

**ABC PTA**  
**Regular Meeting Agenda**  
**September 1, 2012**

**Call to Order:**

*The Chair stands, raps the gavel one time and says “The ABC PTA regular meeting will come to order.”*

**Opening Ceremonies**

*This part of the agenda varies from PTA to PTA – Invocation, Pledge of Allegiance, poem or inspirational message (in this order, if presenting some or all of these items).*

**Establish Quorum**

*The Chair declares a quorum. (Quorum for an executive board meeting is a majority of all filled board positions; for an association meeting, look in your bylaws, Article IX: Meetings, Section 3).*

**Approval of Minutes**

*The Chair states if the minutes have been handed out or calls the secretary forward to read the minutes. The Chair only asks for corrections to the minutes but never asks if there are any additions – corrections are additions. The Chair states whether the minutes stand approved as (written, read or corrected).*

**Treasurer’s Report**

*The treasurer reads the report (even if distributed), stating the beginning balance as of (date), total income, total expenses and ending balance (as of today’s date). The Chair asks if there are any questions about the report. The Chair states that the report will be filed. (The president and secretary receive a hardcopy of the report even if the treasurer did not distribute copies.)*

**Correspondence**

*If there are any thank you notes or other correspondence, the secretary stands and reads them.*

**Officer and Standing Committee Chair Reports** (These may be listed separately.)

*All officers and committee chairs should present their own report. If a report also has a motion in it, the officer or committee chair makes the motion. “By recommendation of the executive board, I move to... (state the motion).”*

**Special Committee and/or Special Orders**

*This is where you would have the election of the nominating committee, the nominating committee report, the election of officers, the appointment of the financial reconciliation committee and the financial reconciliation committee report. The chairman of the financial reconciliation committee reads the report and makes the motion to adopt the report: “By direction of the financial reconciliation committee, I move the adoption of the financial reconciliation committee report.” You must vote to approve the financial reconciliation report.*

**Unfinished Business**

*This should only be brought up if the Chair knows that there is business to come back before the group. Otherwise, you do not have to say anything or have it on your agenda.*

**New Business**

*The Chair always asks if there is any new business to come before the association.*

**Program**

*The Chair introduces the officer or committee chair who will present the program. The Chair never “turns the meeting over” to someone else.*

**Announcements**

*The Chair states any announcements and also asks if anyone has any other announcements.*

**Adjournment**

*The Chair states, “If there is no objection, the meeting will now adjourn. (pause) Since there is no objection, the meeting is adjourned.” You do not need a motion to adjourn.*