**Script for Annual Board of Director’s Meeting\***

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

**PRESIDENT:** “A timely letter of notice was received by all members of the board for this meeting”, (OR if timely notice was not sent out, the President says: “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's name), (Secretary's name), (Treasurer's name), Bishop (name) & (Vice President's name) Moderator of the Curia” or “Bishop (name) & (Vice President's name) Moderator of the Curia are present by proxy or via telecom.” (Quorum is 3 members). Also in attendance are the Finance and Pastoral Council Chairs (name others if present).

**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 for 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 response). I call for the question. All in Favor say, ‘Aye’.” (pause for vote). “Those Opposed say, ‘Nay’.” (pause for response). “Motion carries,” (or, “Motion does not carry”, as applicable).

**PRESIDENT:** “We now take up the matter of Risk Assessment, beginning with the review of the Compliance Officer’s written report.” (President or Compliance Officer presents summary of report to board). “Is there any discussion?” (Any response from the Board to the Compliance report will be recorded in the minutes of the meeting).

**SECRETARY (asking the President):** “Is the Parish in full compliance with the Diocesan Safe Environment Program?” (pause for response from Pastor). The response from the Pastor on Compliance will be recorded in the minutes of each meeting.

**PRESIDENT:** “We will now review the findings of any Parish Audits and Safety Inspection Reports since the last annual Board meeting and determine the course of action for compliance.” (President presents findings and parish’s response). “Is there any discussion?” (The findings, response and any actions from the discussion by the Board on the Audits and Safety Inspections will be recorded in the minutes).

**SECRETARY (asking the President):** “Is the Parish in full compliance with the Diocesan Policies which have been previously adopted by the Parish Board of Directors?” (pause for response from Pastor). “Has the Parish been sued or had any employment or liability claims filed against it since the last annual meeting of the Board?” (pause for response from Pastor). “The responses from the President will be recorded in the minutes of the meeting.”

**(If Pastoral Council and Finance Council Chairs are present, then if not skip paragraph):**

**PRESIDENT: “**We now invite our guests to report on the activities of the Pastoral Council and Finance Council during the past year along with the number of meetings that were scheduled.” (pause for the reports from the Council Chairs if present) “Thank you for your update, is there any discussion?” The report from the Council Chairs will be recorded in the minutes of the meeting or attached if in written form.

**If Pastoral Council and Finance Council Chairs are not present, then:**

**SECRETARY (asking the President):** “Does the parish have a functioning Finance Council and Pastoral Council? How often have they met since the last annual meeting?”

**PRESIDENT:** “The next agenda item is the review of significant events having taken place in the parish since the last annual meeting.” (The president reports significant events or actions in the parish since the last annual board meeting).

**PRESIDENT:** “The next agenda item is to discuss updates on any Old Business pending from previous board meetings.” (If any.)

**PRESIDENT:** “The next agenda item is New Business, beginning with the review and approval of the Parish Annual Financial Report for fiscal year ending June 30, 2022 for (Parish Name). Having received this document prior to the meeting and reviewed, is there any discussion?” (pause for discussion). “Upon approval of this report, a signed annual financial report board declaration page will be sent. Do we have a motion to approve the annual financial report and further to authorize the President and Treasurer to sign the report on behalf of the corporation as the resolution is stated in the agenda?”

**MEMBER:** “So moved.”

**PRESIDENT:** “Is there a second?”

**MEMBER:** “Second.”

**PRESIDENT:** “Having been moved and seconded is there any further discussion (pause for response). “I call for the question. All in Favor say, ‘Aye’.” (pause for vote). “Those Opposed say, ‘Nay’.” (pause for response). “Motion carries” (or “Motion does not carry” as applicable).

**PRESIDENT:** “We will now address the second agenda item under new business: the ratification and approval of all actions taken by the Officers of the Corporation in furtherance of the business of the parish for the past year. Is there any discussion?” (pause for discussion). “Do we have a motion to approve the resolution as stated in the agenda?”

**MEMBER:** “So moved.”

**PRESIDENT:** “Is there a second?”

**MEMBER:** “Second.”

**PRESIDENT:** “Having been moved and seconded is there any further discussion?” (pause for response). “All in Favor say, ‘Aye’.” (pause for vote) “Those Opposed say, ‘Nay’.” (pause for response). “Motion carries” (or “Motion does not carry” as applicable).

**(only if needed) PRESIDENT:** “We will now address the final agenda item, the acknowledgement of the appointment in accordance with Canon Law of a new pastor/administrator and, as a result in accordance with the bylaws of this parish, to ratify his appointment as President of the Board. It is further resolved that (Parish Name – City) hereby authorizes (name of President) as a signor on the parish checking account at (name of Bank) and to remove from the same account (Former Pastor) effective immediately. Do we have a motion to approve the resolutions as stated in the agenda?”

**MEMBER:** “So moved.”

**PRESIDENT:** “Is there a second?”

**MEMBER:** “Second.”

**PRESIDENT:** “Having been moved and seconded is there any further discussion?” (pause for response). “I call for the question, all in Favor say, ‘Aye’.” (pause for vote) “Those Opposed say, ‘Nay’.” (pause for response). “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.)