

Leadership Services Commission

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 NO MOTION NEEDED

“The secretary will read the minutes of the ___ mtg.”

The secretary stands, addresses chair and reads minutes.

“Are there any corrections?”

(Omissions and additions are also corrections.)

Or (with approval of group) the minutes may be assigned to a committee for approval or correction.

“The minutes stand approved as read,” or

“The minutes stand approved as corrected.”

FINANCIAL REPORTS

(treasurer, financial secretary, budget & finance chairmen)

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 NEEDED TO ADOPT

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

PRESENTATION OF BILLS

MOTION NEEDED TO PAY BILLS

“The treasurer will read the bills.”

Since approval of budget does not authorize expenditure of funds, BILLS MUST BE PRESENTED AND THEIR PAYMENT VOTED UPON.

(Bills should be itemized in minutes as to amount who is to be paid and what payment covers.)

“It has been moved and seconded that the bills be paid.” (Follow steps for a motion)

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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.”

REPORT OF THE EXECUTIVE BOARD (for association meetings)

MOTION REQUIRED BUT A SECOND IS NOT, WHEN A MOTION COMES FROM A COMMITTEE/BOARD

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.

“The secretary will present the report of the executive board.” “You have heard the recommendations.” (follow steps for a motion)

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.

“_____ will present the report of the _____ committee.”

***“Are there any questions regarding the report?”
“If not, the report will be filed” or “You have heard the recommendations”***
(follow steps of a motion.)

UNFINISHED BUSINESS

President presents each item of unfinished business.
(The president should not ask “is there any unfinished business?”)

“The first item of unfinished business is _____”

NEW BUSINESS

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

“The first item of new business is _____”

PROGRAM

The president introduces the chairman to present the program.

“_____ will present the program.”

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ANNOUNCEMENTS

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

“Are there any announcements?”
Examples: “The next meeting will be ____”
“Refreshments will be served.”

ADJOURNMENT

President raps gavel once.

NO MOTION IS NECESSARY

“The meeting is adjourned.”

