

Introduction

A great script is the key to a play or a movies success. In the same manner, a well-structured agenda and script is vital to a meetings success. If you want an organized meeting, you have to script it. The order of business at a meeting is dictated by parliamentary procedure, which can be found in Robert's Rules of Order Newly Revised. The order of business may be changed with a motion or unanimous consent.

Agenda

Your meeting agenda should outline the specific items to be discussed, the person responsible for leading each agenda item, any supporting information to be reviewed.

An agenda should help:

- Ensure all participants are adequately prepared for the meeting
- Ensure each agenda item achieves the desired outcome
- Ensures that the meeting will run efficiently and timely

Order of Agenda

Call to Order

Opening Ceremonies

Introductions

Minutes

Treasurers Report

Letters or Communications

Executive Board Report

Officers Reports

Standing Committee Reports

Special Committee Reports and/or Special Orders

Unfinished Business

New Business

Program

Announcements

Adjourn

Sample Agenda

XYZ PTA Agenda

Location of Meeting

Date

Call to Order	President Name
Opening Ceremonies	Presenter Name
Introductions	President Name
Minutes	Secretary Name
Treasurers Report	Treasurer Name
Communications	Secretary Name
Executive Board Report	Secretary Name
Officers Reports	Officer Name
(list each officer who has a report)	
Standing Committee Reports	Chair Name
(list each chair who has a report)	
Special Committee Reports	Chair Name
Unfinished Business	President Name
New Business	President Name
Program	Presenter Name
Announcements	President
(List Announcements)	
Adjourn	

Sample Script Wording

Call To Order

(Required at board and membership meetings)

The president, as the chair, stands, raps the gavel once and calls the meeting to order. The president declares whether or not a quorum is present, so both the members are aware and the secretary notes the fact in the minutes.

Standing at the podium, the president raps the gavel once to call meeting to order.

PRESIDENT: *"The meeting of _____ PTA is called to order at _____. A quorum is present."*

If the Secretary or the Parliamentarian is not present, the chair appoints member(s) to perform those responsibilities for the meeting.

PRESIDENT: *"At this time, due to the absence of _____, the (parliamentarian/secretary), the chair would like to appoint _____ as (parliamentarian/secretary) for this meeting."*

Opening Ceremonies

(Optional at board or membership meetings)

(Select the option that works for your meeting)

An invocation, pledges to the flags, a poem, a song or an inspirational message may be presented. If more than one of these is used, use the rule of "God before country" when determining the order.

Option 1

PRESIDENT: *"Please welcome _____, who will lead us in the pledge of allegiance."*

Option 2

PRESIDENT: *"Please stand for the Pledge of Allegiance of the United States."*

Option 3

PRESIDENT: *"Please welcome _____, who will share an inspiration with us tonight."*

Introductions (Optional at board or membership meetings)

Begin introductions with special PTA guests in the order of National, State, Area, then Council PTA) followed by any other special guests.

PRESIDENT: *“At this time the chair would like to welcome _____.*

Minutes

(Required at all board and membership meetings)

(Select the option that works for your meeting)

The chair recognized the secretary for the reading of the minutes.

The secretary stands and either reads the minutes, announces the minutes have been distributed, or the chair announces that the minutes were approved by committee. The chair can either accept a motion to approve the minutes (either as presented or as amended) or use unanimous consent. For the current meeting, the chair may allow the membership to approve the minutes at the next meeting or appoint a committee to approve the minutes. (Committee approval is recommended when the length of time between meetings causes concern for accuracy. Minutes are presented at every meeting unless they were previously approved by committee.)

Option 1

(Use if first meeting of the year)

PRESIDENT: "Minutes from the annual meeting were approved by committee. A copy of the minutes are available from the secretary, corrections to the minutes should be referred to the secretary."

Option 2

(Remember, minutes do not have to be read, but use if this is the method you choose. The secretary comes to the podium when introduced by president. The secretary reads the minutes.)

PRESIDENT: " _____, secretary, will now present the minutes from the last meeting.

SECRETARY: (reads minutes)

PRESIDENT: "Thank you; are there any corrections to the minutes? Hearing none, the minutes will be approved as read. "Or, if corrections are needed. "The minutes are approved as corrected."

