



**Increase Your Attendance
Run an Effective Meeting!**

Officers List of Items to Bring to Every PTA Meeting

President:

- Gavel
- Copy of the Agenda and any reports
- Bylaws
- Roberts Rule of Order Newly Revised
- *NYS PTA Resource Guide*
- Paper and pen
- Folder with correspondence

Vice President:

- Copy of the Agenda and any reports
- Paper and pen

Secretary:

- Minutes book (minutes of previous meetings, including treasurer's reports)
- Copy of the agenda
- Paper, pens, paper clips
- Blank Ballots
- Folder with any correspondence
- Bylaws and Procedures
- List of unfinished business from previous meeting
- List of the membership
- List of committees: chairs and members

Treasurer:

- Treasurer's Report
- Agenda
- Previous treasurer's reports
- Paper and pen
- (Check book and bank statements if needed)
- (Cash box if needed)
- Blank reimbursement voucher forms

Someone should ensure that memberships are sold at every PTA meeting.

WHAT BELONGS IN A SET OF MINUTES

Minutes should be as brief as possible and reported in the order in which business was presented at the meeting. The action taken by the PTA, not what was said by the members, should be recorded. The secretary should request the maker of a motion to put it in writing. Minutes should be kept in an official minute's book. The word "approved" and the date of the approval should be written at the end of the minutes of each meeting, and the minutes should be signed by the secretary.

In writing minutes, this outline is generally used:

- Name of unit or council
- Date and start time of meeting
- Type of meeting – regular or special
- Name of presiding officer
- Whether a quorum was present to discuss business
- Statement concerning the minutes of the previous meeting, whether they were approved as read or corrected, or whether reading them was dispensed with and why. If dispensed with, the minutes must be approved by the executive board
- Report of treasurer
- Correspondence
- Reports of officers, the executive committee, standing committees and special committees, including names of those reporting
- All motions except those withdrawn, all points of order and appeals whether sustained or lost, and the name of each member who introduced a motion, but not the name of the one who seconds it
- Program, topic, type of presentation, names of participants, important points covered
- Further business
- Time of adjournment

HELPFUL HINTS FOR PREPARING MINUTES

Minutes of executive board meetings are approved by the executive board; minutes of the association are approved by the general membership. Minutes of a special meeting are approved at the next regular meeting. Minutes are not approved at a special meeting.

Corrections and approval of minutes are usually handled by general (unanimous) consent.

Allow a separate paragraph for each subject.

Record what was done, not what was said, and never the secretary's opinion.

Record exact wording of all motions made and seconded; withdrawn motions are not recorded.

Indicate results of the vote: 1) approved or defeated, and 2) number of votes on each side if vote is by ballot or counted.

Include secretary's signature. Use of the phrase "Respectfully submitted" is outdated.

Revise minutes **as soon as possible**. Give a copy to the president for review before finalizing for distribution.

ESSENTIALS FOR THE SECRETARY (AND OTHER ASSORTED HANDY STUFF)

Official minutes book (this can be any notebook, dedicated solely to minutes)

A copy of unit bylaws

A list of the unit's current membership

A loose-leaf notebook with pocket inserts or separators to hold the agendas, minutes, treasurer's reports and other important handouts from previous meetings

Several pens, a pencil or two, and it's a good idea to carry a red one

Magic Markers in several colors

Masking tape

Blank unlined paper. You never know when you'll need a sign!

Stapler and extra staples

A three-hole punch

Anything else you'd like to add to make your job (and the president's!) easier. Remember – it's your job to have everything the president needs, but sometimes forgets!

You can easily create a "go-to-meeting" kit (to bring along with your binder to contain all the pens, markers, tape, chalk, stapler, etc.) using, for example, a small plastic box, pencil case, old lunch box.

EIGHT STEPS TO A MOTION

Only members are legally qualified to make motions, discuss, and vote.

1. Obtain the floor.

Member rises and addresses the chair.

“Madam/Mister President.”

2. Assign the floor.

Member is recognized by the chair, who nods or announces member’s name.

3. Make the motion.

“I move that...”

4. The motion is seconded.

“I second the motion.” If there is no second, the chair says, “Motion is not on the floor for lack of a second.”

5. Chair states the motion.

“It is moved and seconded that...”

6. Debate or discussion.

“Is there any discussion?”

7. Vote.

“All in favor say ‘aye’” “All those opposed say ‘no.’”

