

# Sample Agenda For a General Meeting

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The correct procedure used in a running a meeting is called parliamentary procedure. In order to do things fairly for everyone, Robert's Rules of Order should be used when conducting a meeting of your PTA. It allows for order and organization and makes meetings go smoothly, in the least amount of time. Many PTA's know that parliamentary procedure should be used, but many not know the correct procedure for conducting a meeting. Below is an example of a general PTA meeting.

## Call to Order

Remember that business can only be conducted at a meeting if a quorum is present. The minutes should reflect that a quorum was present. To begin a meeting, the president should stand at the podium and say, "*The meeting will come to order.*"

## Pledge of Allegiance

Often, boy scouts, girl scouts, a child or group of children will be selected to lead the members in the pledge. The president should say, "*Please stand while Girl Scout troop 123 leads us in the Pledge of Allegiance.*"

## Minutes

A copy of the minutes from the last meeting should be distributed to each member prior to the meeting, so that the secretary does not have to read the minutes at the meeting. The president should say, "*Are there any corrections to the minutes?*" Hearing no corrections, the president should say, "*The minutes are approved as written.*" If corrections are made, the president should say, "*The minutes are approved as corrected.*" (Normally, there are no objections to corrections of the minutes, but if this should happen, there can be discussion and a vote taken on the correction. Otherwise, the minutes do not need a vote for approval.)

## Treasurer's Report

A copy of an up to date financial report should be distributed to the members prior to the meeting.

At the first meeting of the year, the treasurer should report that an audit has been made of last year's records, and report the finding of the audit committee.

The treasurer should briefly go over the total expenses to date, the total income, and the balance of the PTA account. (He/she may want to point out some line items for clarification.) The membership should be given an opportunity to ask questions. The president should then say, "*The financial statement will be filed for audit.*"

At the first meeting of the year, the treasurer should present the budget to the general membership. A motion is not needed to approve the budget. The motion comes from the budget committee. Since the motion comes from a committee, a second is not needed. A moment for discussion should be given, followed by president saying, "*All in favor of accepting the budget for the 2013-2014, please say aye. All opposed please say no. The ayes have it, the motion is adopted (or the noes have it, the motion is lost)*"

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## **Announcements and Other Reports**

Often, only information is given here. The president should announce upcoming events. A request for new members and/or volunteers should be given at every meeting. If a committee has a report for the membership, the president should say, for example, "***Does the Programs Committee have a report?***" The chairman of that committee would then give a report of the committee's work. If a recommendation is given to the members, a debate and vote should take place after the committee report.

## **Unfinished Business**

Following any reports, any business carried over from a previous meeting should be conducted here. The president should say, "***The first item of business, under unfinished business, is the motion to...***" anything that was pending from the previous meeting or carried over due to time constraints. If there is unfinished business, the president should say, "***The next item of business is...***"

## **New Business**

Any other business, which requires a vote of the membership, should be conducted here. Any awards or recognition should be given here. The president asks, "***Is there any new business?***" A member can then bring up new business and make a motion, using proper procedure.

## **Adjournment**

The president should say, "***Since there is no further business, the meeting is adjourned.***"

The president should adjourn the meeting before giving the floor to the principal, or anyone else wishing to speak on non-PTA events.