NATIONAL FEDERATION of the BLIND of KANSAS

Board and Chapter Leadership Parliamentary Procedure Training

Role Play Hypothetical Meeting of the Emerald City Chapter National Federation of the Blind of Kansas

Before the meeting comes to order it is customary to play the national president’s release. It is also customary to recite the NFB pledge either before the meeting is called to order or just after the introductions.

• President calls the meeting to order and welcomes everyone.

• The president asks the secretary to take role of chapter members. • The president declares that a quorum is present.

• The president asks if there are any changes or additions to the agenda. Hearing none, the president approves the agenda.

• The president asks if the minutes of last month’s meeting were received by everyone. Role players respond in the affirmative. (The minutes were pre-distributed by email.)

• The president asks if there are any changes or corrections to the minutes. Hearing none, the president asks for a motion to approve the minutes as posted. One person makes the motion, and someone else seconds.

• The president declares the minutes approved as posted.

• The president asks the treasurer to read the treasurer's report.

• The treasurer states that there were $300 in credits and $150 in disbursements since last report, leaving a new balance of $635.28.

• The president asks if there are any corrections or changes to the treasurer's report. There are none, and the president asks for a motion to approve the treasurer's report as read. A role player makes the motion, and another seconds. A voice vote is taken and the president declares the treasurer's report approved as read.

• The president introduces the fundraising item from the agenda. The fundraising chairman announces that h/he has been approached by the president of the Yellow Brick Road steering committee to host a table at the Yellow Brick Road festival during the weekend of June 6 through June 8. The booth fee is $25 for the entire weekend.

• Someone makes a motion to host a booth at the festival and to pay the $25 booth fee. Another person seconds the motion, and some discussion ensues.

Role players consider who can be available to staff the booth, how long should the workshifts be, and what items should be displayed at the table. A donation canister is suggested. (feel free to ad lib)

• discussion ends and the president asks for a vote on the motion. A voice vote is taken and the president declares the motion passed. The president asks the chairman of the fundraising committee to plan the details of the activities of the chapter booth at the event and to present a report at the May meeting. The chairman agrees to do so.

• The president announces the election of officers and asks the nominating committee chairman to give the nominations report.

• the nominating chairman announces the names of those who are on the slate for president, vice president, secretary, and treasurer.

• The president asks for unanimous consent to accept the nominating committee report. Hearing no objection, the president approves the report.

• The president asks the nominating chairman to conduct the election.

• The nominating chairman again announces the committee's nominee for president and asks if there are any nominations from the floor. This is done 2 more times. Hearing no additional nominations, the chairman entertains a motion to close nominations and to elect the nominee by acclamation. A voice vote is taken and the chairman announces that the nominee (by name) is elected. The nominating chairman conducts the same process for electing the vice president, secretary, and treasurer.

• The president calls for other old business. There is none.

• The president calls for new business, and hears none.

• The president calls for miscellaneous announcements. You are free to ad lib.

• The president asks for a motion to adjourn the meeting. The motion is made and seconded. A voice vote is taken, and the president adjourns the meeting.