

Note – this is a guideline. Please review your state association bylaws, policies and procedures and make necessary adjustments

**Script template for
State Association Annual Business Meeting
Date, Time and Place of meeting**

Call to Order	PRESIDENT: The Annual Meeting of the (name of association) will now come to order. All business meetings of the (Name of the association) are conducted according to <i>Robert's Rules of Order</i> .
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Roll Call of Delegates

PRESIDENT: The first business in order is the roll call of Delegates. The Chair recognizes Secretary _____, to do the roll call.

SECRETARY: Delegates may not leave or be seated while the roll call is in progress. If a Delegate comes in late, they must write their name and school on a slip of paper and send it to the Secretary before being given permission to be seated in the voting area.

SECRETARY: Delegates have been seated in the Delegate area by school. I will now call the name of your school and number of delegates your school is entitled to seat. When your school is called, please stand and count off. The last delegate will announce the total number of delegates for your school. You then may be seated after I repeat the number of delegates present from your school. I will start with the Board of Directors (*you will need a Roll Call Sheet indicating the names of the schools and number of delegates they are entitled to seat – a delegate credentialing process should be in place for your state*)

(Call roll)

PRESIDENT: In accordance with the requirements of the (name of association) a quorum at the annual meeting shall consist of (get from bylaws)

Therefore, the Chair declares that quorum is (is not) present.

<p>Recognition of Guests and Greetings</p>	<p>PRESIDENT: At this time, the Chair wishes to recognize special guests attending this House of Delegates:</p> <p>(Past Presidents, Honorary Members, other state officers, national officers, etc.) Past Presidents - stand Past Board members - stand Honorary members - stand Faculty Advisors - stand Chapter Presidents - stand All New Members - stand (check ahead of time to see who may be present)</p> <p>(Add guests that were invited and are present) (Read any greetings sent from other organizations such as NSNA or nursing associations)</p> <p>PRESIDENT: It now gives me great pleasure to introduce _____ of the (name of organization) who will bring greetings from (name of organization).</p> <p>PRESIDENT: Thank you.</p>
<p>Adoption of Agenda</p>	<p>PRESIDENT: The next order of business is the adoption of the agenda which can be found in the delegate's packet. The Chair now recognizes Secretary _____.</p> <p>SECRETARY: Madam President, I move the adoption of the agenda as printed, subject to emergency change.</p> <p>PRESIDENT: It has been moved and seconded to adopt the agenda as printed subject to emergency changes. Is there any discussion?</p> <p>I'll call for the vote. All those in favor say "Aye." All those opposed, say "Nay."</p> <p>The agenda has been adopted.</p>

<p>Rules of the Business Meeting</p>	<p>PRESIDENT: The rules of the Business Meeting can be found in the Delegate packet. The Chair again recognizes Secretary _____.</p> <p>SECRETARY: Madam President, I move that the rules for the Business Meeting be adopted as printed.</p> <p>PRESIDENT: It has been moved and seconded that the rules for the Business Meeting be adopted as printed. Is there any discussion?</p> <p style="padding-left: 40px;">I'll call for the vote. All those in favor say "Aye" All those opposed, say "Nay"</p> <p>The Rules of the Business Meeting are adopted.</p> <p>PRESIDENT: Thank you, I wish to remind all delegates to state their name and school prior to speaking at the microphone. At this time I turn the chair over to the 1st Vice President, (name) (Turn chair to Vice President – step aside until you are introduced)</p>
<p>Report of the President</p>	<p>1st VICE PRESIDENT: The next business in order is the report of the President, (name)</p> <p>PRESIDENT: <i>Thank you. Read Report (give written copy to the secretary to attach to the minutes).</i></p> <p>1st VICE PRESIDENT: <i>(As soon as President finishes, go quickly to mike) Are there any questions for the President regarding her report? Hearing none, I now return the chair to President (name).</i></p>

