**Chapter Business Meeting Script**

**Call to Order**

PRESIDENT: (*Tapping the gavel once*) **This meeting of the [Greek Letter] Chapter of Phi Sigma Pi National Honor Fraternity will come to order at [*Time*] [*AM/PM*] on [*Month*] [*Date*], [*Year*].**

**Roll Call**

PRESIDENT: **Will the Secretary please do roll call?**

SECRETARY: (*Reads the names of all Members in alphabetical order.)*

**Approval of Minutes**

PRESIDENT: **The minutes from our last meeting held on** [*Month*] [*Date*], [*Year*]**were sent out via email for review. Are there any corrections to the minutes?** (*Pause for corrections.*) If there are no corrections, the minutes are approved.

**Officer Reports**

PRESIDENT: **We will now move to the Officer Reports. President’s Report.** (*Reads report, using slide as reference.*)

PRESIDENT: **Vice President.**

VICE PRESIDENT: (*Reads report, using slide as reference.*)

PRESIDENT: **Secretary**.

SECRETARY: (*Reads report, using slide as reference.*)

PRESIDENT: **Treasurer**

TREASURER: (*Reads report, using slide as reference.*)

PRESIDENT: **Historian**

HISTORIAN: (*Reads report, using slide as reference.*)

PRESIDENT: **Parliamentarian**

PARLIAMENTARIAN: (*Reads report, using slide as reference.*)

PRESIDENT: **This concludes the Officer Reports.**

**Unfinished Business**

PRESIDENT: **We will now move on to unfinished business.** (*Reviews items from the last meeting to be discussed, using slide as reference.*)

**New Business**

PRESIDENT: **The meeting is now open for new business.** (*Members suggest items for new business.*)

**Announcements**

PRESIDENT: **Are there any announcements?** (*Members share announcements.*)

**Adjournment**

PRESIDENT: **I will now entertain a motion to adjourn.** (*Pause for a Member to say, “I move to adjourn.”*)

PRESIDENT: **There is a motion. Is there a second?** (*Pause for a Member to say, “Second.”*)

PRESIDENT: **It has been moved and seconded that we adjourn.** (*Pause for Question to be called.*) Question has been called, is there Consent? (*Pause for Consent to be called.*) Consent has been called. This meeting is now adjourned at [*Time*] [*AM/PM*]. (*Tap gavel once.*)

**Resources Used for the Meeting**

* [Meeting Commencement Ceremony](https://higherlogicdownload.s3.amazonaws.com/PHISIGMAPI/90ebb17c-d106-407a-a9d0-6d1b5914cd46/UploadedImages/Ceremonies/Meeting_Commencement_Ceremony.pdf)**-** Read by the President of the Chapter to start the meeting
* [Roll Call & Attendance Template](https://docs.google.com/spreadsheets/d/1gF9kdhrkeCgWkcUaS087PEPwKGYKJ2qiSUTbJSv3v94/edit?usp=sharing)
* [How to Make a Motion](https://docs.google.com/document/d/1JnLPukFKCztySo8OWurxeH5WLzRwa3y9UR_grXjHNWs/edit?usp=sharing)
* Parliamentary Procedure Motions:
	+ [How to make a General Motion](https://phisigmapi.org/sites/default/files/2018-07/Parliamentary%20Procedure%20General%20Motions.pdf)
	+ [How to make a Special Motion](https://phisigmapi.org/sites/default/files/2018-07/Parliamentary%20Procedure%20Special%20Motions.pdf)
* [Parliamentary Procedure Cheat Sheet](https://phisigmapi.org/sites/default/files/2018-09/Parliamentary%20Procedure%20Cheat%20Sheet.pdf)