

**Florida Society of Medical Assistants**

**Place Held**

**Date and Year**

**# Year** Meeting of the Florida Society of Medical Assistants

Call to order: The # Annual meeting of the Florida Society of Medical Assistants will now come to order. Please place all pagers and cell phones on silent. We will take breaks as needed.

At this time I would like to introduce the head table. I would like to request that the officers and committee chairs please stand after your introduction and remain standing.

Seated to my far left:

Seated to my far right:

These are your officers and committee chairs for Year span who have faithfully committed themselves to the goals of the Florida Society of Medical Assistants. Please take time to express your appreciation to them for their faithful service.

We would like to take the time to honor our Past Presidents. These Past Presidents are seated throughout the room. We continue to keep this practice going to let these dedicated members know how much we appreciate their continued support during the years. Today it is an honor and a privilege to acknowledge those past presidents who are here with us today: Please stand when your name is called and remain standing until all names are called. Please wait and applaud all past presidents when the speaker is finished announcing all the names.

**LIST ALL PRESENT**

**Announcements of the General Assembly Appointments: As your name is called please stand and remain standing until all appointments are named.**

Our Credentials Chair is:  
Committee Members:

Our Reference Committee/Bylaws Chair is  
Committee Members are:

Pages for the General Assembly are students from Indian River College. Thank you to Theresa Errante-Parrino, CMA (AAMA) for again providing her students as pages for our GA.

Pages:

The pages are here to assist the eligible voting members, by delivering messages during the General Assembly and/or as otherwise directed. If a member needs to leave the room, please contact a page, who in turn will notify the Credentials Chair.

Timekeeper for the General Assembly is:

Sergeant-At-Arms for the General Assembly will be:

The Minutes Committee Chair for the General Assembly will be

Committee members:

Parliamentarian for the General Assembly is:

**Report of Credentials Chair & Roll Call:**

At this time I would ask the Credentials Chair, \_\_\_\_\_ to come forward and call the roll.

# of eligible voting members Majority Vote \_\_\_\_\_

# of eligible voting members 2/3 Vote \_\_\_\_\_

Is a quorum present? \_\_\_\_\_ yes \_\_\_\_\_ no

**Approval of the General Assembly Agenda:**

The chair will now entertain a motion to accept the General Assembly agenda as printed in the General Assembly packet. (Corrections have been made in the opening of the meeting)

Is there a second?

A motion has been made and seconded to accept the General Assembly Agenda as printed/corrected in the General Assembly Packet. Is there any discussion?

All in favor of accepting the General Assembly Agenda as printed/corrected please signify by saying yes \_\_\_\_\_

All oppose please signify by saying no \_\_\_\_\_

The motion has been carried/defeated.

The Chair will entertain a motion to accept the official education agenda as posted online. Is there a second?

A motion has been made and seconded to accept the official education agenda as posted/corrected. Is there any discussion?

All in favor of accepting the education agenda as printed/corrected please signify by saying yes \_\_\_\_\_

All oppose please signify by saying no \_\_\_\_\_

The motion is carried/defeated.

On behalf of FSAM, I would like to \_\_\_\_\_ and her committee who have worked very hard to obtain the speakers for this conference.

On behalf of FSMA, I would like to thank \_\_\_\_\_ and her committee who have worked very hard and have spent so much time putting this meeting together.

**Orientation of Voting Members:**

Please open your conference packet to page 4 and follow through as I read the duties of a voting member.

**Adoption of General Assembly Rules:**

Please open your conference packet to the General Information Section.

On pages 7 & 8 please follow through as I read the General Assembly Rules.

The chair will entertain a motion to adopt the General Assembly rules as read.

Is there a second?

A motion has been made and seconded to accept the General Assembly rules as read. Is there any discussion?

All in favor of adopting the General Assembly Rules as read please signify by saying yes\_\_\_\_\_

All opposed please signify by saying no\_\_\_\_\_

The motion to accept the General Assembly rules as read is carried/defeated

In order for all eligible voting members to be seated in the General Assembly, at this time I will ask all members of the Executive Council who are also voting members to take their place on the floor to be in the General Assembly.

