

# Leadership Services Commission

## SAMPLE PTA AGENDA WITH PHRASES TO USE

<p><b>CALL TO ORDER</b> (on time!)</p> <p>The president stands, raps gavel once and calls the meeting to order.</p>	<ul style="list-style-type: none"> <li>• <i>The meeting will please come to order.</i></li> </ul>
<p><b>OPENING CEREMONIES</b></p> <p>Pledge of Allegiance (not “flag salute”)</p>	<ul style="list-style-type: none"> <li>• <i>_____ will lead us in the Pledge of Allegiance. Will you please stand.</i></li> </ul>
<p><b>APPROVAL OF MINUTES</b></p> <p>The secretary stands, addresses chair and reads minutes. Or (with approval of group) the minutes may be assigned to a committee for approval or correction.</p>	<p><b>NO MOTION NEEDED</b></p> <ul style="list-style-type: none"> <li>• <i>The secretary will read the minutes of the meeting on _____ (date).</i></li> <li>• <i>Are there any corrections?</i></li> <li>• <i>The minutes stand approved as read. OR</i></li> <li>• <i>The minutes stand approved as corrected.</i></li> </ul>
<p><b>FINANCIAL REPORTS</b></p>	<p><b>NO MOTION NEEDED</b></p> <ul style="list-style-type: none"> <li>• <i>_____ will present the treasurer’s report.</i></li> <li>• <i>You have heard the report of the treasurer. Are there any questions?”</i></li> <li>• <i>The report will be filed for the auditor.</i></li> </ul>
<p><b>AUDIT REPORT</b> (semi-annual)</p>	<p><b>MOTION NEEDED TO ADOPT</b></p> <ul style="list-style-type: none"> <li>• <i>It has been moved and seconded that the audit report be adopted.</i> (follow steps for a motion)</li> </ul>
<p><b>PRESENTATION OF BILLS</b></p> <p>Bills are presented and their payment voted upon. (Bills should be itemized in minutes as to amount, who is to be paid and what payment covers.)</p>	<p><b>MOTION NEEDED TO PAY BILLS</b></p> <ul style="list-style-type: none"> <li>• <i>The treasurer will read the bills.</i></li> <li>• <i>It has been moved and seconded that the bills be paid.</i> (follow steps for a motion)</li> </ul>
<p><b>REPORT OF THE EXECUTIVE BOARD</b> (for association meetings)</p>	<p><b>MOTION REQUIRED</b></p> <p>But a second is not required when a motion comes from a committee/board</p>

<p>A summary report (not the minutes) is read for the information of the members. Recommendations are voted upon one at a time, the secretary moving the adoption of any of the recommendations.</p>	
<p><b>REPORTS OF COMMITTEES</b></p> <p>President calls for the “report of the committee”, not the “chairman’s report”. Person making the report moves the adoption of any recommendations.</p>	<ul style="list-style-type: none"> <li>• _____ <i>will present the report of the _____ committee.</i></li> <li>• <i>Are there any questions regarding the report?”</i></li> <li>• <i>If not, the report will be filed OR</i></li> <li>• <i>You have heard the recommendations.</i> (follow steps of a motion.)</li> </ul>
<p><b>UNFINISHED BUSINESS</b></p>	<ul style="list-style-type: none"> <li>• <i>The first item of unfinished business is _____</i></li> </ul>
<p><b>NEW BUSINESS</b></p>	<ul style="list-style-type: none"> <li>• <i>The first item of new business is _____</i></li> </ul>
<p><b>ADJOURNMENT</b></p>	<p><b>NO MOTION IS NECESSARY</b></p> <ul style="list-style-type: none"> <li>• <i>The meeting is adjourned.</i></li> </ul>