Option 3

(Use if minutes have been distributed)

PRESIDENT: "The minutes draft has been distributed for your review. Does anyone need a copy? Are there any corrections to the minutes? Hearing none, the minutes will be filed as presented. "Or, if corrections are needed. "The minutes will be filed as corrected."

Option 4

(Use if committee is appointed to approve minutes)

PRESIDENT: "If there is no objection, the chair will appoint a committee to approve the minutes of this meeting. Hearing no objection, the chair appoints _____, _____, _____." (At the next meeting, you will say, "The minutes of the prior meeting were approved by committee on

_____. A copy of the minutes are available from the secretary, corrections to the minutes should be referred to the secretary," Then, appoint new committee to approve the minutes.)

Treasurers Report (Required at all board and membership meetings)

The chair recognizes the treasurer for the financial report.

The treasurer stands, addresses the chair and reads the report. A financial report is not optional and must be presented at every meeting. Copies of the report may be distributed to the members or shown on a screen. The treasurer reads the financial report, which includes (at the least) the beginning balance, total income, total expenditures and the ending balance. The chair states that the report is filed for financial reconciliation. (All information is recorded in the minutes.)

PRESIDENT: “ _____, treasurer, will now present the financial report.”

TREASURER: “The beginning balance as of _____ is _____, total income is _____, total expenses are _____, with an ending balance as of _____, of _____.”

PRESIDENT: “Thank you, are there any questions? Hearing none, the financial report will be filed for financial reconciliation.”

Letters or Communications

The secretary reads any communications received. Actions are considered, if required.

Report of the Executive Board (Membership meeting)

A summary report of what the board has been doing is given at every membership meeting, this report should contain any recommendations being presented and considered separately. The secretary reads a summary report (not the minutes) for the information of the members. The secretary should come to the podium. The secretary moves the adoption of each recommendation individually.

PRESIDENT: “ _____, our _____ will give the executive board report.

SECRETARY: “The executive board met on _____ with a quorum present.” They will read the report and recommendations.

If a motion comes from the board the person giving the report would say “The board of directors moves that _____.”

PRESIDENT: “ _____ has moved that _____.

This comes from committee so there is no second needed. _____ would you like to speak to your motion? “Person making the motion should speak to their motion, and then the president will say, “Is there any further discussion? (pause) Are you ready for the question? _____ had moved that _____, all those in favor, say ‘aye.’ Any opposed, say ‘nay.’ The motion passed or failed.

Officers Reports (Required at all board and membership meetings)

Before the meeting, the president consults with all executive board members to determine who has a report. At the meeting, the president calls for the report of the officers. The chair need not recognize the committee chair if there is no report.

A report from an officer may be informational or require action. Reports with information only are read to the voting body. Those reports requiring action are presented as a motion to the membership. The member presenting the report moves the adoption of the motion. If no recommendation is made, no motion is needed. The members will vote to approve either as presented or amended or reject.

PRESIDENT: *"At this time, _____ will give a report regarding _____."*

OFFICER: Reads the report and makes any recommendations. *"I move that _____."*

PRESIDENT: *"_____ has moved that _____, is there a second? _____ would you like to speak to your motion? Person making the motion will speak to their motion. "Is there any further discussion? Are you ready for the question? _____ has moved that _____, all those in favor, say 'aye.' Any opposed, say 'nay.' The motion passed or failed."*

Standing Committee Chair Reports (Board and membership meetings)

Before the meeting, the president consults with all executive board members to determine who has a report. At the meeting, the president calls for the report of the committee, not the chair's report. A report from a committee may be informational or require action, as determined by a majority vote of the committee. Reports with information only are read to the voting body. Those reports requiring action are presented as a motion to the membership (no second required), and the members vote to approve either as presented or amended or reject.

The committee chair presenting the report moves the adoption of the motion. If no recommendation is made, no motion is needed.

The chair need not recognize the committee chair if there is no report.

PRESIDENT: *"At this time, _____ will give a report regarding _____."*

CHAIR: Reads the report and makes any recommendations. *"My direction of the _____ committee, I move that _____."*

PRESIDENT: *"_____ has moved that _____ . This comes from committee so no second is needed. _____ would you like to speak to your motion? Person making the motion will speak to their motion. "Is there any further discussion? Are you ready for the question? _____ has moved that _____, all those in favor, say 'aye.' Any opposed, say 'nay.' The motion passed or failed."*

Budget Amendments (Board or membership)

(This process should be used whenever budget amendments are proposed by the Treasurer or the Budget & Finance Officer)

PRESIDENT: “ _____ will now present the budget amendments.”

