

Model State Annual Business Meeting Script

Normally, the Annual Business Meeting is part of the State Annual meeting. The President and Program Vice-President agree on a schedule for the day. The President is responsible for the agenda and conduct of the Annual Business Meeting.

Call to Order by State President (one rap of the gavel)

The business session of the #th AAUW Maryland State Annual Meeting will come to order.

Establish Quorum

[Name of Secretary], Secretary, will now conduct the Roll Call of the Branches. A majority of branches must be present to constitute a quorum. Will the Branch Delegation Chair please respond when the branch is called.

Roll Call of the Branches: [Secretary reads the list]

Secretary: # Branches have responded to the roll call which is a majority of the # branches in Maryland.

President: Thank you. I declare a quorum present to conduct business.

First Credentials Report

The Credentials Chair, [Name], a member of the [Branch], will present the first credentials report.

Credentials Chair:

Madame President, the first credentials report is as follows:

There are # Branches represented

___ Branch Delegates

___ State Board of Directors, which includes branch president

___ National Members

___ Total Delegate Body

For a 2/3 (Two thirds) vote ___ votes are needed

For a Majority Vote ___ votes are needed (1/2 + 1)

President Thank you, [Name].

Appointment of Tellers and Timekeeper by the President

The tellers are: Names

The timekeeper is: Name

Annual Meeting Rules

You will find a copy to the Annual Meeting rules in the annual meeting program. Do I hear a motion for the adoption of these rules?

Do I hear a second?

Discussion?

All those in favor of adopting the Annual Meeting rules please signify by saying AYE.

All those opposed by saying NAY.

The ayes have it; the Annual Meeting Rules have been adopted.

Minutes of the [last year] Annual Meeting

The minutes of the [year] Annual Meeting were referred to and approved by the appointed annual meeting reading committee. They were distributed to the board members by email. A copy appears in your annual meeting booklet,

The chair appoints the following members from the delegate body to approve the minutes of the [current year] Annual Meeting.

_____ and _____

I call on [Name] Chair of the Nominating Committee, to present its report.

The members of the Nominating Committee for [year] submit the following nominations for the [this year] – [this year +2] term. [Announce positions and names.]

The following officers continue in the second year of their two-year terms: [Announce positions and names]

The following members are nominated for the [next year] Nominating Committee: [Announce Names and Branches]

President: I thank the nominating committee for their work.

Elections

The floor is open for additional nominations. I will first give the name of the person put forward by the nominating committee and then open the floor for further nominations. The chair reminds the delegates that the consent of any nominee must be given to the Secretary in writing. Will the nominees please stand when their name is called?

For each position:

[Name/names] has/have been nominated for [position]. Do I hear further nominations?

Will all the nominees please be seated? Thank you.

For uncontested slate: Since this is an uncontested election, we will have a standing vote for the entire slate. Will all those in favor of the election of these state officers for [term] please stand and say AYE.

By your vote, you have elected the entire slate.
Congratulations.

If one or more contested positions: For each contested position, invite the nominee to speak. Call for vote for each contested position have a standing vote. Tellers report counts. (Majority vote required)

For uncontested positions, have a standing vote for [list positions].

Officers and Committee Chair Reports

President: I call on [Name of Treasurer] to present her report.

For other officers' reports, select one of the following options
Officers' reports are presented in full in the annual meeting booklet. Are there any questions?
OR

President calls on each officer/committee chair to present her report.

New Business

Is there any new business to come before this meeting?

Please join me in thanking all of the officers completing their terms for their outstanding service:
[Names]. Please come forward

President presents gifts.

Announcements

Are there any announcements?

Announce location of the next Annual Meeting

Final Credentials Report: May we have the final credentials report?

Final Credentials Report

Madame President, the final credentials report is as follows:

There are # Branches represented

___ Branch Delegates

___ State Board of Directors

___ National Members

___ Total Delegate Body

President: Thank you.

Installation of Officers

Would [Name of Installer] and the newly elected officers come forward.

Installation Ceremony led by the Installer.

Adjournment by outgoing president:

Hearing no further business to come before this delegation, I will entertain a motion to adjourn.

Do I hear a second?

All in favor say Aye. All opposed, say Nay.

The Ayes have it.

I declare the #th annual meeting of the American Association of University Women, Maryland,
adjourned.

(Rap gavel once.)