under the category of chairmen which will come after the reports of officers and the executive board. The re-cording secretary has already read the minutes and the treasurer has already given the financial report but may have another report. The corresponding secretary brings the correspondence which does not require action. Correspondence requiring action is brought by the recording secretary or the president. The corresponding secretary brings invitations, thank-you notes, announcements of meetings of other organization, etc. Resignations or requests for money which will require action by the group will not be brought by the corresponding secretary.)

The next business in order is the report of the executive board. (The recording secretary reads a report of the executive board, not the minutes. This may be for information only or may end with a recommendation to the general membership that something be done. The secretary

ends the report, if there are recommendations, by stating "By direction of the executive board, I move that \_". This will not need a second as it has come from more than one member (the board). The question is on the recommendation that we \_. Is there debate? All in favor, say aye. Those opposed, no. The ayes have it and the recommendation that we \_ is carried. There is no please say aye or signify by saying aye. The negative is "no" and not "nay". Nay goes with yea and is used for a roll call vote.

The next business in order is the reports of the standing committees. (Call on the chair-man or a reporting member of the standing committees in the order listed in the bylaws, not the yearbook. Contact these chairmen before the meeting to ascertain whether or not they will have a report. Standing committees need not report at every meeting, only when they have a report. Urge these members to have a few notes to make the report shorter and to the point. Do not forget to call upon those vice-presidents holding chairmanships. These should be listed under the standing committees in the by-laws as well as a committee assigned to that particular vice-president. Sometimes these reports are for information only but other times, the reporting member will bring in a recommendation from the committee and states that "On behalf of the \_ committee, I move that the following recommendation be adopted-that we \_". If this is a committee of more than one, it will not need a second. If a committee of one, it will need a second. **It is moved and second-ed that we \_ . Is there debate? All in favor, say aye. Those opposed, no. The ayes have it, the motion is carried (or)the noes have it and the motion is lost.** This is the patter for a majority vote which is more than half of the members present and voting. You cannot force a member to vote. If the motion is very controversial, the Chair might wish to say **If there is no objection, when we vote, we will vote by ballot.** If no one objects, continue with the debate, and when it comes time to vote, the vote will be by ballot. "If there is no objection" is the way the Chair can process motions from the chair when it appears that everyone seems to be in agreement. If a member is not in agreement, all that member needs to do is state, "I object" and the Chair must take a vote.)

**The next business in order is the report of the special committees.** (Call on the chairman of every special committee for a progress report. We must have a report from these committees. They have been appointed to do a specific job and we must know whether they are doing this job or not. The members of these committees remain until the committee makes its final report so these committees may cross from one administration to another. The members of standing committees on the other hand, usually rise and fall with the administration. Sometimes special committees, such as a building committee may have been working for many years. As president you cannot replace these members unless they choose to resign. You may, however, add more members.

## MINUTES

Call to: The regular meeting of the XYZ Club was called to order by the president, Betty Taylor, at 2:05 p.m. on Tuesday, April 20, 1994 in the Civic Center Conference Room. The secretary was present.

Open. The devotion was given by Mary Brown followed by the Pledge of Allegiance to the Flag Exer. of the United States of America led by Sue Cleary. The president welcomed the members and the membership chairman introduced the two guests of Ann Bernard; Helen Whitfell and Agnes Grey of Kansas City.

Min. The minutes of the previous meeting, March 16, 1994, were approved as read.  
Fin Rpt. The treasurer reported a balance of \$2,105.49 in the checking account and \$4,520.60 in the money market account both at Sun Bank. The report was filed.

Rpts of The president reported that she had attended a District Meeting in Daytona Beach along  
Off. with six members of the club. The first vice-president reported she had accompanied the president to the District Meeting and participated in a panel discussion on ways and means projects. The corresponding secretary read a summary of the invitations to participate in the Winter Festival and the dedication of the new library; thank-you notes from the Red Cross, the Woman's Shelter and the city library for the donations.

Rpt of The recording secretary read the report of the executive board. On behalf of the executive  
Ex bd board, she moved that the following recommendations be adopted "that an additional \$50 be sent to South Florida for socks for children." The motion carried.

Rpt of The chairman of the ways and means committee reported that the flea market was  
St Com successful and that she had turned over \$562.64 to the treasurer and that all bills had been paid.

The chairman of the program committee reported that the final program for the year in May would be a surprise.

The chairman of the membership committee reported that four women had applied for membership hi the club and three had already paid dues. By direction of the membership committee, she moved that the three be accepted for membership. The motion carried. Clare Bloom, Sara Smith and Lucy Caldes were accepted as new members.

The publicity chairman reported that the meeting notice had appeared in two newspapers and requested that anyone who had saved a copy would give or send it to her for the scrapbook.

The legislative chairman reported that there is an upcoming bill in the House of Representatives which addressed trees planted in the easements and will affect all homeowners in the north part of town. The bill number is H.R. 246 and she requested that the members write to the state representatives about the impact on the community.

Rpts of The chairman of the special committee appointed for the Installation Luncheon reported  
Sp that the committee had found three places and wished to recommend "Dos Amigos" on  
Com First Avenue. On behalf of the committee, she moved "that our Installation Luncheon be held at 'Dos Amigos' on First Avenue". The motion lost. Susan Davis moved that we have the committee look for another restaurant and give them full power to choose. The motion was seconded and carried.

