

SAMPLE PTA AGENDA WITH PHRASES TO USE

CALL TO ORDER: <i>(on time!)</i> President stands and calls meeting to order.	<ul style="list-style-type: none"> • <i>The meeting will please come to order.</i>
OPENING CEREMONIES: Pledge of Allegiance	<ul style="list-style-type: none"> • <i>_____ will lead us in the Pledge of Allegiance. Please stand.</i>
APPROVAL OF MINUTES: Secretary stands, addresses chair and reads Minutes. Or, with approval of group, Minutes may be assigned to a committee for approval or correction. Or, if Minutes are distributed before the meeting, the chair starts by asking if there are any corrections.	NO MOTION NEEDED <ul style="list-style-type: none"> • <i>The secretary will read the minutes of the meeting on _____ (date).</i> • <i>Are there any corrections?</i> • <i>The minutes are approved as presented. OR</i> • <i>The minutes are approved as corrected.</i>
FINANCIAL REPORTS:	NO MOTION NEEDED <ul style="list-style-type: none"> • <i>_____ will present the treasurer's report.</i> • <i>You have heard the report of the treasurer. Are there any questions?</i> • <i>The report will be filed for the auditor.</i>
AUDIT REPORT: <i>(semi-annual)</i>	MOTION NEEDED TO ADOPT <ul style="list-style-type: none"> • <i>It has been moved and seconded that the audit report be adopted. (Follow steps for a motion)</i>
PRESENTATION OF BILLS: Bills are presented and payment is voted on. (Bills should be itemized in Minutes as to the amount, who is to be paid and what payment covers.)	MOTION NEEDED TO PAY BILLS <ul style="list-style-type: none"> • <i>The treasurer will read the bills.</i> • <i>It has been moved and seconded that the bills be paid. (Follow steps for a motion.)</i>
REPORT OF EXECUTIVE BOARD: <i>(for association meetings)</i> A summary report (not the minutes) is read for the information of the members. Recommendations are voted on one at a time with the secretary moving the adoption of any of the recommendations.	MOTION REQUIRED BUT A SECOND IS NOT, WHEN A MOTION COMES FROM A COMMITTEE/ BOARD
REPORTS OF COMMITTEES: President calls for the 'report of the committee'. Person making the report moves the adoption of any recommendations.	<ul style="list-style-type: none"> • <i>_____ will present the report of the committee.</i> • <i>Are there any questions about the report?</i> • <i>If not, the report will be filed OR</i> • <i>You have heard the recommendations. (Follow steps for a motion.)</i>
UNFINISHED BUSINESS:	<ul style="list-style-type: none"> • <i>The first item of unfinished business is _____</i>
NEW BUSINESS:	<ul style="list-style-type: none"> • <i>The first item of new business is _____</i>
ADJOURN:	NO MOTION IS NECESSARY <ul style="list-style-type: none"> • <i>The meeting is adjourned.</i>