TREASURER OR BUDGET & FINANCE OFFICER: Each line item should be read, the current amount, the amount of the increase/decrease; then the new amount of the line item. After reading the items state “I move that the budget amendments be approved as presented.”

PRESIDENT: “ _____ moved that the budget amendments be approved as presented. Is there a second? Is there any discussion? Hearing none, all those in favor, say ‘aye.’ Any opposed, say ‘nay.’ The motion passed.”

Budget Amendments (board or membership meeting)

(This process should be used whenever budget amendments are proposed by committee or the executive board)

PRESIDENT: “ _____ the chair of the Budget & Finance Committee will now present the budget amendments.”

TREASURER: The chair will read first the name of the line items; then state what the current line item amount is, then state the amount the item will be increased/decreased; and, finally, state what the new amount of the line item is. “By direction of the budget & finance committee, I move to approve the budget amendments as presented.”

PRESIDENT: “The Budget & Finance Committee has moved to approve the budget amendments as presented. This comes from the board, so no second is needed. Is there any discussion? Hearing none, all those in favor, say ‘aye.’ Any opposed, say ‘nay.’ The motion passed.”

Special Committees and/or Special Orders (if needed) (Board and membership meetings)

The chair calls for the report of the special committees, if needed. The reports of special committees follow the same rules as those for standing committees. If no special committees exist, this item of business does not appear on the agenda.

Motions made a “special order” – by 2/3 vote at an earlier time – are addressed at this point. Also, matters required by the bylaws to be taken up at a specific meeting are in order at this time (election of Nominating Committee, Bylaws Committee, Financial Reconciliation Committee)

Financial Reconciliation (Membership meeting)

(This report should be presented at the first meeting of the year or at the first meeting after any financial reconciliation.)

PRESIDENT: “ _____, the chair of the financial reconciliation committee will now present the financial reconciliation report.”

CHAIR OF FINANCIAL RECONCILIATION COMMITTEE: The chair should read the financial reconciliation report, after reading the report; they should say “By direction of the financial reconciliation committee, I move to adopt the financial reconciliation report as presented.”

PRESIDENT: “ _____ has made a motion to adopt of the financial reconciliation report as presented. This comes from committee so no second is needed. Is there any discussion? All those in favor, say ‘aye.’ Any opposed, say ‘nay.’ The motion passed.

Bylaws Committee (Board meetings)

PRESIDENT: “ _____, the chair of the bylaws committee will now present the report of the bylaws committee.”

CHAIR: “The bylaws committee presents the following amendments to the bylaws/standing rules.” The chair should read the amendment by stating the Article, Section and Item Number that is being amended, and then they should read the amendments, and then read the new bylaw/standing rule. This process should be done for each amendment. “By direction of the Bylaws Committee, I move that the bylaws/standing rule amendments be approved as presented.” The secretary should be given a copy of all the amendments to place in the minutes.

PRESIDENT: “It has been moved that the bylaws/standing rules amendments be approved as presented, this comes from committee so no second is needed, is there any discussion? All those in favor, say ‘aye.’ Any opposed, say ‘nay’. The motion passed.

Bylaws Committee (Membership Meeting)

(Meeting where 30-day notice to membership is given)

PRESIDENT: “ _____, the chair of the bylaws committee will now present the report of the bylaws committee.”

CHAIR: “The bylaws committee presents the following amendments to the bylaws/standing rules.” The chair should read the amendment by stating the Article, Section and Item Number that is being amended, and then they should read the amendments, and then read the new bylaw/standing rule. This process should be done for each amendment.

PRESIDENT: “These amendments have been distributed to the membership and will be voted on at our next membership meeting on _____.”

Bylaws Committee (Membership Meeting)

PRESIDENT: “ _____, the chair of the bylaws committee will now present the report of the bylaws committee.”

CHAIR: “The bylaws committee presents the following amendments to the bylaws/standing rules.” The chair should read the amendment by stating the Article, Section and Item Number that is being amended, and then they should read the amendments, and then read the new bylaw/standing rule. This process should be done for each amendment. “By direction of the Bylaws Committee, I move that the bylaws/standing rule amendments be approved as presented.” The secretary should be given a copy of all the amendments to place in the minutes.