The chairman of the special committee appointed to look into the possibility of buying a laptop computer reported that they had been to four suppliers and wish to look at more as they felt the ones they had found were too expensive. This committee will report at the next meeting.

Spec. The special order for the April meeting was the election of officers. The chairman of the nominating committee reported the following: for president, Lucy Barnes; for first vice-president, Mary Jones; for second vice-president, Sandy Smith; for recording secretary, Paula Yount; for corresponding secretary, Sue Wilson and for treasurer, Betty Carnes. Martha Berry was nominated from the floor for the office of second vice-president. The president appointed the following to serve as tellers; May Johnson as chairman, Alice Long, Mary Short, Elizabeth Major and Tootie Thompson.

Unfin. The motion "that we have a picnic instead of our regular June luncheon at the clubhouse" which was being debated at the previous meeting when it was adjourned was debated further. The motion was defeated.

**NEW BUSINESS-SITUATION #1**  
**THE CHAIR IS IN THE CHAIR. THE MEMBER RISES, ADDRESSED THE CHAIR (MADAME PRESIDENT OR MISTER PRESIDENT), WAITS TO BE RECOGNIZED, MAKES A MOTION OR DEBATES AND IS SEATED.**

Chr. Is there any new business to come before this meeting?  
M 1 I move that we participate in the ABC Used Book Sale. (Second)  
Chr. Is it moved and seconded that we participate in the ABC Book Sale. Is there debate?  
M 1 We did not participate in the last ABC Used Book Sale and I, for one, was upset.  
Chr. Thank you.  
M 2 I don't know if I want to participate or not since I don't know what the ABC Used Book Sale is. Is it a part of our organization or the library or what?  
Chr. The ABC Used Book Sale is sponsored by the local book store and all proceeds are given to charities.  
M 3 I move to amend the motion by adding "only on Saturday". (Second)  
Chr. It is moved and seconded to amend the motion by adding "only on Saturday". Is there debate on the motion to amend?  
M 3 I think that we have many members who work on Friday and to try to get home, change clothes, grab a sandwich, and drive in all that Friday traffic is too difficult.  
Chr. Thank you.  
M 4 I speak against the amendment as I have many thing to do on Saturday and if we participated on both days, it would give the members a chance to choose which day they want to work. I don't know about you but I do my chores at home on Saturday.  
Chr. Thank you. Is there further debate on the motion to amend. All in favor of amending by adding "only on Saturday", say aye. Those opposed, no. The ayes have it, the amendment is adopted. The question is on the amended motion "that we participate in the ABC Used Book Sale only on Saturday." Is there further debate? All in favor, say aye. Those opposed, no. The ayes have it, the motion is carried and we will participate in the ABC Used Book Sale only on Saturday. Is there any other new business?

**NEW BUSINESS-SITUATION #2**

Chr. Is there any new business to come before this meeting?  
M 1 I move that we buy 12 cases of floral note paper from Slippery Sam and sell as a ways and means item. (Second)

Chr. It is moved and seconded to buy 12 cases of floral note paper from Slippery Sam and sell as a ways and means item. Is there debate?

M 1 Well, somebody told me that some club bought note paper from Slippery Sam and it was beautiful.

M 2 Does the member know how much the paper cost per case to buy and what they sold it for?

M 1 Well, I don't know how much it cost or what they sold it for, I just know that somebody somewhere said they bought it and it was beautiful.

M 3 I have seen a lot of beautiful note paper but it cost too much and I for one would not be in favor of ordering it unless I saw it first and knew how much it cost but then if I saw it and it was beautiful and it didn't cost too much and it wasn't tacky, I might vote for it. What do the rest of you think and who is Slippery Sam?

M 4 I know who Slippery Sam is. He is the one who sold that candy that went all funny.

M 5 No, that wasn't Slippery Sam, that was Davy Dingle and he stung us too.

M 6 I think that 12 cases are too many so I move to amend the motion by striking 12 and insert-ing 6. (Second)

Chr. The question is on amending by striking 12 and inserting 6. Is there debate on the motion to amend?

M 7 I don't think we have enough information to make such a decision today, so I move to refer the motion that we buy 12 cases of floral note paper to the ways and means committee. (Second)

Chr. It is moved and seconded to refer the motion to the ways and means committee. Is there debate on the motion to refer?

M 7 It seems to me that our state organization sells note paper and I don't think we would ever sell 12 cases and who knows what the quality might be and I am personally sick and tired of always trying to sell stuff. I always end up by buying the stuff myself and my closets are too full right now.

Chr. The Chair will remind the member that debate is limited at this time as to whether we wish to refer this motion to the ways and means committee. Is there further debate on the motion to refer?

M 8 I move the previous question on all pending questions. (Second)

Chr. The previous question has been ordered. An affirmative vote on the previous question stops further debate and further amendments and calls for the immediate vote on all pending questions. The previous question has been called. Those voting in the affirmative, please rise.  
 Thank you, be seated. Those voting in the negative, please rise. Thank you, be seated. There is a two-thirds vote in the affirmative, the previous question is ordered on all pending questions. The question is on referring the motion to buy 12 cases of floral note paper to the ways and means committee. All in favor, say aye. Those opposed, no. The ayes have it and the motion with the pending amendment is referred to the ways and means committee. The Chair requests that this committee report at the next meeting. Is there any other new business?