8. Chair announces result.

“The ‘ayes’ have it and the motion is carried, and we will...”

or

“The ‘noes’ have it and the motion is lost.”

Amendments

Before the vote is taken on a motion, it may be amended by

- Inserting or adding a word or words, or paragraph
- Striking out a word or consecutive words
- Striking out words and inserting others in their place
- Substituting one paragraph or another motion for the original

Types of Motions

(See the key below.)

Privileged motions are urgent.

- Fix the time at which to adjourn (S, **M**)
- Adjourn (S, **M**)
- Recess (S, **M**)
- Raise a question of privilege
- Call for the orders of the day

Subsidiary motions modify, delay, or dispose of another motion.

- Lay on the table (S, **M**)
- Call for the previous question (S, 2/3)
- Limit or extend limits of debate (S, 2/3)
- Postpone to a certain time (S, **M***)
- Commit (refer to a committee) (S, **M**)
- Amend (S, **M**)
- Postpone indefinitely (S, **M**)

Motions that bring business again before the assembly.

- Take from the table (S, **M**)
- Reconsider (S, **M**)
- Rescind or amend motion previously adopted (S, **M** with notice; 2/3 without notice)

Incidental motions:

- Appeal (S, **M***)
- Consider by paragraph or seriatim (S, **M**)
- Call for division of the assembly
- Call for division of a question (S, **M**)
- Raise an objection to the consideration of a question (2/3 against consideration)
- Raise a parliamentary inquiry
- Request a point of order
- Suspend the rules (S, 2/3)

Key:

S	=	Requires a second
M	=	Requires a majority vote
2/3	=	Requires a two-thirds vote
*	=	Special considerations apply

SAMPLE FINANCIAL STATEMENT

Financial Statement of _____ PTA

December 21, 20__

	Budget	Month-to-Date	Year-to-Date
Balance Forward	\$ 500.00	\$461.00 (last mo's balance)	\$ 500.00
Receipts:			
Dues (50@ \$4.00)	\$ 600.00	\$200.00	\$ 550.00
Fall Festival	\$ 400.00	\$ 32.00	\$ 432.00
Book Fair	\$ 550.00		
Other	\$ 50.00		
Total Revenues	\$2100.00	\$693.00	\$1482.00
Disbursements:			
Newsletter Printing	\$ 200.00		\$ 85.00
Membership			
Outreach	\$ 110.00		\$ 100.00
Hospitality	\$ 70.00	\$ 10.00	\$ 30.00
Programs	\$ 700.00		\$ 240.00
Convention			
Expense	\$ 700.00		\$ 685.00
Region Workshops	\$ 110.00		\$ 65.00
Supplies	\$ 110.00	\$ 12.00	\$ 59.00
Contingency Fund	\$ 100.00		\$
Total Disbursements	\$2100.00	\$ 22.00	\$1264.00
Available Cash		\$671.00	
Dues Sent to State and National	\$952.00		

Mary Smith, Treasurer

The treasurer should provide the president and the secretary with a copy of the financial statement before the meeting begins.

The beginning balance, total receipts, total disbursements, and the ending balance should be entered in the minutes.

“So use your knowledge and talents that others will be glad you possess them.”

-- Henry M. Robert

Agenda	ABC High School PTSA General Membership Meeting October 15, 2017
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1. Call to Order, Pledge, Quorum
2. Business Report
 - a. Recording Secretary
 - b. Treasurer
 - c. Corresponding Secretary
3. Presidents Report
4. Principals Report
5. Executive Committees Reports
 - a. 1st VP
 - b. 2nd VP
 - c. 3rd VP
 - d. Council Delegates
 - e. Student Liaison
6. Committee Reports
 - a. Bylaws
 - b. Health, Safety & Environment
 - c. Education
 - d. Holiday Fair
 - e. Newsletter
 - f. Legislation
 - g. Reflections
 - h. SEPTA
 - i. Staff Appreciation Day
7. Old Business
8. New Business
9. Dates to Remember
 - a. 10/25 Board of Ed Mtg.
 - b. 10/26 PTA Council
 - c. 11/1 Liaison Mtg.
 - d. 11/4 Pep Rally
 - e. 11/5 Homecoming
 - f. 11/7 Picture retakes
 - g. 11/7 SEPTA PTA
 - h. 11/3 – 11/5 NYS PTA Convention – Niagara Falls

Next ABC PTSA meeting is Nov 15, 2017