

Script for Meeting of the Zonta Club of Almost Best Practices

President: ZI chair Will you please provide us with our ZI moment?

ZI Chair: First, I would like to advise the membership that we now have logos, provided by International, which we can use. They can be found on the International site. Second, I would like to briefly discuss one of the Zonta International Foundation projects. At future meetings I will discuss the others. As you know, ZIF is funding through our contributions to Zisvaw, a program in Nigeria to delay early marriages in young girls. ZIF has allocated \$1,000,000 dollars to this program which is anticipated to affect the lives of 25,000 young girls in Nigeria. I urge you to look at this program on the International website so that you may see for yourselves the impact our contributed dollars to the ZI Foundation and the Zisvaw project have on the lives of girls.

President: Thank you, Ms. ZI Chair. The meeting of the members of the Zonta Club of Almost Best Practices will come to order. The Agenda was distributed to all members by email. There are 2 copies on each table.

President: Best Secretary. Is there a quorum?

Secretary: Yes. There are currently 22 voting members of the Club; 13 members are present; our bylaws provide that a quorum means 50 percent or more of the members.

President: Were the minutes of the last meeting emailed to the members of the Club?

Secretary: Yes, 5 days ago.

President: You are reminded that it is your obligation as a member to come prepared for this meeting and reading both the minutes and financial materials is part of that obligation. Unless there are objections to waiving the reading of the minutes, which will be taken at this time (pause for objections); there being none, the reading of the minutes is waived. Are there any corrections to the minutes? (Pause for corrections) There being none the minutes are approved as submitted.

NOTE: *Facilitator* will ask the audience what should have been done if corrections were required: i.e. Corrections should be noted and stated by the Secretary and the President would ask for a motion for approval as corrected. Vote would be taken.

President: Thank you, Best Secretary for preparing the minutes.

President: Has the Treasurer's report been circulated to the membership.

Treasurer: Yes, it was distributed 5 days ago.

President: Are there any questions, comments or corrections for the Treasurer?

Member 1: (does not stand up or raise hand to be recognized) I don't see why we spent \$50 on flowers for the City of Almost Best Practices event honoring women.

Treasurer: It was a line item in the budget which was approved by the membership at the last meeting.

Note: *Facilitator:* What other options could there be? Examples include policies permitting board approved expenditures up to a certain amount, prior meeting approval or unauthorized which would need retroactive approval and if not approved Treasurer could be liable. What did questioner do wrong? (not stand, no approval from chair, failed to read minutes of last meeting)

President: The Chairs of the Service and advocacy Committee and the Membership Committee have indicated that they have a report and are therefore included on the agenda. No other committee has requested time today. We will start with the Membership Chair.

Membership Chair: The membership committee wants to thank you for our most successful membership drive ever. At the Get Acquainted party last week, we hosted 25 guests and 8 persons indicated interest in becoming members. Because they must attend at least 2 meetings we have asked them to come to the program meeting in two weeks. Please let me know, after the meeting, who you are willing to sponsor at that meeting.

Note: Facilitator: What is missing here? (Why were they not asked to come to this meeting? Why there are no sponsors already etc.)

President: Thank you Best Membership Chair. Will the Service and advocacy Chair give the report of that committee?

Service and Advocacy Chair: Our English as a Second Language for Women project has received more interest from the community than we have teachers.

We need more member participation. Please see me after the meeting to volunteer to get involved. This is truly an important project.

Three hands go up (Members 1, 2, and 3.)

President: Those of you with hands up, is it to learn more about this project or volunteer? If so, please see the Service & Advocacy Chair following the meeting. If not, I will be happy to recognize you. **(All hands go down)**

President: At the last meeting we voted to raise money to assist our delegates in defraying expenses for the upcoming International Convention in Nice. At the members request I appointed an AD Hoc committee to review fundraising options and to report back to the membership upon their recommendations.