<p>Report of the Nominating and Elections Committee</p>	<p>PRESIDENT: The next business in order is the Report of Nominating and Elections Committee. The chairperson of the Committee, _____, will give the committee's report.</p> <p>N&E CHAIRPERSON: Thank you madam president. A call for nominations was sent to all members via regular mail and e-mail. Information was also sent to all schools of Nursing in (name of state) and an announcement was on our web site. Nominations from the floor will be taken shortly. All candidate applications and credentials must have been given to the nominating and elections committee prior to the nomination of the candidate. I will now introduce those who are pre-slated. As I call your name, please come forward: <i>(read slate)</i> Thank you, please be seated. This concludes my report.</p>
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Nominations from the Floor

PRESIDENT: Nominations from the floor are now in order. A candidate nominated from the floor must have had their application and credentials for eligibility completed and given to a member of the Nominating and Elections Committee before this meeting. Failure to do so disqualifies the candidate.

The delegate presenting a name for nomination should state and spell the name of the candidate, the school that the candidate attends, and whether the candidate has consented to serve, if elected. Voting takes place immediately following the recess of this business meeting.

(NEC Chairperson puts name and office on black board, overhead or power point – the resident should have a list of all candidates who have completed credentials)
(see bylaws for titles of elected officials in your association)

Are there any nominations for the office of President

Are there any nominations for the office of First Vice President

Are there any nominations for the office of Second Vice President

Are there any nominations for the office of Secretary

Are there any nominations for the office of Treasurer

Are there any nominations for the office of Breakthrough To Nursing Director

Are there any nominations for the office of Community Health Director

Are there any nominations for the office of Legislative Director

Are there any nominations for the office of
Membership Director

Are there any nominations for the office of
Editor of (add name of newsletter/publication) Official
newsletter of (name of association)

Are there any nominations for the Nominating and
Elections Committee

Are there further nominations to any of the offices?
(Pause)

Hearing none, the Chair declares that nominations are
closed.

PRESIDENT: Voting takes place in (). (Add
procedure – here’s an example--Delegates are asked to
please stay in your seats and the tellers will distribute
and collect the ballots. Obtain a secure box to collect
the ballots).

Three tellers are needed for the voting. It is the
responsibility of the Tellers to distribute one ballot to
each delegate, tally the votes, and report the results at
the banquet tonight. Tellers must be student
members and may not be delegates. Persons may not
serve as Tellers if a member of their own school is
running for one of the offices.

Anyone wishing to be a Teller please come forward
immediately and give your name to the chair of the
Nominating and Elections Committee, (name)
Thank you.

Financial Report	<p>PRESIDENT: The next business in order is the financial report which can be found in the Delegate packet. (Association name) Treasurer _____, will give the report.</p> <p>TREASURER: The annual independent auditors report can be found in your Delegate packet. (refer to Financial Reports Guidelines for Chapters. Give highlights of the report and the financial status of the association).</p>
Committee Reports	<p>PRESIDENT: Committee reports can be found in your delegate packet. Please be sure to read them. Many thanks to the committee chairs and committee members for their work this year.</p>
Convention Report	<p>PRESIDENT: The next business is the convention report which will be given by (name and title)</p> <p>1st VICE PRESIDENT (or other title): Thank you madam president. (Give Report)</p> <p>_____pre-registered _____faculty _____exhibitors _____ on-site registrations</p> <p>The convention program schedule can be found in the (i.e. program book). (Point out special programs and event of interest; announce any changes in the printed program) Please be sure to thank the exhibitors for coming to the convention and for supporting our association. . Thank you.</p>
Announcements	<p>PRESIDENT: make any relevant announcements</p>
Recess	<p>PRESIDENT: The meeting will recess until (date and time)</p>
Reconvene	<p>PRESIDENT: Delegates please take your seats. The meeting is now called to order.</p>

**Proposed Bylaws
Amendments
(IF ANY – If not-
delete)**

PRESIDENT: The next item on the agenda is the proposed amendments to the (state association) Bylaws. I now call upon the 2nd Vice President

2ND VICE PRESIDENT

Bylaws amendments if any.

Typical language:

I move the adoption of amendment (provide details such as article and section number, and the proposed amendment.

