

SAMPLE SCRIPTS FOR MOTIONS



Audit

- Audit Committee Chairman: reads the audit report and says: “By direction of the audit committee I move the audit report be approved as presented.”
- President: “It has been moved the audit report be approved as presented.” “Because it comes from a committee, it requires no second. Are there any questions or discussion about the audit? All those in favor say Aye. Opposed? Motion passes/fails.”

Budget

- Budget Committee Chairman: presents the highlights of the proposed budget to general membership, then says: “By direction of the budget committee, I move the proposed budget be adopted as presented”
- President: “It has been moved the proposed budget be adopted as **presented.**” “Because it comes from a committee, it requires no second. Are there any questions or discussion about the budget? All those in favor say Aye. Opposed? Motion passes/fails.”

Bylaws Amendments

- Bylaws Committee Chairman: “By direction of the bylaws committee I move to amend... State article, section and item being amended.” (Read as original and new version.) Use words such as “strike” and “insert”. The rationale is read once the motion is on the floor, and the maker of the motion is given the opportunity to speak to the motion.
- President: (vote on each proposed amendment separately): “It has been moved to amend Article __, Section __, Item __ to read_____.” “Because it comes from a committee, it requires no second.” “Are there any questions or discussion about the proposed amendment? All in favor say Aye. Opposed? Motion passes/fails.”

Bylaws

- Bylaws Committee Chairman: “By direction of the bylaws committee I move to adopt the bylaws as presented. The rationale which is read after the motion is on the floor could be: “The committee reviewed the bylaws and does not recommend any changes.”
- President: “It has been moved to adopt the bylaws as presented.” “Because it comes from a committee it requires no second. Are there any questions or discussion about the bylaws? All in favor say Aye. Opposed? Motion passes/fails