Will the **Facilitator Hoc chair** please advise the Club as the committee's recommendations?

Facilitator Hoc Committee Chair: After much discussion, reviewing our time schedule and the potential for raising funds the committee unanimously agreed that we hold two fundraisers: a garage sale within the next two to three months and a holiday auction in December as part of our regular holiday gala. Accordingly, I move on behalf of the Committee that our Club hold a garage sale within the next two to three months and a silent auction at the holiday gala in December and that all such funds be dedicated to defraying the cost of the delegates attending convention.

The President repeats the motion for the Secretary: The motion is: Our Club shall hold a garage sale within the next two to three months and an auction in December.

Facilitator: Is there is anything wrong with this motion? The first and most important is that it does not reflect what the motioner said. The motion included "all such funds are dedicated to defraying the cost of the delegates attending

convention. Other possibilities include: no second, With respect to no second it is not required since the chair of a (unanimous in this case or majority of the committee) approved. The motion must be corrected and the President repeats it as corrected.

President: Is there any discussion?

Immediate Past President jumps out of her chair and says: I think it is too ambitious to hold two fundraisers and moreover, I believe the delegates should be paying for their trips. We have never paid expenses before and should not start now. Why should we work to send them somewhere as nice as Nice?

President: Thank you for your opinion. We did vote at the last meeting to raise funds to defray costs of delegates; therefore, the only matter for discussion at this time is the type of fundraiser in which we will engage. Will all members wishing to speak on this issue raise their hand to be recognized and stand after being recognized? Thank you for your cooperation.

Note: (Facilitator: Please note that the Immediate Past President has failed to be recognized as well as Member 1, previously. If this is habitual, the President should speak with both of them in private.

President: I recognize Member 2.

Member 2 stands. I believe we approve only one fundraiser at this time and I recommend that it be the garage sale. We can discuss the other after the garage sale.

President: Are you moving to amend the motion? If so please restate.

Member 2: I move that we amend the prior motion by striking the “and a silent auction,” to read as follows: Our Club shall hold a garage sale within the next two to three months and that all such funds be dedicated to defraying the cost of the delegates attending convention.

President: The Our Club shall hold a garage sale within the next two to three months and that all such funds are dedicated to defraying the cost of the delegates attending convention.

As you may recall, we must vote on the amendment first and then vote on the original motion either with or without the amendment. Is there any discussion of the amendment?

Member 3 raises her hand.

President: I recognize Member 3.

Member 3 stands and states: Having attended conventions in the past as a delegate, attending convention is clearly not a vacation. The delegate's job is difficult. I believe we will need two fundraisers to earn enough money to even pay for transportation and registration fees that leaves all of the hotel and meal expenses up to the delegate. The delegates will bring back more information and value to our club than our cost.

Accordingly, I am opposed to the amendment.

President: Is there any further discussion? (No one raises their hand) Their being none, I call for a vote on the Amendment.

All in favor indicate by saying Aye. (6 ayes)

All opposed indicate by saying No (6 No's)

Any abstentions indicate by saying abstain (3 abstentions)

President: The amended motion fails. Is there further discussion on the original motion? (Pause and no one raises their hand). BEST Secretary will you read the original motion?

Secretary: Our Club shall hold a garage sale within the next two to three months and an auction in December and that all such funds are dedicated to defraying the cost of the delegates attending convention.

President: All in favor indicate by saying Aye. (8 ayes)

All opposed indicate by saying No (4 No's)

Any abstentions indicate by saying abstain (3)

The motion carries.

At this time 5 members leave the meeting.

President: We have one piece of new business remaining. I do not know if we can deal with it as we do not have a quorum anymore. Would the Best Parliamentarian give me her opinion?

Best Parliamentarian: Based on our bylaws and state law, when a quorum is present at the beginning of the meeting, it shall continue throughout the meeting regardless of whether members leave before adjournment.

