

**YOUR SCHOOL Open Unit Meeting**  
**SOMETIME IN FEBRUARY, 2012 Agenda**

**I. Call to Order**

Rap the gavel once and call the meeting to order  
"The meeting will please come to order."

**II. Approval of Minutes (last open unit meeting date)**

"ABC, our Secretary, has posted the minutes of the September Open Unit Association Meeting for your review. Are there any corrections?"  
"The minutes stand approved as read/corrected."

**III. Treasurer's Report**

"DEF, the Treasurer, will present the Treasurer's Report."

[Treasurer stands and gives report]

"You have heard the report of the Treasurer. Are there any questions?"

**IV. Presentation of the Bills**

"DEF has posted the bills."

*Treasurer says, "I move to ratify these expenditures." [Second]*

"It has been moved and seconded that we ratify these expenditures. Is there any discussion?"

All those in favor of the motion to ratify the expenditures say 'Aye'; all those opposed say, 'No.'

**V. Auditor's Report**

The next item of business is to approve the end of year audit for 2009-2010. Our Auditor, GHI, has posted the audit for your full review and will now present his/her report.

The Auditor stands and says, *"I have examined the financial records of the Sunset Hills PTA and find them to be correct."*

*"I move to ratify this report." [Second]*

"All those in favor of ratifying this audit report say 'Aye,' opposed, 'No.' Motion carries, thank you, GHI.

**VI. Approval of Budget**

"DEF has posted the revised budget for the 2010-2011 school year."

*Treasurer rises and says, "I move to approve the revised budget for the 2010-2011 school year." [Second]*

"It has been moved and seconded to approve the budget for the next school year up until the next Association meeting. All those in favor say 'Aye,' those opposed say, 'No.' The motion carries."

#### **VII. Release of Funds**

*Treasurer moves, "I move to release the funds necessary to fulfill our budget up until the next Association meeting." [Second]*

"All those in favor to release the funds to pay our bills up until the next Association meeting say 'Aye,' those opposed say, 'No.' Motion carries. Thank you, DEF.

#### **VIII. Approval of Programs and Goals**

[Done only once per school year, at August meeting.]

"The next item of business is to approve the programs and goals for the [XXXX] school year. They have been posted on the doors of the multipurpose room for your review. Any discussion?

"I need a motion to approve our programs and goals for this school year." [Second]

"All those in favor of approving our programs and goals say 'Aye,' opposed, 'No.' Motion carries. Thank you." (do only if not done in fall)

#### **IX. Presentation/Election of Nominating Committee/New Officers**

"The Parliamentarian will now read from the bylaws on electing this year's nominating committee:"

*[Parliamentarian reads]*

*"Article V, Section 3. states:*

Nominations for office shall be made by a nominating committee which shall be elected by the association.

b. The nominating committee shall be elected at least two months prior to the annual election meeting. The committee shall serve until the annual election meeting.

c. The nominating committee shall be composed of five members, with two alternates, all of whom shall be members of this association. The principal of the school, or a faculty representative appointed by the principal, if not an elected member of the committee, shall serve in an advisory capacity. The president shall not serve ex officio or be elected to the nominating committee. The committee shall elect its own chairman.

d. No member shall serve on the nominating committee for two (2) consecutive years.

- e. Immediately upon its election the parliamentarian shall meet with the nominating committee to set the date of its first meeting.
- f. Alternates shall not attend meetings unless an elected member cannot be present at the first meeting. In that event, the alternate becomes the permanent member, replacing the elected member until such time as the committee is discharged of its duties (at the time of election).
- g. The report of the nominating committee shall be submitted to the membership at least thirty (30) days prior to the annual election meeting. At the annual election meeting in March additional nominations must be called for from the floor.

"We will now present our nominating committee for election:"

*[FIVE NAMES. And TWO NAMES] as alternates.*

"Are there any other nominations from the floor? Hearing none, the following are to be nominated to this year's nominating committee:

*[FIVE NAMES. AND TWO NAMES] as alternates.*

Parliamentarian moves to elect the aforementioned to nominating committee, plus two alternatives.

"All those in favor, say 'Aye,' those opposed, 'No.' Motion carries."

"Congratulations to you all."

**X. New Business**

"Is there any new business to come before the board?"

**XI. Announcements**

"Are there any new announcements?"

**XII. Adjournment**

"Is there any further business to come before this meeting? The meeting is adjourned."