SCRIPT FOR REPORTING TO EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS

For all committees that have an action item going before the executive committee and the board of directors please prepare your chair to move the motion using the following language:

SCRIPT FOR PRESENTING A MOTION TO THE EXECUTIVE COMMITTEE

a. If the Chair of the reporting Committee is not a member of the Executive Committee, use the following script:

1. Introduce everyone on the team (vice chair, committee liaison, staff executive, etc.).

2. Mister/Madam Chair on behalf of the _____ Committee, I present for the Executive Committee's consideration motion number _____ as found in your packet on page _____ and as shown on the screen. The committee recommends this action because _____ *[insert a couple brief comments of rationale supporting the motion]* _____.

   o The meeting Chair will call for a motion from the Executive Committee for the adoption of the motion.
   o The meeting Chair will call for a second, then any discussion.
   o The meeting Chair will request any further explanation or rationale if needed.

b. If the Chair of the reporting Committee is a member of the Executive Committee, use the following script:

1. Introduce everyone on the team (vice chair, committee liaison, staff executive, etc.)

2. Mister/Madam Chair on behalf of the _____ Committee, I move the adoption of motion number _____ as found in your packet on page _____ and as shown on the screen. The committee recommends this action because _____ *[insert a couple brief comments of rationale supporting the motion]* _____.

   o The meeting Chair will call for a second, then any discussion.
   o The meeting Chair will request further explanation or rational if needed.

SCRIPT FOR PRESENTING A MOTION TO THE BOARD OF DIRECTORS

a. If the Chair of the reporting Committee is a member of the Board of Directors, use the following script:

Mister/Madam Chair, on behalf of the _____ Committee, I move the adoption of Motion _____, found on page _____ of the Directors' packet and as shown on the screens. The committee recommends this action because _____ [insert a couple brief comments of rationale supporting the motion] _____.

- o The meeting Chair will inform the Directors of the Executive Committee's action, then call for any discussion.
- o If there is an Executive Committee amendment to a motion, the meeting Chair will call on the President-elect to present the Executive Committee's amendment, then call for any discussion.

b. If the Chair of the reporting Committee is not a member of the Board of Directors, use the following script:

Mister/Madam Chair on behalf of the _____ Committee, I present Recommendation number _____ as found on page _____ of the Director's packet and as shown on the screen. The committee recommends this action because _____ *[insert a couple brief comments of rationale supporting the motion]* _____.

- o The meeting Chair will call on the President-elect for the adoption of the motion.
- o The meeting Chair will call for a second, then any discussion.
- o The meeting Chair will request any further explanation or rationale if needed.

WHY THE DIFFERENT SCRIPTS?

The committees reporting to the Executive Committee are committees of the Board, not the Executive Committee, therefore the second is required. However, since committees are Board Committees, when they report and a motion is moved before the Board no second is required, because the reporting committee is a Board Committee. In like manner, when the Executive Committee reports a motion to the Board, no second is required.