Facilitator: Most bylaws and state laws of incorporation will provide that if a quorum is present at the beginning of the meeting, it continues throughout the meeting regardless of how many members leave before adjournment.

President: The District Governor has asked whether our club will host the 2016 District Conference. I would like for us to discuss this issue. Because I have a definite opinion on this issue, I would like to ask the Vice President to hold this portion of the meeting so that I may voice my opinion. Ms. Vice-President.

Facilitator asks if anyone knows why the president has recused herself from chairing the meeting. She listens to comments and that the chair of the meeting must remain impartial to the outcome while conducting the meeting. That is the only way that members will feel that the club leadership is not railroading them and further such action is in accordance with Zonta policy and Robert's Rules of Order.

The **Vice President** takes the gavel from the President.

Vice President: Before a motion is made I would like to ask two people in favor of our hosting the conference and 2 opposed to state their views. If after that someone is prepared to make a motion they may do so. If there is a second to the motion, I will ask for discussion on the motion. As in all our meetings I ask that if you wish to speak for or against the motion be sure you are adding something new to the discussion and not just repeating what has been said before. Thank you.

President raises her hand and VP acknowledges.

President stands and speaks: I believe it is important that our club host this meeting. We have never hosted a district meeting yet we have members that would like to be more involved in area and district activities. This will give all of us an opportunity to indicate to the Zonta leadership that we would like to take a greater role in Zonta. We have facilities in this community that can handle a meeting of this sort: we can find good entertainment and food.

Members 1, 2, 3 and 4 raise their hand.

Vice President: I call on Member 1.

Member 1 stands and speaks: We just voted for 2 new fundraisers. We have 22 members and we are now being asked to consider hosting the District Conference. Our doing so will stretch our members beyond their willingness to be involved. I believe we will lose members and be unable to do a good job. For these reasons I am opposed.

VP recognizes Member 3 who stands.

Member 3: Although I would like for us to host a District Conference, 2016 is too soon. I don't believe that with the number of members we have and our other activities that we can do a good job in 2016. I would like for us to thank the District Governor for asking us and indicate that we would if desired host the following year.

Vice President: We have heard from two members opposed and one in favor, if you are in favor, leave your hand up and I will call on one of you. The chair recognizes Member 4.

Member 4. Although I agree that it is a lot of work, if you remember when Club of 15 members in our area held the Conference a few years ago, all the other area clubs pitched in. I think we can count on them as well. We have all expressed an interest in working with our Area Clubs and this will provide a great opportunity.

Facilitator: Notice that none of the 4 members said the same thing. Almost Perfect!

Member 2 raises her hand and the **Vice President** recognizes her,

Member 2: Since I am an undecided, I would like to know by when we have to make this decision.

President raises her hand and is recognized by **Vice President**.

President: We have 6 weeks from today unless we know we are not prepared to host today and then we should let the District Governor know immediately.

Member 2 raises her hand and the **Vice-President** calls upon her.

Member 2: I would like to make a motion: I move that we defer taking action either positive or negative on this request until the next meeting and during that

time we discuss with the other clubs in the area if they will be willing to help and we get more information on what is involved in hosting.

Vice President: The motion reads: We defer taking action either positive or negative on this request until the next meeting and during that time we discuss with the other clubs in the area if they will be willing to help and we get more information on what is involved in hosting.

Is there is a second?

President: I second the motion.

Vice President: Is there any further discussion? (pause and no one raises their hand) Then, I call for a vote.

All in favor indicate by saying Aye. (10 ayes)

All opposed indicate by saying No (0 No's)

Any abstentions indicate by saying abstain (0)

The motion carries unanimously.

Vice President: Ms. President I return the gavel to you.

President: Is there any other new Business? (Pause and no hands are raised) There being none are there any announcement or up and coming events anyone would like to mention? Pause. All Zonta events are on the calendar and can be found on the website.

President: There being no further business, the meeting is adjourned.

Thank you everyone.