**MEETING BASIC SCRIPT**

TAP GAVEL

I will call the meeting to order at (TIME). We are holding a meeting of (STATE GROUP/PURPOSE).

Madam/Mister Secretary please read the minutes for the last meeting.

 \*I highly suggest that the minutes are read, unless they are super lengthy.

Thank you, do I have a motion to accept the minutes? (STATE THE PERSONS NAME THAT MADE MOTION FOR THE SECRETARY)

Do I have a second? (STATE THE PERSONS NAME THAT MADE MOTION FOR THE SECRETARY)

Madam/Mister Treasurer can you please share your report.

 \*I highly suggest having this pulled up on a screen/board so that it can be explained to the group

Do I have a motion to accept the treasurers report? (STATE THE PERSONS NAME THAT MADE MOTION FOR THE SECRETARY)

Do I have a second? (STATE THE PERSONS NAME THAT MADE MOTION FOR THE SECRETARY)

We will now have committee reports:

Call them individually to speak.

After each one is done ask if there are any questions for that person to take back to the committee.

Open up old business:

The next item on our agenda is under old business \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ask for discussion as you go. If there are any motions make sure that you get the motion down correctly for the secretary and who made the motion. Get a second before discussion begins. Discussion can go on and when it is winding down, as for a vote. Make sure you say if it passed or not and use the gavel.

Once all business is discussed, ask if there is any further business to be discussed, seeing none, announce the next meeting- time date location.

Ask for a motion to adjourn (GET NAME), ask for second (GET NAME), vote on adjournment and tap gavel that the meeting is done.