**COMMITTEE CHAIR SCRIPT FOR PRESENTING A COMMITTEE RECOMMENDATION TO THE EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS**

Staff Executives: for committees that have an action item going before the Executive Committee and the Board of Directors, please provide the Chair with the following language:

**1. Script for presenting a RECOMMENDATION to the Executive Committee:**

**A. If the Chair of the reporting Committee is not a member of the Executive Committee, the following script would be used:**

I. Introduce your Vice Chair, Committee Liaisons and Staff Executive(s).

II. Mister/Madam Chair, on behalf of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Committee, I present for the Executive Committee's consideration recommendation number \_\_\_\_\_ as found in the \_\_ [*name of committee] \_*\_\_ Committee Report. The committee recommends this action because \_\_\_\_\_\_\_ [*insert a couple brief comments of rationale supporting the motion] \_*\_\_\_\_\_.

* The meeting Chair will call on the President-Elect to move the adoption of the recommendation.
* The meeting Chair will open the floor for discussion. You should only respond to questions or discussion when prompted by the meeting Chair.
* The meeting Chair will call for the vote.

**B. If the Chair of the reporting Committee is a member of the Executive Committee, the following script would be used:**

I. Introduce your Vice Chair, Committee Liaisons and Staff Executive(s).

II. Mister/Madam Chair on behalf of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Committee, I move the adoption of recommendation number \_\_\_\_\_ as found in the \_\_ [*name of committee] \_*\_\_ Committee Report. The committee recommends this action because \_\_\_\_\_\_\_ [*insert a couple brief comments of rationale supporting the motion] \_*\_\_\_\_\_\_\_\_\_\_\_\_\_.

* No second is required for a motion brought by committee.
* The meeting Chair will open the floor for discussion. You should only respond to questions or discussion when prompted by the meeting Chair.
* The meeting Chair will call for the vote.

**2. Script for presenting a recommendation to the Board of Directors:**

**A. If the Chair of the reporting Committee is a member of the Board of Directors, the following script would be used:**

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

* If applicable, the meeting Chair will call on the President-elect to present the Executive Committee’s amendment, then open the floor for discussion.
* No second is required for a motion brought by committee.
* The meeting Chair will open the floor for discussion. You should only respond to questions or discussion when prompted by the meeting Chair.
* The meeting Chair will call for the vote.

**B. If the Chair of the reporting Committee is not a member of the Board of Directors, the following script would be used:**

I. Mister/Madam Chair, on behalf of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Committee, I present recommendation \_\_\_\_\_, found in the Directors' packet and as shown on the screen. The committee recommends this action because \_\_\_\_\_\_\_ [*insert a couple brief comments of rationale supporting the motion] \_*\_\_\_\_\_.

* The meeting Chair will call on the President-Elect to move the adoption of the motion.
* No second is required for a motion brought by committee.
* If applicable, the meeting Chair will call on the President-elect to present the Executive Committee’s amendment, then open the floor for discussion.
* The meeting Chair will open the floor for discussion. You should only respond to questions or discussion when prompted by the meeting Chair.
* The meeting Chair will call for the vote.