### **Selection of Tellers**

The Chair of the Tellers is \_\_\_\_\_ - and serving on her committee are:

Ballot Tellers

Hand Count Tellers

The tellers serving in the General Assembly will serve at both sessions to count hands or standing votes if required. All voting will take place in the General Assembly room. It will be the responsibility of four ballot tellers to count the votes after voting is closed. The remaining tellers will serve to count hands or standing votes if required while paper ballots are being counted. When the counting is completed, the committee will report back to the Speaker. The tellers will meet outside the entrance of the General Assembly, with the Head teller for further instructions.

Please use your ballot that you printed from the packet as your sample ballot and add any nominations from the floor to this ballot. Names will be added on the screen for you to see. Are there any questions?

### **Report of the Nominating Committee:**

Nominating Chair \_\_\_\_\_ will make the report of the Nominating Committee. You will find a proposed ballot in the Packet that was on line.

Proposed Ballot:

President

\_\_\_\_\_

Vice President:

\_\_\_\_\_

Secretary):

\_\_\_\_\_

Treasurer:

\_\_\_\_\_

Speaker of the GA: \_\_\_\_\_

Vice Speaker of GA:

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Delegates to AAMA National Conference 2016 are:

List all those that send in a consent to serve form.

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You have heard the report of the Nominating Committee.

Nominations from the floor are now in order. The Chair will call for nominations from the floor. She will repeat the question 3 times for each office. If there are no nominations, the chair will close the nominations for that office. Please write the names nominated from the floor on your ballot from the General Assembly Packet. Are there any questions?

When someone is nominated from the floor, please pronounce and spell the member name and credentials so that voting members can put them on the sample ballot. The qualifications for that specific position as stated in the Bylaws, must be in order and given to the Chair of the Nominating Committee at the time of said nomination, or the Nominees credentials may be given to a Page for presentation to the Chair of the Nominating Committee. The nominating committee must review those credentials before the close of this session of the General Assembly.

The chair will now accept nominations from the floor for the office of President (repeat x 3)  
There being no nominations for the office of President, I now declare the nominations closed.

The chair will now accept nominations from the floor for the office of Vice President (repeat x 3)  
There being no nominations for the office of Vice President, I now declare the nominations closed.

The chair will now accept nominations from the floor for the office of Secretary (repeat x 3)  
There being no nominations for the office of Secretary, I now declare the nominations closed.

The chair will now accept nominations from the floor for the office of Treasurer. (Repeat x 3)  
There being no nominations for the office of Treasurer, I now declare the nominations closed.

The chair will now accept nominations from the floor for the office of Speaker of the General Assembly. (Repeat x 3)  
There being no nominations for the office of Speaker of the General Assembly, I now declare the nominations closed.

The chair will now accept nominations from the floor for the office of Vice Speaker of the General Assembly (repeat x 3)  
There being no nominations for the office of Vice Speaker of the General Assembly, I now declare the nominations closed.

The chair will now accept nominations from the floor for Delegates and Alternates to the AAMA National Conference this fall. (Repeat x 3) Again, please write the members name on your sample ballot.

To be added:

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Read names: Hearing no further nominations from the floor for Delegate and Alternates to AAMA National Conference, I now declare the nominations closed.

**Presentation of Candidates:**

At this time the Nomination Chair, \_\_\_\_\_ will present the candidates for the Executive Office and delegates/alternates to AAMA.

(At this time a 2 minute talk by each elector will be allowed)

**Break (20 minutes). If you leave the room you must check out and check back in with the Credentials Chair. Use this time to meet with the candidates. When the break is over we will start the voting process.**

**Resume the Meeting**

**Credentials & Roll Call:**

At this time I would ask the Credentials Chair, \_\_\_\_\_ to come forward and call the roll.

