

# Paliamentary Reminder Sheet for Unit PTA Meetings

<u>Agenda Item</u>	<u>Action</u>	<u>Meeting</u>
Minutes	Approve as read or corrected, no vote required	all
Monthly Treasurer's Report	File for audit, no vote required	Executive Board
Monthly Financial Report	File for audit, no vote required	Executive Board
Bills to be Paid	Vote needed to pay	Executive Board
Bills to be Ratified	Vote needed to ratify	Ex Board & Assoc.
Annual Financial Report	Accept as presented, no vote required	Association
Treasurer's Annual Report	File for audit, no vote required	Association
Semiannual Auditor's Report	Vote to adopt report	Association
Annual Budget	Vote to adopt report	Association
Summer Expenses	Vote needed to pay	Association
Unit Programs and Fundraisers	Vote needed to approve	Association
Contracts	Vote needed to approve	Association
Bylaws	Vote to adopt	Association
Election of Nominating Committee	Vote to elect	Association
Election of Officers	Vote to elect	Association
Election of Convention Delegates	Vote to elect	Association