Tips on How to Conduct a Meeting

<u>Chair's Script</u>

<u>Calling the Meeting to Order</u>

Chair:	The Chair will call the meeting to order by saying:

"Good (Afternoon/Evening)! It's (state the time) and I'd like to call the (date) meeting of the (name of BCC) to order. Roll call, please.

Secretary/
Support
Staff:	Calls each member by name, noting their presence or absence at the meeting.

Secretary then announces to the chair:

"Madame Chair/Mr. Chair, we have a quorum or we do not have a quorum."

If no quorum, the meeting is adjourned at that time (no "informational meetings" allowed.)

<u>Items on the Agenda</u>

Chair:	Announces the next item on the agenda by saying:

"Item 2 on the Agenda is (state the item as it is listed on the agenda.)

When you have presentations/reports/updates, please announce the person's name.

During discussion(s), the person wishing to speak should raise their hand. The Chair should acknowledge them by name.

When you get to an item that requires action by the BCC, and a motion is made and seconded, please announce the name of the person(s) involved:

"We have a motion by (name of person), seconded by (name of person) to ……………"

If only a voice vote is required you can say,

"All those in favor? (members will respond by saying "aye"), "Those opposed?" (response is usually "nay" or "no")

"Motion passes unanimously"

If there was opposition and you want clarity of the vote, you may ask for a roll call vote at this time. The secretary will call roll call, noting each members' vote and at the end says:

Secretary: "Madame Chair/Mr. Chair, the motion passes 7-0 or the motion fails 2-5."

The above is followed for each item on the agenda. NOTE: Roll call votes are necessary when expenditures are being approved and voting on Election of Officers.

Adjournment

There is no need to obtain a motion to adjourn the meeting. The Chair can just announce the following.

Chair   "Item XX – Adjournment. The meeting stands adjourned. The time is (state the time) and the next meeting of the (BCC) is on (date) at (time)."