SAMPLE PTA AGENDA

CALL TO ORDER (on time)
The president stands, raps gavel once and calls the meeting to order.

“**The meeting will please come to order**”

OPENING CEREMONIES
Pledge of Allegiance (not “flag salute”)

“_____ will lead us in the Pledge of Allegiance. Will you please stand?”

READING/APPROVAL OF MINUTES
With approval of the group, the minutes may be assigned to a committee for approval or correction.

“**The secretary has presented/posted the minutes of the ______ meeting. Are there any corrections?**”
(Omissions and additions are also corrections.)

“The minutes stand approved as presented,” or “The minutes stand approved as corrected."

FINANCIAL REPORTS
(treasurer, financial secretary, budget and finance chairman)

NO MOTION NEEDED

“_____ will present the treasurer’s report.”
“*You have heard the report of the treasurer. Are there any questions?”
“The report will be filed for the auditor.”

AUDIT REPORT (semi-annual)

MOTION REQUIRED TO ADOPT AUDIT

“It has been moved and seconded that the audit report be adopted.”
(follow steps for a motion)

PRESENTATION OF BILLS

Since approval of budget does not authorize expenditure of funds, BILLS MUST BE PRESENTED AND THEIR PAYMENT VOTED UPON. Bills are itemized in the minutes as to amount, payee, and purpose.)

MOTION REQUIRED TO PAY BILLS

“The treasurer will read the bills.”
“It has been moved and seconded that the bills be paid.” (follow steps for a motion)

COMMUNICATIONS

Communications are read by (corresponding) secretary and, if action is required, may be acted upon as read.

“**The (corresponding) secretary will read the communications.**”

(Continued next page)
REPORT OF THE EXECUTIVE BOARD
(for association meetings)

A summary report (not the minutes) is read for the information of the members. Recommendations are voted upon one at a time, the secretary moving the adoption of any of the recommendations.

REPORTS OF COMMITTEES
President calls for the "report of the committee", not the "chairman’s report". Person making the report moves the adoption of any recommendations.

UNFINISHED BUSINESS
President presents each item of unfinished business. (The president does not ask “is there any unfinished business?”

NEW BUSINESS
A motion is necessary before discussion and vote on any new business.

PROGRAM
The president introduces the chairman to present the program.

ANNOUNCEMENTS
Date of next meeting and important activities should be announced. If there is a social time following the meeting, this should be announced.

ADJOURNMENT
President raps gavel once.