

Parliamentary Reminder Sheet for Unit PTA Meetings

Agenda Item	Action	Meeting
Minutes	Approve as read or corrected, no vote required	all
Monthly Treasurer's Report	File for audit, no vote required	Exec. Board & Association
Monthly Financial Secretary's Report	File for audit, no vote required	Exec. Board & Association
Annual Budget	Vote to adopt budget	Association
Budget Revisions	Vote to adopt budget revisions	Association
Unit Programs and Fundraisers	Vote to approve	Association
Contracts	Vote to approve	Association
Bills to be Paid	Vote needed to pay	Exec. Board & Association
Bills to be Ratified	Vote needed to ratify	Exec. Board & Association
Annual Financial Report	Vote to adopt report	Association
Treasurer's Annual Report	File for audit, no vote required	Association
Mid-year Audit Report	Vote to adopt report	Association
Year-End Audit Report	Vote to adopt report	Association
Summer Expenses	Vote needed to pay	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
Ratification of Appointed Officers	Vote to ratify	Executive Board
Ratification of Appointed Chairs	Vote to ratify	Executive Board

Fill in the following from your bylaws:

Quorum for Association Meetings _____ Quorum for Executive Board Meetings _____
 Annual Membership Dues _____
 Composition of Nominating Committee _____
 Annual Election Meeting _____ Slate presented to Association in _____
 Mid-year audit to be completed in _____, presented to Exec. Board for review in _____, and brought to
 Association for adoption in _____.
 Year-end audit to be completed in _____, presented to Exec. Board for review in _____, and brought to
 Association for adoption in _____.

 Date of most recent bylaws adoption _____ Date of most recent standing rules adoption _____