



SAMPLE PTA AGENDA – WITH MOTIONS AND PHRASES TO USE

<u>[Name of Your Unit – PTA Association Meeting]</u> <u>[Meeting Date, Time, Location]</u>	
CALL TO ORDER ○ Call meeting to order ○ Start on time with quorum met	<ul style="list-style-type: none"> • “The meeting will please come to order.”
OPENING CEREMONIES ○ Pledge of Allegiance	<ul style="list-style-type: none"> • “_____ will lead us in the Pledge of Allegiance. Please stand.”
APPROVAL OF MINUTES ○ Distribute Minutes before meeting or post at meeting ○ No motion needed	<ul style="list-style-type: none"> • “The Minutes of the meeting on _____ [date] were distributed/ posted. Are there any corrections?” • “The minutes are approved as presented.” OR “The minutes are approved as corrected.”
FINANCIAL REPORTS ○ Treasurer’s Report ○ No motion needed	<ul style="list-style-type: none"> • “_____ will present the treasurer’s report.” • “You have heard the report of the treasurer. Any questions?” • “The treasurer’s report will be filed for audit.”
AUDIT REPORT ○ Presented semi-annually ○ Motion to adopt	<ul style="list-style-type: none"> • “_____ will present the auditor’s report.” • “You have heard the report of the auditor. Any questions?” [MOTION TO ADOPT] • “It has been moved and seconded that the audit report be adopted.” [Follow steps for a motion]
PRESENTATION OF BILLS ○ Motion to pay bills	<ul style="list-style-type: none"> • “The treasurer will read the bills.” [MOTION TO ADOPT] • “It has been moved and seconded that the bills be paid.” [Follow steps for a motion]
EXECUTIVE BOARD REPORT ○ Summary of board actions and recommendations ○ Motion to approve each recommendation	<ul style="list-style-type: none"> • “The secretary will present the executive board report.” [MOTION(S) TO ADOPT – For each recommendation e.g. to approve programs, budget, calendar, fundraising, signed contracts] • “Since the motion comes from the board, a second is not needed. It has been moved that” [Follow steps for a motion]
COMMITTEE REPORTS ○ Motion to approve each recommendation ○ Include reports from principal, teacher representative and student representative	<ul style="list-style-type: none"> • “_____ will present the report of the _____ committee.” • “Thank you. Are there any questions?” • [IF NO MOTIONS] “The report will be filed.” OR [MOTION TO ADOPT] • “Since the motion comes from a committee, a second is not required. It has been moved that ...” [Follow steps for a motion]
UNFINISHED BUSINESS ○ President presents items from last meeting’s Minutes	<ul style="list-style-type: none"> • “The first item of unfinished business is _____.”
NEW BUSINESS ○ Motion needed on action item before discussion and vote	<ul style="list-style-type: none"> • “The first item of new business is _____.” [IF ACTION ITEM, MOTION TO ADOPT] • “Is there a second? It has been moved and seconded that” [Follow steps for a motion]
PROGRAM (Optional) ○ Introduce program presenter	<ul style="list-style-type: none"> • “_____ will present the program.”
ANNOUNCEMENTS ○ Include dates for upcoming meetings and activities	<ul style="list-style-type: none"> • “The next meeting is scheduled for _____.” • “Thank you for joining us.”
ADJOURNMENT ○ No motion needed	<ul style="list-style-type: none"> • “The meeting is adjourned.”

Fig. R-2 Sample Agenda and Meeting Planner