

HOW DO I SAY IT?

Call to Order

"I call the meeting to order at _____(time)

Reading and Approval of Minutes

"The secretary will read the minutes." (board meeting)

OR "The minutes are posted at the entrance/were distributed at the door." (association meeting)

"Are there any corrections?"

"The minutes stand approved as read/printed,"

OR "The minutes stand approved as corrected."

Financial Report

No motion is needed for adoption of the reports. After the report is read by the treasurer:

"Are there any questions?"

"The report will be filed for the audit."

Presentation of Bills

After the bills are presented and a motion is made to pay the bills:

"It has been moved and seconded that we pay the bills. Is there discussion?" Vote.

"It has been moved and seconded that we ratify check numbers _____ to _____" Is there discussion?" Vote.

At the last association meeting of the year

"It has been moved to authorize the Executive board to pay necessary Summer bills up to the budgeted amounts." Vote.

Audit Report (semi-annual presented at an executive board meeting and association meeting)

A motion is needed for adoption of this report.

"It has been moved and seconded that the audit report be adopted" Vote.

Adjournment

"The meeting is adjourned at _____."