PRESIDENT: “It has been moved that the bylaws/standing rules amendments be approved as presented, this comes from committee so no second is needed, is there any discussion? All those in favor, say ‘aye.’ Any opposed, say ‘nay’. The motion passed.

Appointment of Teller’s Committee

PRESIDENT: “The chair appoints (names three members), as tellers. _____ will be the head teller. The tellers will distribute a ballot to each member. Please write on the ballot either (name) or (name). Fold your ballot one time and hand ballot to a teller.”

Officer Election (Membership meeting)

PRESIDENT: "Parliamentarian, _____ will now read the bylaws regarding Officers and Their Elections."

PARLIAMENTARIAN reads:

*ARTICLE VIII: Officers and Their Election

Section 2. Officers and their election:

- a. *The officers of this Local PTA shall be a president, _____ vice president(s), a secretary, a treasurer, (a historian), and a parliamentarian.*
- b. *Officers, with the exception of the historian and parliamentarian, shall be elected by ballot in the month of March. However, if there is but one (1) nominee for an office, election for that office may be by voice vote. The historian and parliamentarian shall be appointed by the president subject to the approval of the newly elected officers.*
- c. *An individual shall be a member of the Local PTA prior to taking office.*
- d. *Officers shall assume their official duties following the close of the school year ¹ and shall serve a term of one (1) year. ²*
- e. *No officer shall serve in the same office for more than two (2) consecutive terms. One who has served more than one-half of a term shall be credited with having served that term.*

PRESIDENT: " _____, chair of the Nominating Committee, will now present the report"

NOMINATING COMMITTEE CHAIR:

The Nominating Committee Chair reads the slate of officers.

"The Nominating Committee submits the following nominees: for president, _____; for vice president, _____; for secretary, _____; for treasurer, _____."

Signed: read the names of all the committee members.

PRESIDENT:

The president re-reads the slate of officers.

"Thank you, the nominating committee reports the following nominees:

President _____

First Vice President _____

Second Vice President _____

Secretary _____

Treasurer _____

Signed by (Read the names of the nominating committee members)"

PRESIDENT: "The chair will now open the floor for elections.

_____ has been nominated for president. The floor is now open for nominations for president. (pause and wait for any nominations) Hearing none, the chair declares nominations closed. There being only one nominee, the chair declares _____ elected president.

If there is a nomination from the floor, use the following:

PRESIDENT: The chair recognizes the person making the nominations. "Yes, would you please state your name and nomination?"

MEMBER: "My name is _____. I would like to nominate _____ for _____."

PRESIDENT: Ask the nominee "Do you consent to the nomination?" If the nominee is not in attendance ask the person who made the nomination, "Do you have the consent of the nominee?"

NOMINEE: Will give their consent.

PRESIDENT: _____ has been nominated. Are there any further nominations? Hearing no other nominations, the chair declares the nominations closed. The tellers will distribute a ballot to each member. Please write on the ballot either _____ or _____. Fold you ballot on time and hand ballot to member of the tellers committee. While the tellers committee is counting the ballots, the Chair will continue with the elections.

_____ has been nominated for first vice president. The floor is now open for nominations for first vice president. Hearing none, the chair declares nominations closed. There being only one nominee, the chair declares _____ elected first vice president.

_____ has been nominated for second vice president. The floor is now open for nominations for second vice president. Hearing none, the chair declares nominations closed. There being only one nominee, the chair declares _____ elected second vice president.

_____ has been nominated for secretary. The floor is now open for nominations for secretary. Hearing none, the chair declares nominations closed. There being only one nominee, the chair declares _____ elected secretary.

_____ has been nominated for treasurer. The floor is now open for nominations for treasurer. Hearing none, the chair declares nominations closed. There being only one nominee, the chair declares _____ elected treasurer.

At this time I would like to introduce the officers of the _____ PTA for the 20__ -20__ school year.”

Tellers Committee Report

PRESIDENT: “ _____, chair of the Tellers’ Committee is ready to report.”

The committee chair comes forward with the written tellers’ report.

CHAIR: “The Tellers’ Committee submits the following report: Number eligible to vote:

_____, Number of votes cast: _____, Number necessary to elect: _____,

_____ received _____; _____ received _____. Signed

_____, _____, _____.

The committee chair hands the report to the president, gives the tally sheets and sealed ballots to the secretary and is seated. The president rereads the report to the membership.

