

Sample Minutes

Minutes are the permanent record of all action taken by the association; they are a legal document. The following sample is offered as a guide for the secretary. Wording in *italics* provide an example of how the minutes should be stated.

_____ PTA/PTSA
(*Association/Executive Board*) Meeting (*Month, Day, Year*)

The (*regular/special*) meeting of the (*name*) PTA/PTSA was called to order on (*month, day, year*) at (*time*) (*a. m./p. m.*) in the (*place meeting held*) by president, (*name*), the secretary being present or (*name*) acting as secretary. A quorum was (*established/not established*). (*Name*) presented the invocation, and (*name*) led the pledge OR (*name*) led the pledge, and (*name*) presented an inspirational thought. The minutes of the (*previous date and type of meeting*) were: (*read and approved*) or (*read and approved as corrected*). The treasurer's report showed (*beginning balance, receipts, disbursements, ending balance*). Report should be attached. *The treasurer's report was filed.*

Reports from officers would follow any correspondence and should be read after the treasurer's report. If a vote on the reports is necessary, the minutes should state:

(Name) moved the adoption of the (name of the committee/executive board) recommendation to (state exact wording). After discussion the motion (carried/failed).

Reports from the standing committees would follow in the order given. State who presented the report for each committee and include a summary of the facts and action taken, if any. If the report is very long, it is permissible to attach the report to the official copy of the minutes (with a notation in the minutes to refer to the attachment).

If a member of the association makes a motion, minutes should state who made the motion and the exact wording of the motion. It is not required to list the name of the person who seconded the motion, but the minutes should indicate that the motion was seconded and the action taken. For example:

(Name) moved that (exact wording of the motion). The motion was seconded and (carried/failed).

If the motion requires a two-thirds (2/3) vote, such as an amendment made to the bylaws or standing rules, the minutes should state that *the amendment carried by a 2/3 vote.*

If an election is held, the minutes should state the names of the nominees and the results of the election. After unfinished business, new business, programs, and announcements have been noted in the minutes, the adjournment is recorded.

The meeting was adjourned at (time) (a.m./p.m.).

(Signature)
(Name), Secretary (or Secretary Pro-tem)

Approved (or Approved as Corrected) (month, day, year) (Initials of Secretary)

Any corrections should be written on the minutes in the correct place and initialed by the secretary.