

Giving a Report

During each meeting, girls are asked to give reports on the Rainbow events and activities that have occurred since the last Assembly meeting. This provides an opportunity for girls to begin developing and strengthening their public speaking skills, as well as share what they enjoyed about an event or activity. Girls may be asked by the Worthy Advisor to give a report or girls may volunteer to give a report.

What should be included in a report?

A report should include a brief summary of the event – what it was, where it was held, and what was accomplished.

If the event had a goal, progress on attaining that goal may be included in the report.

A report may include information on something noteworthy that happened during the event – something funny or unexpected.

Reports are intended to summarize events, not share every single thing that happened during the event. This can be a challenge when reporting on events that occurred over multiple days, such as Rainbow Camp or Grand Assembly. When giving a report on events such as this, focus on those things that were the most fun or most important.

May I add something to a report by another member?

Yes, a girl may add to a report; however, it is important that the information be new information, not a repeat of what has already been shared.

What should not be included in a report?

Reports should not include:

- the exact date of an event, because the Worthy Advisor should have shared this information when she asked for the report;
- identify those who attended (or did not attend) the event;
- stories about boys, unless the story is Rainbow appropriate (check with the Mother Advisor first, to make sure the story is appropriate to include in the report)

What if I forgot something really important?

Another member may choose to add to a report, if she feels that something has been forgotten. Additionally, the Worthy Advisor may ask another member to report on something specific that happened during the event or she may add to the report herself. Keep in mind, a report is a summary.

How to prepare to give a report:

As a new member of Rainbow, it may be helpful to select a specific event to give a report. It is best to make this decision before the Rainbow meeting, allowing you time to prepare some notes and to practice what you plan to say in the report. It is also helpful to let the Worthy Advisor and Mother Advisor know, before the meeting, that you will be prepared to give a report.

When called upon to give a report, a girl should stand and acknowledge the Worthy Advisor by saying, "Thank you, Worthy Advisor." Then continue with the report. It is ok for girls to reference any notes they have made about the event.

An Example

The Assembly planned a car wash on December 12th, from 10 to 4, at the Shell Gas Station. The car wash was a fund raiser to help pay for transportation to Rainbow Camp in February. Every member was asked to participate in the event.

Worthy Advisor: May we have a report on the Car Wash, which was held on December 12th.

Suzie stands, indicating she is interested in reporting.

Worthy Advisor: Suzie.

Suzie: Thank you, Worthy Advisor. We had hoped to earn \$100 during our car wash to help pay for our transportation to Rainbow Camp. Sadly, we did not wash many cars during our car wash, because it rained – a lot. But, we did have several people who stopped to make donations, even though we did not wash their cars, and Mrs. Smith stopped by with hot chocolate. We stopped the car wash at noon, because the weather was getting worse. I am looking forward to the next car wash, in the spring, when it will be sunny and warm, and people will want their cars washed. Thank you, Worthy Advisor.

Making a Motion

Members are given the opportunity to vote on issues of importance to the Assembly, such as the Assembly budget for the upcoming year, approval of an unexpected expense, or changes to the Assembly's by-laws. Generally, the Worthy Advisor will discuss the item that needs approval from the Assembly, then she will ask for a motion and a second for the action being considered. Once the motion has been moved and seconded, the Worthy Advisor will ask if there is any discussion. During the discussion, girls should ask any questions they may have about the item being considered, so they can make an informed vote in favor of or in opposition to the item. Following the discussion, the Worthy Advisor will continue by saying, "It has been moved and seconded that the Assembly...., all in favor indicate by saying "aye" (pronounced "eye") ...all opposed indicated by saying "nay." The Worthy Advisor also has the option of requesting a show of hands in favor and in opposition to the item. Based on the outcome of the vote, the Worthy Advisor will announce that the motion has passed or failed.

Example

Prior to the start of each calendar year, the Assembly needs to approve its budget for the upcoming expense. The budget was distributed to the members during the first meeting in December and members had the opportunity to ask questions about the proposed budget during the second meeting in December. Now, during the first meeting in January, the members need to vote to approve the budget.

Worthy Advisor: The Chair will entertain a motion that we approve the Assembly budget for the upcoming year."

She will then call upon one of the members who has risen, indicating she is prepared to make the motion. The member responds, "Thank you, Worthy Advisor, I move that the Assembly approve the budget for the upcoming year."

The Worthy Advisor will then call on a second member, who has also stood up (indicating she intends to second the motion). After being called upon, the member says, "Thank you, Worthy Advisor, I second the motion."

Worthy Advisor: It has been moved and seconded that we approve the budget for the upcoming year. Is there any discussion?

If girls have questions, they should be addressed at this time. The Worthy Advisor is responsible for making sure the girls' questions are answered.

Worthy Advisor continues: It has been moved and seconded that we approve the budget for the upcoming year. All in favor? All opposed?

Assuming all voted in favor, the Worthy Advisor continues: The vote being unanimous, the motion passes and our budget is approved.

When making a motion

If a motion is for an expense, it is important that the motion include the amount of the expense, so that the intent of the motion is clearly understood by everyone who will be voting.

How many votes are needed to pass a motion?

In Rainbow, motions are approved on a simple majority, which is half of the members present plus one. So, if twelve members are present, a total of 7 would have to vote in favor of a motion for it to pass.

Can I vote against a motion?

Yes, members may vote against a motion.

If the motion does not pass, the Worthy Advisor will request a new motion. At that time, those who voted against the first motion should stand and make a new motion, one that they would feel more comfortable supporting.

Sometimes, during the discussion process, a better idea is suggested, and it becomes necessary for the Assembly to either amend the motion or to vote against the first motion so the new recommendation can be considered and voted on.