PRESIDENT: It has been moved and seconded that (Article and Section), be amended as read. It takes a majority vote to amend a proposed amendment and a 2/3 vote to pass the amendment into the Bylaws.

According to (add article and section of the bylaws) Bylaws, amendments become effective immediately upon an affirmative vote unless otherwise stated in the amendment.

Would the maker of the motion like to speak to the motion?

2nd Vice President

The purpose of this proposed bylaws amendment is to (add rationale).

PRESIDENT: Thank you. The floor is now open for debate. If you wish to speak pro or con to the motion or if you have any questions, please go to the microphone.

(Call on delegates at the mike. Once debate is ended, state:

PRESIDENT: I will now read the question before us:

It has been moved that (Article and Section) be amended as follows:
(add amendment)

I will now ask you to vote on the question before us.
All those in favor say "Aye"

	<p>All those opposed, say "Nay" The motion carries (or fails)</p>
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<p>Report of the Resolutions Committee (if any – if not delete)</p>	<p>PRESIDENT: The next business in order is resolutions. The Chair calls on the chairperson of the Resolutions Committee (add name)</p> <p>RESOLUTIONS CHAIRPERSON: (Calls delegates' attention to each resolution, reads changes made in the hearings, reads the resolved, and moves its adoption):</p> <p>Madam President, I move the adoption of Resolution #_____, titled _____.</p> <p>PRESIDENT: It has been moved that resolution #_____, titled _____, be adopted as stated. The chair calls on the author of the resolution to make the first pro statement. (Take pro and con debate until question is called, time is up, or there is no further debate.)</p> <p>It takes a majority vote to pass resolutions. All those in favor, please say “aye”. All those opposed, please say “nay”. Resolution # ____ is adopted (or defeated). (Continue this way for rest of resolutions.)</p>
<p>New Business</p>	<p>PRESIDENT: the next business in order is new business. Is there any new business to be brought before the delegates?</p>
<p>Report of Tellers</p>	<p>PRESIDENT: The next business in order is the Report of the Tellers. I call on the chair of the tellers (add name) to give the report.</p> <p>CHAIR OF THE TELLERS: Reports on the number of votes for each candidate, usually starting with the nominating and elections committee and ending with the president).</p> <p>PRESIDENT: Thank you.</p>

<p>Installation of Board of Directors and Nominating and Elections Committee</p>	<p>President: Will the newly elected Board of Directors and Nominating and Elections Committee come forward as your names are called. Everyone else is asked to remain in their seats during the installation ceremony. (President read names beginning with Nominating Committee, Board of Directors beginning with the Directors and concluding with the President.)</p> <p>PRESIDENT: It is my privilege to install the newly elected (term) Board of Directors, and Nominating and Elections Committee.</p> <p>You have been elected to assume leadership in (name of association) to guide us toward the fulfillment of our mission. The representatives of the (name of association) membership have affirmed their belief that you possess the qualities of leadership, the knowledge, and the vision to ensure that our organization will accomplish its mission. The responsibilities of those elected to serve the association are spelled out in the bylaws and policies. If you promise to abide by these bylaws and policies to the best of your abilities, please say "I do."</p> <p>Newly Elected Officers: "I do."</p> <p>PRESIDENT: Will everyone please rise. Members of the (name of association) it is my privilege and honor to present the (term of office) Board of Directors and Nominating and Elections Committee. I declare them duly installed to direct and guide, to plan for the future, and to represent all members. To the newly elected Board of Directors and Nominating and Elections Committee, on behalf of the (name of the association) membership, we pledge our loyal support. Please be seated.</p>
<p>NEW PRESIDENT'S REMARKS</p>	<p>PRESIDENT: I invite the newly elected President to address the delegates.</p> <p>NEW PRESIDENT: (Opportunity given to new president to address delegates)</p> <p>PRESIDENT: Thank you and best wishes for a successful year.</p>

Announcements	PRESIDENT: (make announcements)
Adjournment	PRESIDENT: This concludes the Business Meeting. Thank you for your participation. The meeting is adjourned. (tap gavel)