Unfinished Business

(Board and membership meetings)

The chair announces (but does not call for) business under this item. Unfinished business consists of business left unfinished at the previous meeting or business postponed to this meeting (if group meets at least quarterly). Minutes of the previous meeting will indicate any unfinished business.

New Business

Tax Free Days (Board or membership)

The chair calls for new business. Members may bring any new business before the association (if it is within the scope of the association). A motion is necessary to introduce new items of business.

(Tax free days must be stated in the minutes.)

PRESIDENT: “ _____ will now present the tax-free days for this school year.”

BOARD MEMBER: “I move that _____ PTA hold tax free days on _____ and _____.”

PRESIDENT: “ _____ as moved that the _____ PTA hold tax free days on _____ and _____. Is there any discussion? Hearing none, all those in favor, say ‘aye.’ Any opposed, say ‘nay.’ The motion passed.”

Nominating Committee (Membership meeting)

PRESIDENT: “The next item of new business is the election of the Nominating Committee; our Parliamentarian _____ will now read the bylaws regarding the Nominating Committee.”

PARLIAMENTARIAN: The parliamentarian should read from Article VII: Officer and Their Election, Section 3.

“Article VII: Officers and Their Election, Section 3. Nominating Committee

- a. *There shall be a nominating committee elected by the membership at a regular meeting prior to the election meeting. Elections shall be by plurality. The committee shall be composed of _____ members. _____ shall be elected to serve in the event a member is unable to serve. The committee shall elect its own chair immediately following the meeting.*
- b. *No person shall serve two (2) consecutive years on the nominating committee.*
- c. *The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at the election meeting in _____ (month) at which time additional nominations may be made from the floor. The report shall be publicized to the Local PTA membership through regular publicity channels at least seven (7) days before the election meeting.*

- d. *Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.*
- e. *No member shall automatically serve on this committee because of his office in the Local PTA or position in the school system.*
- f. *The president shall neither serve as a member nor appoint any member of this committee."*

PRESIDENT: *"Thank you. The floor is now open for nominations for members of the Nominating Committee" The chair should call on anyone who has raised their hands until all nominations have been made. Individuals may nominate themselves. If a member nominates someone else, the chair should ask that person if they will accept the nomination by saying, " _____, you have been nominated as a member of the Nominating committee. Do you accept this nomination?" The nominating committee is elected by plurality, so if there are more nominees than are needed for the committee per the bylaws, the president will have ballots distributed to all PTA members in attendance. "The following members have been nominated for the nominating committee, at this time ballots will be distributed to all members, please write the names of _____ (#)_____ nominees on your ballots, fold in half and hold in the air until a member of the tellers committee picks up your ballot. The tellers committee will total the ballots." If there are only enough nominees to fill the needed positions, the president declares the nominees the nominating committee. "Hearing no further nomination, the chair declares (read the names of the nominees) the members of the nominating committee." Nominations should then be taken from the floor for alternates to the nominating committee, follow the procedures from above to fill the alternate positions. After the alternates have been elected, the president should read the members and alternates of the nominating committee. "The nominating committee will be _____, with _____ being alternates to the committee. This committee will meet immediately following our meeting tonight to elect their chair and determine their first meeting date."*

Program (Membership meeting)

The chair introduces the Program/Parent Education Chair, who presents the program or introduces the program presenter.

The meeting is not “turned over” to the Program Chair, nor does the Program Chair “turn the meeting back to the president.” The chair remains in control of the meeting from the call to order until adjournment.

PRESIDENT: The chair can introduce the program or have the appropriate chair (parent education or programs) or officer introduce the program.

And/or

PRESIDENT: “With the consent of the membership, the meeting will be adjourned immediately following the program.”

Announcements (Board and membership meeting)

The chair should, if possible, make all announcements. Announcements include the date of the next meeting, important events and activities, etc.

PRESIDENT: “The chair has the following announcements: _____”

Adjourn (Board meeting or membership meeting with no program)

The chair asks if there is any further business. If any additional business exists, it is handled at this time. If no further business exists, then the chair declares the meeting adjourned.

No motion is necessary to adjourn.

PRESIDENT: “The meeting is adjourned at _____”