# Of eligible voting members Majority Vote \_\_\_\_\_

# Of eligible voting members 2/3 Vote \_\_\_\_\_

Is a quorum present? \_\_\_\_\_ yes \_\_\_\_\_ no

**VOTING WILL NOW TAKE PLACE.**

**Any questions before you fill out your ballot for officers and delegates/alternates to the AAMA Conference?**

**Each eligible voting member must place their ballot in the voting box themselves. It is to be folded once. Once you have finished your vote fold it once, hold it up and place your ballot in the box. The ballot box will be brought to you.**

**Votes being counted...General Assembly continues.**

**Reference Committee:**

The chair calls on \_\_\_\_\_, Chair of the Reference Committee to present the Reference Committee report.

Follow report given by the reference committee.

Recommendation is made by the Reference Committee to.....

Is there any Discussion? All those in favor of accepting the reference committee's recommendation please say yes  
All those opposed please say no The recommendation is accepted or defeated

**Proposed Resolution: \_\_\_\_\_ will present the recommendations:**

**Unfinished Business:**

Is there any unfinished business to be brought before this Assembly?

**New Business:**

Is there any new business to be brought before this Assembly?

**Report of the Tellers:**

Will the Chair of the Tellers, \_\_\_\_\_, please come forward and present the results of the election to the Speaker.

The results are as follows:

**Office of President:**

\_\_\_\_\_  
Votes needed to elect \_\_\_\_\_  
Invalid Votes \_\_\_\_\_  
Abstain \_\_\_\_\_

**Office of Vice President:**

\_\_\_\_\_  
Votes needed to elect \_\_\_\_\_  
Invalid Votes \_\_\_\_\_  
Abstain \_\_\_\_\_

**Office of Secretary:**

\_\_\_\_\_  
Votes needed to elect \_\_\_\_\_  
Invalid Votes \_\_\_\_\_  
Abstain \_\_\_\_\_

**Office of Treasurer:**

\_\_\_\_\_  
Votes needed to elect \_\_\_\_\_  
Invalid Votes \_\_\_\_\_  
Abstain \_\_\_\_\_

**Office of Speaker of the General Assembly:**

\_\_\_\_\_  
Votes needed to elect \_\_\_\_\_  
Invalid Votes \_\_\_\_\_  
Abstain \_\_\_\_\_

**Office of Vice Speaker of the General Assembly:**

\_\_\_\_\_  
Votes needed to elect \_\_\_\_\_  
Invalid Votes \_\_\_\_\_  
Abstain \_\_\_\_\_

**Delegates/Alternates to the AAMA Conference: (list all candidates)**

\_\_\_\_\_  
Votes needed to elect \_\_\_\_\_  
Invalid Votes \_\_\_\_\_  
Abstain \_\_\_\_\_

Speaker announces names as presented by the Head Teller. Asks the electors to come to the front of the room when their names are announced and remain standing until all names are read.

**Congratulations to all the newly elected officers of FSMA and delegates/alternates to AAMA (and leads the round of applause)**

What is the pleasure of the General Assembly regarding the ballots?

Motion made by \_\_\_\_\_ and seconded by \_\_\_\_\_ that the ballots be destroyed. Is there any discussion?

All those in favor please signify by saying yes...

All those opposed please signify by saying no...

The motion is carried/defeated.

**\*\*\*\*\*Ballots must be given to the Speaker to be disposed of.**

With the completion of the General Assembly business, I discharge the head teller and her committee of any further commitment to this General Assembly and thank them for their time and service.

I would also like to remind the voting members that even though the business of the FSMA General Assembly is finished today, you serve in this capacity for one year until the next General Assembly convenes in 2017. If there were to be any emergency business, you would be contacted so please keep the newly elected Speaker informed of any changes in your contact information.

It has been a long tradition of the FSMA that as we reach the closing of the Annual Meeting we be given a chance to express appreciation to the many people who have worked so hard to put this event together.

**Speaker will start with words of appreciation:**

As speaker, I would like to thank:

If anyone has anything to add please do not hesitate to come forward, this is your General Assembly. It is permissible to have more than 1 person at the microphone during this time of appreciation.

**Announcements:**

**Enjoy the rest of your evening and will see all of you at education tomorrow.**

**Education starts at :**

If there are no further announcements the # Annual meeting of the Florida Society of Medical Assistants is now adjourned. **(Hit the gavel).**