**Sample Script for Budget Meeting**

**PRESIDENT:** “I call to order the Regular meeting of the Board of Directors of (Parish Corporate Name).”

**PRESIDENT:** (Says the Opening Prayer)

**PRESIDENT:** “A timely letter of notice was received by all members of the board for this meeting” or “A waiver of notice has been signed by all members of the board and is to be filed with the minutes of this meeting.”

**PRESIDENT:** (To the Secretary), “Do we have a quorum?”

**SECRETARY:** “Yes, the following members are present (Pastor name), (Secretary name), (Treasurer name), Bishop (name) & (Vice President name) Moderator of the Curia” or “Bishop (name) & (Vice President name) Moderator of the Curia are present by proxy or via telecom.” (Quorum is 3 members)

**PRESIDENT:** “You have all received and had an opportunity to review the minutes of the previous meeting. Are there any corrections or amendments to the minutes?” (After dealing with such corrections and amendments) “I call a motion to approve of the minutes as presented” or “as amended.”

**MEMBER: “So moved”**

**PRESIDENT: “Is there a second?”**

**MEMBER: “Second”**

**PRESIDENT:** “Having been moved and seconded, is there any further discussion? (pause for discussion).

(After discussion is finished), “I call for the question. All in Favor say Aye.” (pause for vote) “Those Opposed say Nay. Motion carries” or “Motion does not carry,” as applicable.

**PRESIDENT:** “We will now review the significant events having taken place in the parish since the last meeting.” (The president reports significant events or actions in the parish since the previous board meeting that is important for the full Board of Directors to be aware of. President asks the Secretary to record a brief summary of those events, discussions, decisions and changes in board members, or can attach a written report to this meeting’s minutes.)

**PRESIDENT:** (Discussion of any Old Business items, if any, from last meeting about which the Board should be updated). **“**We will now discuss any pending Old Business from prior Board Meetings”.

**PRESIDENT: “**New Business – resolutions”. (The President may choose to consider all resolutions together as a group as written in the agenda. If taken as a group, he should have all the resolutions read together aloud from the agenda or notification letter, then ask for a motion to consider approval of them, a second, and invite discussion. After discussion, he may then request a vote on all the resolutions together or one at a time. Special resolutions, if any, must be considered separately).

“New Business. The first agenda item under New Business is the review and approval of the Parish Operating Budget, School Budget, and/or Capital Budget for the coming fiscal year. Do we have a motion to consider approval of the resolution(s) as stated in the agenda (or notification letter)?” or “Do we have a motion to approve the resolution(s) with amendments?”

**MEMBER: “So moved”**

**PRESIDENT: “Is there a second?”**

**MEMBER: “Second.”**

**PRESIDENT:** “Having been moved and seconded, is there any discussion? (pause for discussion).

(After discussion is finished), “I call for the question. All in Favor say Aye.” (pause for vote) “Those Opposed say Nay. Motion carries” or “Motion does not carry” as applicable.

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***IF THE PARISH HAS A SCHOOL:***

**PRESIDENT:** “We will now address the third item under New Business to give the Pastor authority” (or, if already signed “to ratify the action of the Pastor…”) “to sign the Teacher’s contracts. Do we have a motion to consider approval of the resolution as it is stated in the agenda?”

**MEMBER: “So moved”**

**PRESIDENT: “Is there a second?”**

**MEMBER: “Second”**

**PRESIDENT:** “Having been moved and seconded, is there any discussion? (pause for discussion).

(After discussion is finished), “I call for the question. All in Favor say Aye.” (pause for vote) “Those Opposed say Nay. Motion carries” or “Motion does not carry” as applicable.

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**PRESIDENT:** “We will now address the next item under New Business to give or reaffirm the authority of the Pastor to spend corporate funds within the operating, capital and school budgets as appropriate. Do we have a motion to consider approval of the resolution as it is stated in the agenda?”

**MEMBER: “So moved”**

**PRESIDENT: “Is there a second?”**

**MEMBER: “Second”**

**PRESIDENT:** “Having been moved and seconded, is there any discussion? (pause for discussion).

(After discussion is finished), “I call for the question. All in Favor say Aye.” (pause for vote) “Those Opposed say Nay. Motion carries” or “Motion does not carry” as applicable.

**PRESIDENT:** “We will now address the next item under New Business to give or affirm the authority of the Pastor to spend corporate funds outside of the budget for emergency extraordinary expenditures. Do we have a motion to consider approval of the resolution as it is stated in the agenda?”

**MEMBER: “So moved”**

**PRESIDENT: “Is there a second?”**

**MEMBER: “Second”**

**PRESIDENT:** “Having been moved and seconded, is there any discussion? (pause for discussion).

(After discussion is finished), “I call for the question. All in Favor say Aye.” (pause for vote) “Those Opposed say Nay. Motion carries” or “Motion does not carry” as applicable.

**PRESIDENT:** “Is there any further business to come before this Board of Director’s?” (If there is no further business, the President says): “There being no further business, I call for a motion to adjourn.”

**MEMBER:** “So moved”

**PRESIDENT:** “This meeting stands adjourned.” (NOTE: No vote is needed after motion for adjournment.)