

Agenda

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

Order of Agenda:

Call to Order
Introductions, Welcome, Explanation of Meeting Technology and Rules
Minutes
Treasurer's Report
Officers and Standing Committee Chair Reports
Special Committee Reports and/or Special Orders
Unfinished Business
New Business
Announcements
Adjourn

Sample Script

The meeting script is attached in a word document (for ease of editing).

Call To Order - (Required at executive board and membership meetings)

The president, as the chair, 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. Quorum for the board meeting is the majority of filled positions. Quorum for the membership meeting is unique to your PTA and is stated in the bylaws.

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."

Introductions, Welcome, Explanation of Meeting Technology and Rules

Begin introductions with special PTA guests in the order of National, State then Council PTA) followed by any other special guests such as school district representatives. The chair will also review the Meeting Rules and any instructions for using the virtual meeting platform the PTA has chosen.

Virtual Meeting Sample Script through June 30, 2020

PRESIDENT: “At this time the chair would like to welcome _____.
In order to make sure everyone is comfortable with our meeting technology let’s review a few options you may need today throughout the meeting. (Explain how to raise hand, unmute, chat, and any other features you plan to utilize. If using the free version of Zoom, explain your plan should your meeting exceed the 40 minute limit.) During the registration process we verified all email addresses so should we need to conduct a ballot vote, you should have no issues receiving your ballot using that email. Also during this meeting we will be following these rules:

- The chair gives the chance to speak to every member who wishes it. Pro and con speakers should be given alternating opportunities to speak, if possible, and all speakers should tactfully be kept to rules of order and to the question.
- Each member has two opportunities to speak to the motion. A member may exercise his or her first opportunity to speak and, then, after every other member has the chance to speak, may speak only once more.
- All statements must be addressed to the chair and not to another member.
- The chair recognizes a member who has not previously spoken to the motion in preference to one who has spoken.
- The chair does not enter into discussion. Should the president wish to debate, the chair must ask the vice president to preside. He or she does not resume the chair until after the final disposition of the question under discussion. The president may vote when the vote would change the outcome (to make or break a tie) or when the voting is by ballot.
- Debate continues until no one wishes to speak or until someone moves to close debate.
- Members cannot close debate by shouting, “Question.” A member must seek recognition and make the motion properly and requires a 2/3 vote to pass.”

Minutes - (Required at all executive board and membership meetings)

Approving Minutes from last meeting: Select the option that works for your meeting

Option 1 - (The secretary reads the minutes. This is the least preferred option.)

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 2 - (Use if minutes have been distributed)

PRESIDENT: “The draft of the minutes has been distributed for your review. Are there any corrections to the minutes? Hearing none, the minutes are approved as presented. “Or, if corrections are needed. “The minutes are approved as corrected.”

Option 3 - (Use if committee was appointed to approve minutes)

PRESIDENT: “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,”

Minutes for the current meeting: For the current virtual 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 for virtual meetings.)

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 _____, _____, and _____.” (At the next meeting, you will say, Then, appoint a new committee to approve the current meeting’s minutes.)

Treasurer Report - (Required at all executive board and membership meetings)

The chair recognizes the treasurer for the financial report. The treasurer 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 before the virtual meeting once membership has been verified or shown on a screen.

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

TREASURER: “The beginning balance as of ____ (date)_____ is \$_____, total income is \$_____, total expenses are \$_____, with an ending balance of \$_____, as of ____ (date)_____.”

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

Officer/Standing Committee Chair Reports - (executive 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 and standing committee chairs. The chair need not recognize an officer or standing committee chair if there is no report. A report from an officer or standing committee chair may be informational or require action. Reports with information only are read to the voting body and no motion is needed. Those reports requiring action are presented as a motion to the membership. The member presenting the report moves the adoption of the motion. The members will vote to approve either as presented or amended or reject.

If the action requiring a vote is not based on a recommendation of a committee and will require a second:

PRESIDENT: “At this time, _____ will give a report regarding _____.”

OFFICER/CHAIR: 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?”

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_____ has moved that _____, all those in favor, say 'aye.' Any opposed, say 'nay.' The motion passed or failed.”

If the action requiring a vote is based on a recommendation of a committee and will not require a second:

CHAIR: Reads the report and makes any recommendations. “By 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? Hearing none, _____ has moved that _____, all those in favor, say 'aye.' Any opposed, say 'nay.' The motion passed/failed.”

Budget Amendments - (executive board or membership meetings)

(Used whenever budget amendments are proposed by the Treasurer)

Budget amendments are not final until approved by membership.

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

TREASURER: 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/failed.”

Special Committees and/or Special Orders - (board and association 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. (examples of each listed below):

Bylaws Committee

Executive board 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 each 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. “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.

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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/failed.

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 each 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.

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

Membership meeting: Voting on the amendments

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 each 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. “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/failed.

Election of Officers - (membership meeting)

PRESIDENT: “On _____, 2020, the Executive Board voted to:

(Select the option that was chosen)

Option 1:

Only accept notice of intent to run from the floor prior to the meeting, which notice must have been received at least 5 days prior to the meeting.

