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 _____

Association meetings held on _____   Executive Board meetings held on _____

Annual Membership Dues _____

Composition of Nominating Committee _____

Annual Election Meeting _____   Slate presented to Association in _____

Executive Board may authorize payment of bills up to a cumulative total amount of _____ between Association meetings.

Date of most recent bylaws state signature _____

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