# SAMPLE PTA AGENDA – WITH MOTIONS AND PHRASES TO USE

**[Name of Your Unit – PTA Association Meeting]**

**[Meeting Date, Time, Location]**

## CALL TO ORDER
- Call meeting to order
- Start on time with quorum met

- “The meeting will please come to order.”

## OPENING CEREMONIES
- Pledge of Allegiance

- “______ will lead us in the Pledge of Allegiance. Please stand.”

## APPROVAL OF MINUTES
- Distribute Minutes before meeting or post at meeting
- No motion needed

- “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

- “______ 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

- “______ 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

- “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

- “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

- “______ 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

- “The first item of unfinished business is ______.”

## NEW BUSINESS
- Motion needed on action item before discussion and vote

- “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

- “______ will present the program.”

## ANNOUNCEMENTS
- Include dates for upcoming meetings and activities

- “The next meeting is scheduled for __________.”
- “Thank you for joining us.”

## ADJOURNMENT
- No motion needed

- “The meeting is adjourned.”

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**Fig. R-2 Sample Agenda and Meeting Planner**