Option 2:

Accept notice of intent to run from the floor from candidates at the meeting.

Option 3:

Accept notice of intent to run from the floor both prior to the meeting and at the meeting.

If you have a nominating committee and they have posted a slate at least 7 days before the meeting:

PRESIDENT: “If there is no objection, the chair appoints _____ as our teller. We don’t need a teller’s committee as the computer is tabulating all the results so our teller will only be reporting those results not counting ballots. Parliamentarian, _____ will now read the bylaws regarding Officers and their Elections.”

PARLIAMENTARIAN reads: Bylaws Article "Nominations and Elections", "Elections" section

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: for president, _____; for vice president, _____; for secretary, _____; for treasurer, _____, Signed: read the names of all the committee members.

Choose the language below based on which option your executive board chose above:

PRESIDENT: “ _____ has been nominated for president.

Option 1 if you received nominations prior to the meeting:

PRESIDENT: We received the following nominations for president prior to the meeting (read names).

Option 3 if you received nominations prior to the meeting:

PRESIDENT: We received the following nominations for president prior to the meeting (read names). The floor is open for nominations for president.

Option 2 and Option 3 if no nominations were received prior to the meeting:

PRESIDENT: The floor is open for nominations for president.

If there are NO nominations from the floor either prior to or at the meeting, use the following: “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 either prior to or at the meeting, use the following:

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

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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 or indicate consent of the nominee.

PRESIDENT: " _____ has been nominated. Are there any further nominations?" Continue until there are no other nominations. "Hearing no other nominations, the chair declares the nominations closed. We will give each candidate 2 minutes to state their qualifications.

CANDIDATES: 2 minutes each to state qualifications.

PRESIDENT: "We are emailing the ballot for president to the email you submitted when registering for this meeting. You'll have 2 minutes to cast your vote using that ballot. We'll pause our business to give you time to go cast your ballot. (You cannot continue with elections as the person not selected as President may want to run for another position). Simply click on the name of the candidate of your choice. Your vote will not contain any identifying information so all votes will be anonymous. Please do not log out of our meeting while casting your ballot."

PRESIDENT: " _____, our teller, is ready to report."

TELLER: "Number of votes cast: _____, _____ received ___ votes; _____ received ___ votes, etc."

PRESIDENT: "Thank you. Number of votes cast: _____, _____ received ___ votes; _____ received ___ votes, etc. _____ is elected as president.

Continue this process for all officers.

PRESIDENT: At this time, I would like to introduce the officers of the _____ PTA for the 2020-2021 school year."

If you did not have a nominating committee:

PRESIDENT: "If there is no objection, the chair appoints _____ as our teller. We don't need a teller's committee as the computer is tabulating all the results so our teller will only be reporting those results not counting ballots.

Choose the language below based on which option your executive board chose above:

Option 1 or Option 3 if you received nominations prior to the meeting:

PRESIDENT: We received the following nominations for president prior to the meeting (read names). The floor is open for nominations for president.

Option 2 and Option 3 if no nominations were received prior to the meeting:

PRESIDENT: The floor is open for nominations for president.

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If someone would like to nominate someone from the floor:

PRESIDENT: The chair recognizes the person making the nomination. "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 or indicate consent of the nominee.

PRESIDENT: "_____ has been nominated. Are there any further nominations?" Continue until there are no other nominations. "Hearing no other nominations, the chair declares the nominations closed. We will give each candidate 2 minutes to state their qualifications."

Allow each candidate to speak.

PRESIDENT: "We are emailing the ballot, for review, to the email you submitted when registering for this meeting. You'll have 2 minutes to cast your vote using that polling feature. We'll pause our business to give you time to go cast your ballot. (You cannot continue with elections as the person not selected as President may want to run for another position). Simply click on the name of the candidate of your choice. Your vote will not contain any identifying information so all votes will be anonymous. Please do not log out of our meeting while casting your ballot."

PRESIDENT: "_____, our teller, is ready to report."

TELLER: "Number of votes cast: _____, _____ received ___ votes; _____ received ___ votes, etc."

PRESIDENT: "Thank you. Number of votes cast: _____, _____ received ___ votes; _____ received ___ votes, etc. _____ is elected as president."

Continue this process for all officers.

PRESIDENT: At this time, I would like to introduce the officers of the _____ PTA for the 2020-2021 school year."

Unfinished Business - (executive 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 - (executive board or membership meetings)

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

Approval of 2019-2020 Budget Amendments - (executive board or membership meetings)

PRESIDENT: “The treasurer will now present the proposed budget amendments.”

TREASURER: Each line item should be read. After reading the items state “I move that the proposed budget be adopted as presented.”

PRESIDENT: “The treasurer has moved that the budget be adopted 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/failed.”

Announcements – (executive board and membership meetings)

The chair should, if possible, make all announcements. Announcements include the date of the next meeting, important events and activities, etc. This may also a good time to ask your Principal to speak if they have not given a report earlier.

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

Adjourn - (executive board 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 formal motion is necessary to adjourn.

PRESIDENT: “Is there any further business? Hearing none, the meeting is adjourned at _____”